Cambridge Street School
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SUPERVISION OF PUPILS POLICY

Version: 11.0
Issued Date: Sept 2025
Next Review Date: Sept 2026
Approved By: Abdul Jabbar Ahmed
(Chair of Governing Body)
Suleman Collector
(Head Teacher)

1. Pupils' Arrival and Departure

The School is open from 7.50am and pupils, once they have arrived on the premises, are required to stay on the School premises. The School can take no responsibility for direct supervision of pupils until 7.50am, unless they are taking part in a school activity.

Unless they are taking part in an approved activity, pupils should not remain on the School site after 6.25pm. Pupils who have not been collected after 2.40/4.40/6:25pm must go to Head teacher's office. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, details of which can be found on Staffroom notice boards.

All Pupils are expected to remain on site throughout the school day. Pupils who leave early for a genuine reason (medical appointment) must be collected from reception.

During the course of a lesson, pupils are directly supervised by the member of staff teaching the lesson, who should not leave the room. Members of staff should not remove pupils from the room for disciplinary reason, but contact the behaviour officer for assistance. This can be done by sending a note or staff 'red card' with another pupil or of use of mobile phone if necessary.

2. Registration

We take a register 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 always contact the parent if a child fails to arrive at School without an explanation.

3. Medical Support

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. First aid boxes are in all potentially high-risk areas, as well as in the Main Reception Office.

4. Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on public transport. They are expected to behave responsibly. We would always investigate complaints about poor behaviour. At enrolment, parents must inform the school of their travel arrangements.

5. Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of School are described in our Educational Visits Policy.

6. Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science lab, the school kitchen, the control room, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have access to the caretaking areas of the School. Clear signs are displayed.

7. Duties

During the course of the School day, at break times, lunch time and after School, members of staff fulfil a supervision duty in various designated areas. A list of all areas and the requirements of the duty member of staff, are documented in the Staff Handbook and on Staff

room noticeboards. For every duty area it is important that staff involved have a uniformity of approach and apply consistent sanctions where necessary. A meeting of staff on each duty should be arranged in September and January to agree on a common approach and sanctions. Where a duty also has Prefects allocated, members of staff should also liaise with them. At lunchtime, a lunchtime supervisor is also utilised in order to provide a heightened supervision during this time.

8 Staff Induction

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision.

1. VERSION HISTORY

Issue Date	Version Number	Approved By
July 2019	5.0	Head Teacher & Governing Body
Sept 2020	6.0	Head Teacher & Governing Body
Sept. 2021	7.0	Head Teacher & Governing Body
Sept. 2022	8.0	Head Teacher & Governing Body
Sept 2023	9.0	Head Teacher & Governing Body
Sept 2024	10.0	Head Teacher & Governing Body
Sept 2025	11.0	Head Teacher & Governing Body