Policy Name	Secondary Supervision Policy				
Effective Date	January 2022	**Date of last revision**	August 2026	**Version No.**	1.2
Author	Head of School				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
1		**19.09.2023**	• **Change of the time from 8.30am to 8am** • **Addition of location the library** • **Shift from 1 to 3 members of staff on duty** • **MYP year reference to Year 7-13**	**MTY**
		19.09.2023	• **Reference to Smoothwall** • **Personal devices are not the default hardware. The School now provides hardware and software**	**MTY**
		19.09.2023	• **Time change from 8.30am-8am** • **There are now three members of staff on duty**	**MTY**
		19.09.2023	• **First aider is on school site from 8.15am not 8.30am**	**MTY**
1.2		**25.08.2026**	**Lunchtime leaving arrangements have been amended**	**MTY**
		25.08.2026	**Reference to use of devices across the school**	**MTY**
		25.08.2026	**Mobile phone use in the building has been reviewed**	**MTY**
		25.08.2026	**Wording re volunteers**	**MTY**

		25.08.2026	**Student age references over 15 have been amended**	**MTY**
		25.08.2026	**Online filtering and monitoring reference formalised, not explicitly listed**	**MTY**
		25.08.2026	**Reference section updated**	**MTY**

Introduction

The Secondary School occupies a Victorian building on a residential street with the main entry and exit on Star Street and a fire exit only on St Michael's street.

This procedure clarifies the security and risk management involved in the safeguarding of students in respect of the arrangements for the supervision of ICS London Secondary students on the school premises and on offsite educational visits.

Scope and Reference Points

The following policies should be read in conjunction with this:

- Teaching and Learning Policy
- Safeguarding and Child Protection Policy
- E-Safety Policy
- Preventing and Anti-Radicalisation policy
- Physical Contact and Restrictive Intervention Policy
- Drugs, Alcohol and Smoking Policy and Sanctions
- Day Trips and Visits Policy
- Global Classroom Policy
- Academic Integrity Policy

This procedure applies to staff and students.

ICS Secondary School Supervision Procedure

1 Ratios

1.1 The school will ensure that staff, volunteers and other adults involved in the supervision of students are appropriately recruited, vetted and checked in accordance with the school's Safer Recruitment Policy and the applicable regulated activity and DBS requirements.

The school has used KCSIE 2026, relevant DfE guidance, applicable regulated activity requirements and relevant NSPCC guidance to inform the arrangements for the supervision of students both on and off site.

1.2 A member of staff supervises students from the ages of 11-18 years when they enter the building from 8am. Students arriving in the morning go to the lunchroom, library or courtyard where they congregate before morning registration at 8.45am.

1.3 At break times and lunch times there are at least two staff members on duty who cover the common spaces including the library, lunchroom, the gallery or long corridor and the courtyard. To optimise the space available for students to relax, the lunch hours are staggered and student numbers are divided 50: 50 approximately during the period from 12.15pm – 1pm for Year 7, 8 and 9, and then from 1pm-1.45pm for Year 10, 11 and 12 and 13. A member of the Secondary Leadership Team (SLT) monitors the supervision of duties on a daily basis, which are set out in the Staff handbook, available on the school's intranet.

1.4 Students aged 15 years and above who have written permission from their parents and may leave at lunchtime and log their exits and re-entries accordingly. Only students who are judged to be of sufficient maturity and independence are given consent. Students who are given permission to leave are talked through the Risk Assessment and must comply with these control measures.

1.5 At the end of the day there is a minimum of two members of staff checking students onto school buses and/or seeing them safely off the school premises. Students under the age of 15 years who do not use the school minibus service must provide written notification from their parents as to how they travel to and from school. The School reserves the right to withdraw students' permission to travel alone if the students are not believed to be of sufficient maturity and independence.

1.6 Students who have permission to leave at lunchtime must stay in a group of at least 2 at all times during their time off school premises.

2 Offsite visits

2.1 All offsite visits defined as leaving the school premises will have the minimum starting ratios, and are subject to documented risk assessment and may require additional supervisors to manage identified risks.

2: 15 for students under 16 years

2: 15 for all students from 16-18 years.

