PUPIL SUPERVISION POLICY

Prior Park Paragon

Policy Owner Deputy Head Pastoral and DSL	**Applies to** Prior Park Paragon	**Superseded documents** Student Supervision Policy v1
Associated documents Safeguarding Policy Attendance Policy Positive Behaviour Policy Collection of Children Policy Missing Child Procedure Safety and Supervision on School Journey Policy Educational Visits Policy and Handbook Health and Safety Policy Fire Policy	**Review frequency** Every year (unless the legislation/regulations update before this time) **Implementation date** 1 September 2026	**Legal Framework** KCSIE Early Years Framework HSE Guidance

This policy is reviewed annually, or more regularly as required, prior to approval by Trustees, where applicable.

Last reviewed by:	Deputy Head Pastoral and DSL (Mrs S James) and Head of Compliance (Miss E Wickham)
Date last reviewed:	August 2026
Approved by Trustees:	Approved by the Senior Leadership team
Date last approved:	30 August 2026
Date for next approval:	August 2027

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and Prior Park Paragon (PPP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park Gibraltar (PPG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values

Curiosity – Generosity – Courage

2. Links with other policies

Prior Park Paragon is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the school, both on and off the school site.

This policy should be read in conjunction with the below policies.

- Safeguarding Policy
- Attendance Policy
- Positive Behaviour Policy
- Collection of Children Policy
- Missing Child Procedure
- Safety and Supervision on School Journey Policy
- Educational Visits Policy and Handbook
- Health and Safety Policy
- Fire Policy
- EYFS and Curriculum Policy

3. Scope and Aims

This policy is applicable to all those involved in pupil supervision at Prior Park Paragon, including pupils within our EYFS, both on site and when off site on sporting, cocurricular or educational trips and visits. This policy applies to all staff to ensure the safety of all pupils through effective supervision during the school day and at specific times (e.g. transitions, playtimes and lunchtimes).

This policy aims to:

A. **Ensure the Safety and Well-Being of All Pupils**
   Establish clear guidelines for staff to maintain a safe, secure, and supportive environment throughout the school day, including during lessons, transitions, playtimes, and extracurricular activities.
B. **Support Effective Teaching and Learning**
   Promote an environment where pupils are engaged, supported, and encouraged to thrive academically, socially, and emotionally under attentive supervision.
C. **Comply with Statutory Requirements**
   Adhere to the statutory guidance set out in the Early Years Foundation Stage (EYFS) framework and other relevant regulations, ensuring appropriate staff-to-pupil ratios and qualified personnel are in place.
D. **Encourage Consistency and Accountability**
   Define staff roles and responsibilities clearly to ensure consistent supervision practices and accountability across all areas of the school.
E. **Promote Positive Relationships and Behaviour**
   Foster a culture of respect and care, where staff actively engage with pupils, model positive behaviour, and address concerns or conflicts promptly and effectively.
F. **Respond to Individual Needs**
   Provide tailored supervision to meet the specific developmental and emotional needs of pupils, particularly those in the EYFS.
G. **Facilitate Effective Communication**
   Ensure clear communication between staff, pupils, and parents regarding supervision practices and expectations to build trust and transparency.

By achieving these aims, the supervision policy seeks to create a safe, nurturing, and inclusive environment where every child can reach their full potential.

The Deputy Head Pastoral and DSL (Designated Safeguarding Lead) is responsible for the implementation of this policy.

4. Safety of Pupils is Paramount

All teaching, and where appropriate support staff, are responsible for supervising pupils throughout the school day, in addition to their teaching commitments. Staff are expected to actively monitor pupil behaviour, attitudes, and well-being during all school-related activities, whether inside or outside the classroom. Supervision extends beyond the classroom and continues during transitions, break times, and other activities to ensure a safe, supportive environment for all pupils.

Being 'On Duty' takes precedence over all other commitments. If duty staff need to attend a meeting etc, they should ensure they have informed the correct staff so that suitable cover can be deployed.

Effective Supervision

In addition to the Positive Behaviour Policy, which outlines effective playtime supervision, effective supervision throughout the school day involves:

- **Punctuality**: Arriving on time for all duties.
- **Active Monitoring**: Constantly moving around the designated duty area and remaining vigilant for any issues or concerns.

- **Adherence to Guidelines**: Following agreed procedures and directions for specific duties and areas as set out by the school.
- **Proactive Intervention**: Addressing minor incidents immediately and investigating concerns promptly.
- **Clear Communication**: Reporting concerns at handover and logging on CPOMS, sharing serious incidents with the class teacher and keeping the Deputy Head Pastoral informed.
- **Focus and Engagement**: Avoiding distractions such as lengthy conversations with colleagues that impede effective supervision.
- **Continuous Presence**: Ensuring no area or group of children is left unsupervised at any time.

Effective supervision ensures a safe and supportive environment for all pupils, fostering their well-being and positive behaviour.

