



# **AYSGARTH SCHOOL SUPERVISION POLICY**

**(See separate EYFS Supervision policy)**

**Reviewed: September 2026 and to be reviewed October 2027**

**Responsible Member of Staff: Ed Canning**

## **Supervision of Pupils Policy**

The purpose of this policy is to offer guidance to all staff as to the appropriate supervision of pupils during school terms.

This policy applies to teaching staff (including GAP students) at Aysgarth School.

### **Our aims are to**

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

## **Legal obligations and the duty of care**

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, that Aysgarth School is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. There are statutory requirements relating to supervision and adult:child ratio for children in EYFS.

All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

In order for teachers to carry out their duties effectively the Headmaster and Senior Management Team have certain responsibilities. These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively. (Code of Conduct)
- Ensuring the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present on the school site and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere. (see Countering Bullying Policy & Behaviour Policy)
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds. (see Risky Areas Policy & Risk Assessment Policy)

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- Regard for the ages and capabilities of our pupils.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during form tutor meetings and are regularly cross-referenced in assemblies and classroom discussions.
- Teachers have a responsibility to be aware of their supervisory responsibilities
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.

## **Negligence**

If a claim for negligence is brought against the School, it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

## **Protective measures**

With this guidance in mind, Aysgarth School has the following measures in place to protect pupils:

All boarding pupils are registered at 7.25 am as they go into breakfast, whereas Day pupils and Regular boarders register when they arrive at school with the designated member of staff between 8.00 - 8.20am. All pupils are registered again as they go into Lunch. (Compliance Registrations)

Pre-Prep and EYFS pupils are handed over to the care of 'before school care' staff or their class teacher. A register is taken in 'before and after school care'. Classes are registered after the pupils arrive in school and again at lunchtime and at the end of the day by their class teacher (*or teacher responsible for the timetabled lesson*).

Parents inform the Headmaster's PA, main school office or the Pre-Prep secretary of absence from School which is recorded as authorised absence with an appropriate code. Pupils are assigned as "Out of School" for authorised absences. If any pupil fails to arrive to sign in for the a.m. compliance registration without a satisfactory explanation, a call is made to the pupil's home by the relevant School Office to establish whereabouts. The designated member of staff for the registration of pupils that day will check that the registration is complete and

all pupils are accounted for by the end of Chapel each morning (8.40am). This acts as a safety net to cover any late arrivals who have failed to sign-in. After registration in the Pre-Prep and EYFS, registers are taken to the Pre-Prep Secretary who will check registration is complete and make any enquiries with regard to unexplained absences. See the Registration Procedure in 'A Guide to Boarding' for further information.

## **Missing Pupil**

All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the Registration Procedure, the School will instigate the Missing Child Policy. Please see Missing Child Policy and Policy for when a child is not collected for further information.

If any lesson has to be cancelled or moved for any reason, eg. staff illness, special regard must be paid to any pupils in the group. The cover procedure is overseen by the Deputy Head Academic.

Similarly, if a pupil has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian is aware of the situation and they have been collected and signed out in the register by the parent, guardian or member of staff. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

## **PUPILS AWAITING PICK-UP (Day Pupils/Regular Boarders)**

Junior pupils who go home at 5.25 pm are signed out by a member of staff in the Day Pupils' sign-out file. This sign-out happens from the Reynolds Hall foyer and if the pupil is not collected by 5.40 pm they are taken back to the main school building and into the junior tea. This is repeated again at 6.00pm (juniors/seniors), 7.15pm (juniors/seniors) and 8.00pm (juniors/seniors). The senior staff lead for that particular night, will check the Day Pupil file and ensure that all Pupils are accounted for. If a pupil has not been signed out, a telephone call to the parent will be made by the member of staff to ensure the whereabouts of the pupil. The Day Pupil sign-out file will be taken upstairs by the SMT duty member to the boarding member of staff to cross-reference with the main file as the boarders are registered again at bedtime.

Any boarder who leaves the school premises, for medical appointments, school visits etc during the day, will be signed out in the main register by a member of staff, and in again, on their return.

At the end of the day in Pre-Prep and EYFS, teachers hand over their pupils to parents at the school gate, recording this in the daily register. Children attending after-school care are registered by after-school care staff until collected by their parent or guardian from the school building.

No child may be handed over to anyone other than a parent without prior written or verbal (in person) authorisation. This also applies to children attending after-school clubs eg swimming.

Parents are responsible for ensuring that their children travel safely to and from school. Parents are also responsible for ensuring the safety of their children in the school car parks; parking safely and using the dedicated pathways at all times. Older siblings in the Prep school are not allowed to deliver or collect Pre-Prep children.

## **DUTY**

### **Prep School**

All staff help with duties. There is a team of at least four members of staff, led by a senior member of staff, on duty for each day of the week. A duty timetable is produced, with roles and responsibilities allocated throughout the day, including break times. The duty team is aided by the gap students and the school prefects during break times.

Pre-Prep staff are on duty when the children are in the Pre-Prep playground or astroturf. A paediatric first aider is always available.

## **Responsibilities of Teachers on Duty**

- To visibly patrol the various indoor and outdoor areas, separately from the other teachers on duty, to ensure that all areas are covered, being a 'moving target' on all occasions.
- To ensure that at the end of breaks, the playground areas are clear of all hazards such as skateboards etc.
- To observe pupils' activity to detect in so far as possible, any individual or group action which might :

1 Be considered intimidating (bullying)

2 Give rise to injury

3 Cause damage

- To enforce such rules as may apply to play areas.
- To be aware of such individuals whose presence on school premises is not justified, and challenge them accordingly.
- To take appropriate action in the event of an accident.

## **PUPIL-TEACHER RATIOS**

Pupil-teacher ratios are considered in the scheduling of all activities. The member of staff responsible for the allocation of pupils to an activity must ensure it is done with due

consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity. Adequate adult:child ratios, in line with statutory requirements, are applied for all activities involving EYFS and Pre-Prep children, and a paediatric first aider is available. All supervision ratios are constantly reviewed to accommodate changes in school numbers.

A member of staff must adopt a safety first approach and if they are unsure of the adequacy of supervision for an activity, seek the advice of the Headmaster.

**Supervision during educational visits** The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: “Educational Visits.”

To view the [EYFS Supervision policy](#) please [follow this link](#)

To view supervision rotas for the school please [follow this link](#)