2.2 Overnight trip ratios are determined on a case-by-case basis with the above ratios as a starting minimum. Documented risk assessments are drawn up to manage each trip. Risk assessments consider:

- age and maturity;
- SEND/medical needs;
- behavioural or safeguarding vulnerabilities;
- destination;

- transport;
- public accessibility;
- accommodation;
- activities and hazards;
- gender/sex-specific safeguarding considerations where relevant;
- staff experience and competence;
- whether staff are DBS-cleared/appropriately recruited;
- whether the group will split into smaller groups.

3 Staff training

3.1 All staff are trained in supervision duties during staff induction at the beginning of the academic year and receive further guidance and support from the Secondary Leadership team throughout the school year.

3.2 Supervision provision is monitored by the Principal and reviewed by the Secondary leadership team according to requirements, at least annually.

4 Online Supervision

4.1 ICS London uses filtering and monitoring systems to prevent access to harmful or inappropriate online content. The effectiveness of filtering and monitoring is reviewed in accordance with the school's Online Safety and Filtering and Monitoring arrangements.

4.2 All staff are responsible for supervising students who are online while in their care, using school-issued laptops or devices specifically authorised for educational purposes.

4.3 Personal devices are not used as the default hardware, on the rare occasion, if allowed by a staff member, are actively monitored by staff in exceptional safeguarding/medical circumstances.

4.4 ICS Secondary operates a mobile-phone-free environment by default throughout the school day, including lessons, transitions, break and lunchtime. Students must not access or use mobile phones or other smart technology with equivalent communications functionality during the school day, except where specifically authorised by the School or where an individual exception is required for safeguarding, medical, disability or other legitimate reasons. Any such exception must be agreed and managed in accordance with the relevant school policy.

Appendix 1: Detailed Supervision procedures at ICS Secondary School

Students' arrival and departure

Students may arrive at school from 8am and are expected to go home by 5pm unless they are staying late for a pre-arranged and sanctioned (by the Deputy

Head of School or Head of School) event/function. Students are not allowed on site without supervision. At least one member of the teaching staff is always present on duty from 8am until 5pm in order to supervise students whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as after school duties.

The main duty times are:

- Early morning duty (8am – 8.45am)
- Break duty in the morning (10am – 10.15am)
- Lunch-time duty (12.15pm – 1pm and 1pm – 1.45pm)
- End of school/bus duty (3.45pm – 4.00pm)

Students who arrive at school at 8am can enter the library, courtyard or the main canteen, these areas are supervised. From 8am there are three duty teachers in place to receive students at 8am. Students are not encouraged to be in school before 8am.

From 8am – 8.45am students will be supervised in the canteen/lunchroom or the courtyard/patio. Diploma students however, are allowed to assemble in the DP centre prior to morning registration.

At 3.45pm all students going home via the school bus service must wait in the canteen, to be called to reception by the end of school/bus duty staff. Students waiting for parent/guardian pick-up must also wait in the canteen and will be called by the duty staff when their driver/escort arrives at reception.

Students travelling home independently may proceed to the Reception and move quickly out into Star Street.

Arrangements are made to ensure students are supervised during after school activities or other events out of hours both at school or club/activity venues off-site.

Students leaving the premises during the day/ lunchtimes.

Students aged 15 years or older may be considered for permission to leave the school premises at lunchtime. Permission is not automatic and is subject to individual parental consent, an individual risk assessment, consideration of the student's maturity and independence, and any relevant safeguarding or welfare information.

Students under 15 years are required to remain on site unless there are lunchtime sport activities off site, which are always supervised and usually take place twice per week.

- Students are made aware of lunchtime procedures at induction.
- No student is allowed to leave the building alone at lunchtime.
- Students sign out at the reception desk and sign in on re-entry to the School on the lunchtime register.

- Reception staff are informed if, for some reason a student is not allowed out on any particular day.
- Students not deemed sufficiently mature and independent aged 15 and above are not allowed out.
- Diploma students follow the same signing in/out procedures on entry and exit from the School.
- The school retains responsibility for safeguarding while the pupil is participating in an arrangement authorised by the school;
- The decision is risk assessed and individualised, rather than solely being age-based;
- Relevant safeguarding information/vulnerabilities are considered before permission is granted;
- The school has systems in place to know who is off-site and when they are expected back;
- Failure to return triggers an immediate safeguarding/attendance response;
- Permission can be suspended or withdrawn following a safeguarding concern;
- The arrangements consider contextual risks around the school site and journey;
- This process is reviewed periodically.