The school day (arrival and departure):

- Normal school hours are 8.15am-4.00pm (with some clubs running until 5.00pm)
- Pupils are not on site, either arriving or departing from school, without supervision by a designated member of staff
- Where pupils are on site outside of normal hours, pupils will be supervised in line with the risk assessment for that activity and age of the child
- Pupils who are unwell are signed out of school by a member of the Reception staff, and parents collect their child from reception
- Pupils who have an appointment during the school day must be collected by their parents from the main reception where they are signed out and back in
- There will be a member of the SLT onsite until the final child has been collected to ensure safety of all pupils.

5. Supervision of Pupils

Timetabled Taught Lessons
During timetabled lessons pupils are supervised by the teachers taking their classes. When a teacher is away, staff cover is arranged.

Break and Lunch times
Teachers and teaching assistants are required to perform supervisory duties including playtime supervision. To ensure that each child has an enjoyable playtime where they feel safe and secure, the importance of full and active supervision at these times cannot be stressed enough.

Staff on playtime supervision will:

- Praise any child for following the Prior Park Values
- Support children if they are making the wrong choices in a coaching, supportive way
- Ensure any hot drink is in a lidded beaker
- Not leave the playground until the member of staff taking over the duty has arrived and any issues to be aware of are handed over to the next staff member
- Ensure 2 members of staff are on duty at any time
- Staff on playtime duty should be quickly identifiable for the children by wearing a hi-viz jacket
- When on duty, staff should circulate and take the opportunity to socialise with children from other classes, whilst maintaining an overview of the play area and spotting potential problems before they escalate
- Staff should avoid standing chatting to each other and consider their own positioning to

maximise levels of visual supervision
- Staff taking a class to the playground should not leave them unless there is a member of staff on duty

During the school day, pupils are not permitted to be in the buildings without an adult to supervise. Pupils do not access out of bounds areas (risky areas) as they are always under the supervision of adults.

All pupils, including those in the Early Years Foundation Stage, are closely supervised throughout the day with playtimes in restricted areas. Pupils access to wider areas of the grounds is risk assessed and managed by the staff responsible for an activity.

Risk assessments and the procedures in place provide a clear protocol for staff supervising pupils while they undertake outdoor learning activities in the grounds. They cover a wide range of potential hazards including water, traffic, strangers, uneven and steep surfaces, ticks, dogs, berries, fungi, brambles and nettles. Risk assessments are also in place for pupils' use of outdoor play equipment.

After school activities
Each evening, a variety of after-school clubs are available for children, alongside wraparound care provided by Super Pirates. Staff overseeing these activities are given a register of attendees and must promptly inform reception of any unexplained absences to ensure all children are accounted for.

Staff must ensure that children are delivered to the correct club at either 3.30pm for Pre-Prep, or 4.00pm for Prep.

Offsite supervision (Fixtures/Co-curricular activities and Educational visits)
There are many occasions when pupils are taken offsite to take part in Educational Visits/ Activities or sports fixtures. It is the Group Leaders' responsibility to ensure that pupils are adequately supervised during these visits. The arrangements for the supervision of pupils who are taking part in Educational Visits is set out in the Educational Visits Policy. Registers are taken for all activities off site, just as they would be at school.

If pupils are being collected at the end of a fixture/off site activity at a location other than Prior Park Paragon, then it is the staff member's responsibility leading that activity to ensure pupils are handed directly to their parents, or adult collecting them. Pupils must not be left unsupervised as staff need to ensure their safe collection by an adult.

Evening Events in school (e.g. Piano Concert, Music Concert)
For events involving both parents and pupils, a detailed risk assessment is conducted to ensure that all pupils are appropriately supervised throughout the event. At the conclusion of the event, clear procedures are in place to ensure pupils are safely returned to the care of their parents.

Registration
A register is taken of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.

For more information, please refer to the PPP Attendance Policy.

Travelling to and from school

- Parents are responsible for ensuring that their children travel safely to and from school, either by driving them in, allowing their children to walk/ride, or by signing up to the school minibus shuttle service which collects and drops children at the Sports Centre at Prior Park College
- Pupils are not supervised by a member of staff (except for the employed bus driver in the minibuses) when travelling on school buses but they are expected to behave responsibly.
- Complaints of unsatisfactory behaviour will be investigated.
- A member of staff will be on duty when school buses arrive and depart.

6. Security and Access Control

All staff must use their electronic Access Card to access buildings. Gates are controlled by an access code, electronic access card and/or car registration recognition.

Visitors are required to sign in and out at Reception and should be escorted at all times when in School. Contractors will be accompanied where necessary. During the school day entry to the building is via Reception only and entry to the main school is limited until a person's access has been approved and recorded.

For more information see the PPP Reception and Visitor Policy.

