



# St Margaret's CE VA Primary School: Supervision Policy

**Date Implemented:** June 2025

**Date of Review**

**Policy Author:** Stuart Jones (Headteacher)

**Approved by:** Governing Body

## 1. Introduction and Purpose

This policy outlines the procedures for supervising pupils at St Margaret's CE VA Primary School. It aims to ensure the safety, well-being, and appropriate behaviour of all pupils during the school day, including before and after school, during lessons, breaks, lunchtimes, and school trips. This policy is underpinned by our school's vision: "Learn to love, love to learn, strive to serve," and our values of Respect, Thankfulness, Forgiveness, Perseverance, Responsibility, and Truthfulness.

### Key Questions for School Leaders:

- How does this policy align with our school's vision and values?
- How will we communicate the purpose of this policy to all stakeholders?
- What are our specific safeguarding concerns within our school context that this policy needs to address?

## 2. Legislative Framework and Guidance

This policy is informed by and compliant with the following legislation and guidance:

- **The Education Act 2002:** Places a duty on schools to safeguard and promote the welfare of children.
- **Keeping Children Safe in Education (KCSIE):** Statutory guidance for schools and colleges on safeguarding children.
- **Working Together to Safeguard Children:** Inter-agency guidance on safeguarding.
- **Children Act 1989 and 2004:** Legislation relating to the welfare of children.
- **Equality Act 2010:** Ensuring equal opportunities and protection from discrimination.
- **Health and Safety at Work Act 1974:** Ensuring a safe working environment for staff and pupils.
- **OFSTED Inspection Framework:** Outlines expectations for safeguarding and welfare.



### 3. Scope of the Policy

This policy applies to all staff members (including teachers, teaching assistants, support staff, volunteers, and governors), pupils, and visitors on the school premises or engaged in school-related activities off-site.

### 4. Roles and Responsibilities

- **Governing Body:**
  - Ensuring the school has a comprehensive Supervision Policy.
  - Monitoring the implementation and effectiveness of the policy.
- **Headteacher:**
  - Overall responsibility for the safety and well-being of pupils.
  - Ensuring the policy is implemented effectively.
  - Providing training and support to staff.
- **Designated Safeguarding Lead (DSL):**
  - Providing advice and support to staff on safeguarding matters.
  - Liaising with external agencies as necessary.
- **All Staff:**
  - Supervising pupils responsibly and diligently.
  - Following the procedures outlined in this policy.
  - Reporting any concerns about a pupil's safety or well-being to the DSL.
- **Parents/Carers:**
  - Supporting the school in implementing this policy.
  - Communicating any relevant information about their child to the school.
- **Pupils:**
  - Following school rules and expectations for behaviour.
  - Reporting any concerns to a member of staff.

#### Key Questions for School Leaders:

- Are roles and responsibilities clearly defined and understood by all stakeholders?
- How do we ensure effective communication between staff regarding supervision concerns?
- How does the DSL support staff in implementing this policy?

### 5. Supervision Strategies and Procedures



## 5.1 General Supervision

- **During Lessons:** Teachers are responsible for supervising pupils in their classrooms. They should maintain a safe and orderly learning environment.
- **Breaks and Lunchtimes:** A designated number of staff members (at least 2) will be on duty to supervise pupils in the playground, dining hall, and other areas. A clear rota will be in place.
- **Before and After School:** Supervision will be provided in designated areas for pupils arriving early or staying late for clubs or activities.
- **Transitions:** Staff will supervise pupils during transitions between classrooms, the playground, and other areas.
- **Toilets:** Pupils should be encouraged to use the toilet during break times. If a pupil needs to use the toilet during lesson time, this should be noted.
- **Corridors:** Pupils should be supervised when walking along corridors, especially during busy times.

## 5.2 Specific Supervision Arrangements

- **Early Years Foundation Stage (EYFS):** Staff-to-pupil ratios will adhere to statutory requirements. Activities will be closely supervised to ensure children's safety and well-being, in line with the OFSTED recommendations.
- **Pupils with SEND:** Individual Education Plans (All About Mes) and risk assessments will outline specific supervision needs for pupils with SEND.
- **Medical Needs:** Staff will be aware of pupils with medical needs and follow the school's medical policy.
- **Vulnerable Pupils:** Additional supervision and support may be provided for vulnerable pupils, as identified by the DSL.
- **School Trips:** Risk assessments will be conducted for all school trips, and appropriate supervision ratios will be maintained.

## 5.3 Behaviour Management

- The school's Behaviour Policy outlines expectations for pupil behaviour.
- Staff will use positive behaviour management strategies to promote good behaviour.
- Any incidents of misbehaviour will be dealt with in accordance with the Behaviour Policy.

## 5.4 Reporting Concerns

- Any concerns about a pupil's safety or well-being should be reported to the DSL immediately.
- Staff should record any incidents or concerns in writing, following the school's safeguarding procedures.



## **6. Risk Assessment**

- Regular risk assessments will be conducted to identify potential hazards and risks to pupils.
- Risk assessments will be reviewed and updated as necessary.
- Control measures will be implemented to minimise risks.

## **7. Training and Development**

- All staff will receive training on safeguarding, behaviour management, and supervision procedures.
- Training will be updated regularly to reflect changes in legislation and guidance.
- Specific training will be provided for staff working with pupils with SEND or medical needs.

## **8. Communication**

- This policy will be made available to all staff, parents, and pupils.
- The policy will be reviewed annually and updated as necessary.
- Any changes to the policy will be communicated to all stakeholders.

## **9. Monitoring and Review**

- The implementation of this policy will be monitored regularly by the Headteacher and Governing Body.
- The policy will be reviewed annually to ensure its effectiveness and compliance with legislation and guidance.
- Feedback from staff, parents, and pupils will be considered during the review process.

## **10. Related Policies**

This policy should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEND Policy
- Medical Policy
- Health and Safety Policy
- Online Safety Policy



By implementing this Supervision Policy, St Margaret's CE VA Primary School aims to create a safe, supportive, and nurturing environment for all pupils, where they can thrive and achieve their full potential, in line with our school's vision and values.