Registration

We take a register of students at the start of the morning and during each classroom session. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

First aid and support

There is a qualified first aider on duty from 8.15am to 5pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The names of First Aiders are published on the school web site and on the Health and Safety noticeboard along the main stairway on the ground floor.

First aid boxes are in all potentially high-risk areas, as well as in the Staff room. The First Aid Officer regularly checks and replenishes the first aid boxes.

Supervision while travelling to and from school.

Parents/guardians are responsible for ensuring that their children travel safely to and from school.

If travelling via the school minibus service, students must adhere strictly to the bus rules and to the drivers' instructions at all times.

Bus drivers are required to report any poor behaviour to front desk staff.

Supervision during educational visits and trips.

The arrangements for the supervision of students during educational visits and trips out of schools are described in our Day Trips and Global Classroom Policies

which include, 'The roles of the group leader, staff and other adults and students on student visits, trips and excursions'.

Student unsupervised access

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the catering and caretaking areas or science laboratories. All flammables are kept securely locked in appropriate storage facilities.

Staff induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of student supervision. Information is also contained in the Staff Handbook.

Roles and responsibilities of duty staff

1. **Early Morning Duty Role**

The role of the morning supervisor is to ensure students who come to school early are supervised, safe and in the specified assembly spaces – in the canteen and/or the courtyard/patio.

Staff Duties

- Be present at the sign in desk at 8am and conduct students to the canteen or patio.
- Ensure that students put their phones in a lockable pouch
- Ensure all students remain within specified spaces for the duration before registration.
- Engage with students to facilitate their interaction with other students
- Be alert to any potential incidents, or unsafe behaviour.
- Make sure all students move into Form Rooms on time.
- Any safeguarding concern arising during supervision must be reported immediately to the DSL or deputy DSL in accordance with the Safeguarding and Child Protection Policy, rather than relying primarily on operational line management.
- Where the DSL/deputy DSL is unavailable, the school's designated safeguarding cover arrangements must be followed.

Break/Lunch Duty Role

- Ensure all students remain within specified spaces for the duration (lunchroom, patio, the long corridor, library or Sixth Form Centre for DP students only).
- Engage with students to facilitate their interaction with other students.
- Be alert to any potential incidents, or unsafe behaviour.
- Make sure students return to class on time.
- Any safeguarding concern arising during supervision must be reported immediately to the DSL or deputy DSL in accordance with the Safeguarding and Child Protection Policy, rather than relying primarily on operational line management.

- Where the DSL/deputy DSL is unavailable, the school's designated safeguarding cover arrangements must be followed.
- Staff who conduct lunchtime activities off site accompany students throughout the session.

- **End of School Bus Duty Role**
- Report to the front office by 3.45pm.
- Pick up bus lists from the office.
- As buses arrive, call the bus number to colleagues and locate students. No bus is to leave unless all students are accounted for.
- Report any discrepancies to the office administrators.
- Be alert to any potential incidents, or unsafe behaviour.

4. After School Extra-Curricular Responsibilities

- Complete Google register for clubs.
- Finish club at appointed time.
- 1 to 1 classes, please keep classroom doors open for safe practice.
- Return students once activity has finished to the front office and do not leave the building until all students have left the building.
- A member of the Secondary Academic Leadership Team will always be on duty until 5pm if any support is required.
- Any activities that take place after 5.30pm must be authorised in advance by the Deputy Head of School..

5 Supervision of Students outside of School hours.

- On occasions when students and teachers wish to do extra study or on a Saturday, consent must be sought from the Senior Leadership team. A risk assessment must always be written up, seen and checked by the above parties.

References

DfE – Keeping children safe in education 2026

Education (Independent School Standards) Regulations 2014

DfE – Working or volunteering in regulated activity with children

DfE – Mobile phones in schools

ICS Safeguarding and Child Protection Policy

ICS Safer Recruitment Policy

ICS Online Safety / Filtering and Monitoring Policy