7. Staff Induction

All new members of staff with relevant supervisory responsibilities receive induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times and whilst on Educational Visits.

8. Early Years Foundation Stage (EYFS)

The supervision of our children in the EYFS adheres to the statutory requirements set out by the Department for Education (DfE). This includes maintaining appropriate staff-to-child ratios and ensuring that qualified staff are present to meet the needs of all children.

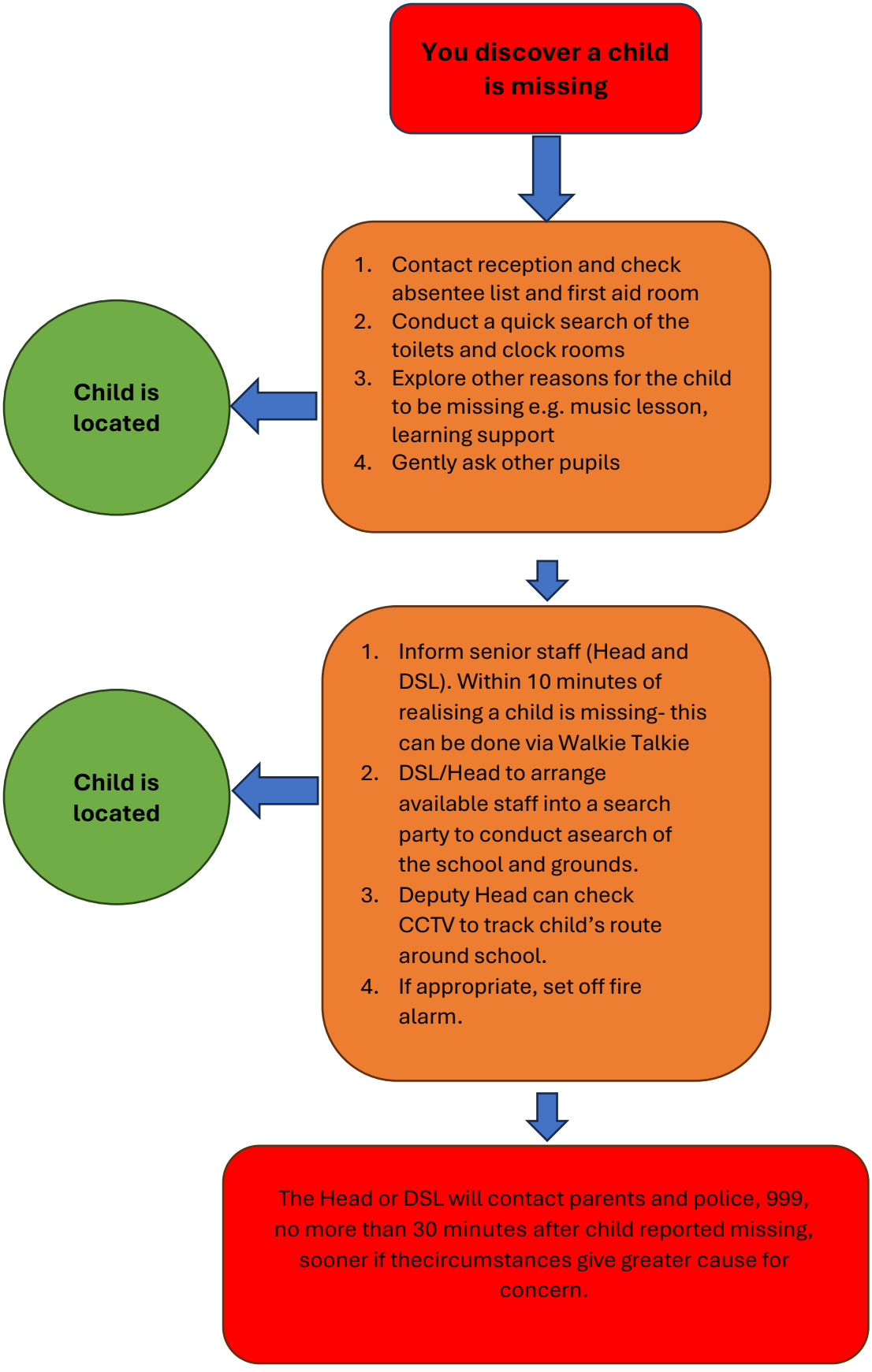
Within the classroom, children in our Pre-School are always supported by at least two qualified staff members. Our Reception class is led by a teacher with Qualified Teacher Status (QTS) and supported by a teaching assistant.

Supervision during playtimes is carefully planned to ensure these statutory ratios are maintained. Staff deployment takes into account qualifications and paediatric first aid training to ensure the safety and well-being of all children.

For further details on supervision requirements and ratios, please refer to our EYFS and Curriculum Policy.

Appendix A

What to do if a child goes missing in school



What to do if a child goes missing on a school trip or fixture (off site activity)

