ARTS EDUCATIONAL SCHOOLS
Supervision Policy

Document Title	Supervision Policy
Maintained by	Headteacher, SLT, Designated Safeguarding Lead
Owned by	Deputy Headteacher
Institutional/Directorate Policy	Day School and Sixth Form
Approved by	DSSF Board
Last Reviewed	November 2026
Next Review	November 2027

Supervision Policy

1. Introduction

ArtsEd is committed to ensuring the safety, welfare and effective supervision of all pupils throughout the school day and whenever pupils are in the School's care, whether on or off site.

This policy sets out the arrangements in place to ensure that pupils are appropriately supervised at all times and that suitable systems are in place to safeguard their welfare. It should be read in conjunction with the following policies:

- Educational Visits Policy
- Health and Safety Policy
- Security Policy
- Fire Safety Policy
- First Aid Policy
- Attendance and Registration Policy
- Behaviour, Rewards and Sanctions Policy
- Staff Code of Conduct

This policy has regard to Part 3 (Welfare, Health and Safety of Pupils), Paragraph 14 (Supervision) of the Independent School Standards Regulations.

2. Contacting the School During the School Day

Reception and the School switchboard are staffed from 8.00am until 4.30pm during term time. During these hours, School administrators respond to telephone calls and emails, deal with enquiries, provide support to visitors and relay messages to pupils and staff as necessary.

Outside these hours, messages may be left via voicemail or email and will be dealt with during the next working day.

3. Arrival Before School

The School opens to pupils at 7.45am and pupils must not enter the premises before this time unless they are attending a supervised activity. Pupils enter the building through the main entrance using their ID card to access the turnstiles. Pupils who do not have their ID card must report to Reception, sign in and obtain a temporary pass.

Breakfast is available in the canteen from 7.45am, where supervision is provided by members of staff. A member of the Senior Leadership Team is also stationed at the turnstiles each morning to oversee pupils' arrival and ensure a safe and orderly start to the school day.

Pupils in Years 7-11 who need to leave the site during the school day may only do so with authorised permission and must present a completed exeat slip at Reception before departing.

4. Supervision During the School Day

4.1 Registration

The School operates formal registration sessions at 8.30am and 12.55pm. In addition, attendance is recorded at the start of every lesson throughout the day.

Any pupil who is absent without explanation will be followed up in accordance with the Attendance and Registration Policy. Where a pupil's whereabouts cannot be established, staff will immediately notify colleagues and implement the appropriate safeguarding procedures.

4.2 Lessons and Movement Around School

Pupils are expected to remain in lessons unless permission has been granted by the teacher. Pupils should not normally leave lessons unaccompanied and, wherever possible, toilet visits should take place during break or lunchtime. Alternative arrangements may be made for pupils with identified medical or additional needs.

Where a pupil becomes distressed or dysregulated, support should be requested from a member of the Senior Leadership Team. If time away from the classroom is necessary, the pupil will be escorted to an appropriate supervised space and supported to re-engage with learning as soon as practicable.

The School recognises that some pupils may require reasonable adjustments to support their learning and wellbeing, including movement breaks, pause cards or other agreed strategies.

4.3 Sixth Form Study Periods

Sixth Form pupils are expected to use study periods responsibly and productively within designated study areas, including the Library, the Mezzanine and other approved spaces.

The Head of Sixth Form may authorise study leave or private study afternoons for individual pupils. Such arrangements are dependent upon good attendance, punctuality, behaviour and academic progress and may be withdrawn if these expectations are not met.

4.4 Staff Absence

Where a teacher is absent, suitable arrangements will be made to ensure that lessons remain supervised. This may involve another member of staff delivering the lesson or overseeing work that has been set.

In the Sixth Form, pupils may at times work more independently; however, appropriate supervision will remain in place and staff will ensure that pupils understand the expectations for the lesson.

4.5 Break and Lunchtime Supervision

The School operates a staff duty rota to ensure that pupils are appropriately supervised during break and lunchtime. Members of staff are deployed across key areas of the site, including the canteen, Green Roof, corridors, communal areas, toilets and organised activities.

School Captains may assist with aspects of pupil leadership and support during social times but remain under the direction and supervision of staff at all times.

4.5.1 **Supervision at Lunchtime and Off-Site Privileges**

Pupils in Years 7 and 8, and during the first two terms of Year 9, are not permitted to leave the School site at lunchtime. Access controls on the turnstiles prevent pupils in these year groups from leaving the premises during the school day. After lunch, pupils are expected to attend a supervised activity or remain in a designated supervised area. These may include rehearsals, enrichment activities, music practice, supervised study in Room 126, supervised sports provision at Rocks Lane, the Green Roof, or other allocated activity spaces. Pupils should not be unsupervised at any point, other than briefly when changing into or out of vocational clothing.

Pupils in Years 10 and 11, and Year 9 pupils once Year 11 have left for examination leave, may be granted permission to leave the School site at lunchtime. Before leaving, pupils must sign out with the member of staff supervising the academic corridor and must sign back in on their return. Pupils may only leave the site if they are wearing full school uniform and are carrying their School security pass and lanyard.

The School sets clear expectations for conduct when pupils are off site at lunchtime. Parents are required to provide written consent for their child to leave the premises during the lunch break. Lunchtime off-site privileges may be withdrawn if a pupil does not have their security pass, is behind with classwork or coursework, is required to attend a rehearsal or intervention session, or where concerns have been raised regarding attendance, behaviour, punctuality or welfare. Such restrictions may apply for a single day or for a longer period at the School's discretion.

4.6 First Aid and Medical Assistance

A number of staff hold recognised First Aid qualifications and are available to provide assistance when required. First aid support can be requested via Microsoft Teams, and first aid kits are located throughout the School, including in the School Office.

Any accident, injury or medical incident must be reported and recorded in accordance with the First Aid Policy. Staff who are not First Aid trained are nevertheless expected to act reasonably in an emergency by obtaining assistance and ensuring the pupil receives appropriate care.

5. Changing Rooms and Toilets

The School recognises the importance of balancing pupil privacy with effective supervision. Staff may enter pupil toilets or changing rooms where necessary to monitor behaviour, ensure pupil safety or investigate concerns.

Before entering, staff should clearly announce their intention to do so and allow sufficient time for pupils to respond. Wherever practicable, two members of staff should be present.

Staff must maintain pupils' dignity at all times and avoid viewing any pupil who may be changing. The purpose of any supervision in these areas is solely to ensure safety, welfare and appropriate behaviour

6. After School Supervision

No pupil may remain on site without appropriate adult supervision. This requirement forms an important part of the School's safeguarding and security arrangements.

For pupils in the Day School, supervision ends at 4.15pm unless they are participating in a staff-led activity, rehearsal, intervention or other authorised School event. Pupils are not permitted to remain on the premises after this time unless a member of staff has responsibility for their supervision.

Sixth Form pupils may book designated study or practice spaces until 5.15pm. During this period, they must remain within approved areas of the School and must not occupy a room on their own. Appropriate staff supervision must remain available within the building.

Between 5.15pm and 6.00pm, pupils may only remain on site if they are taking part in a School-organised activity, rehearsal or performance that is supervised by members of staff. Pupils not involved in such activities must leave the site.

After 6.00pm, any use of School facilities must be arranged through the School's lettings and hire provision. Pupils using hired facilities must be officially signed in and comply with all security and safeguarding procedures. Pupils below Sixth Form age must be accompanied by a responsible adult. Sixth Form pupils may independently hire School facilities after 6.00pm, subject to the conditions of the hire agreement and the School's safeguarding requirements.

7. Performances

The School regularly hosts performances, productions and other events that require pupils to remain on site beyond the normal school day. In these circumstances, parents will receive information outlining the supervision arrangements, timings and collection procedures.

A designated Performance Lead, usually the Head of Department or lead member of staff, will have overall responsibility for pupil welfare and supervision, behaviour, health and safety throughout the event. Appropriate risk assessments will be completed in advance, staff responsibilities will be clearly allocated and emergency procedures will be communicated to all relevant personnel. Pupils must being supervised at all times whilst backstage during a performance.

8. Weekend and Half-Term Rehearsals

Weekend and half-term rehearsals may only take place with the approval of the Director of Performing Arts and should normally be scheduled well in advance through the School calendar. Under no circumstances may pupils be on site or participate in rehearsals without appropriate staff supervision.

Parents will be informed in writing of the rehearsal arrangements, including the purpose of the session, timings, supervision arrangements and the times at which individual pupils are required to attend. Rehearsals should be planned so that pupils attend only for the periods in which they are actively involved.

Pupils must remain under the supervision of a member of staff at all times during rehearsals. Where rehearsals extend over a significant period, suitable breaks, including lunch arrangements, must be provided. Parents will be informed whether pupils may leave the site during breaks or whether they are expected to remain on site with a packed lunch. Staff must ensure that appropriate supervision ratios are maintained throughout all weekend and holiday rehearsals.

9. Rocks Lane Provision

The School hires external football pitches at Rocks Lane to provide pupils with additional opportunities for physical activity and enrichment.

A minimum of two members of staff must accompany pupils at all times. Registers are taken before departure from School and again before leaving the venue to ensure all pupils are accounted for. Attendance may be withdrawn from pupils whose behaviour has not met School expectations.

First aid provision and equipment are available on site. Staff supervising pupils at Rocks Lane remain subject to the School's Staff Code of Conduct and are expected to maintain professional standards, appropriate boundaries and effective supervision at all times. Expectations regarding safeguarding and conduct apply equally off site as they do on School premises.

9. Expectations of Staff Supervising Pupils

All staff have a responsibility to promote pupil welfare and maintain high standards of supervision. Staff must follow the Staff Code of Conduct and exercise professional judgement at all times.

Staff supervising pupils are expected to arrive promptly for duties, remain until the duty has concluded and arrange appropriate cover if they are unable to attend. They should be familiar with the expectations associated with their allocated duty, remain vigilant to safeguarding and health and safety concerns, and intervene where behaviour falls below expected standards.

Staff should actively monitor pupil conduct and interactions, challenge bullying or inappropriate language, support vulnerable pupils and ensure that pupils are in the correct place at the correct time. They should also promote respect for the School environment and encourage pupils to take responsibility for communal spaces.

Where a pupil becomes unwell or is injured, the supervising member of staff should remain with the pupil while assistance is sought from a qualified First Aider. All accidents, injuries and significant incidents must be recorded in accordance with School procedures.

APPENDIX 1 Explanation of staff duties