



SPARKEN HILL
ACADEMY

Supervision Policy (Sept 2025update)

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SPARKEN HILL ACADEMY | Sparken Hill, Worksop, Notts S80 1AW

Duty of Care

The 'duty of care,' is a statutory and contractual obligation for all staff, but places a specific responsibility on the Principal, as overall manager of the school, to ensure that full and appropriate supervision of all pupils occurs throughout the school day.

A significant part of the relationship between a teacher and pupils is based on the concept of **duty of care**. This principle has been upheld frequently in the courts and it follows that Academy staff must exercise a standard of care as would be expected of a **caring and prudent parent**.

The Principal along with the Leadership Team must ensure the maintenance of good order and discipline at all times during the school day (including break times and the midday break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere. They are also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds.

All teachers are responsible for maintaining good order and discipline among the pupils and safeguarding their safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

The following points should be noted:

- It is necessary to go into a room itself to supervise a class.
- A teacher, TA or other paid supervisor should be present to supervise pupils.
- The only safe system is to have (at least) one person in each room.
- Moving from one room to another, supervising two groups of pupils' is an inadequate process.

If a claim for negligence is brought against a staff member or the Governing Body (the employer), 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.

If an incident occurs, it is important that, in addition to the official accident report form, when necessary, an account should be written up for any incident other than a very trivial incident and recorded accordingly. Parents should be informed by telephone of serious accidents and bumps to the head. Bumps to the head should also be followed up by a note home. The Accident Logs are monitored half termly to identify any patterns occurring in order that relevant measures can be put in place.

Accidents that occur through faulty equipment or apparatus should be reported to the Principal and the equipment placed out of use until repaired or replaced.

Supervision before school

All parents are made aware of the starting time of the school day and of the fact that arrangements cannot be made for the supervision of pupils earlier than a specific 15-minute limited period before the school day begins at 9.00am. The appropriate level of supervision will be maintained by members of the community team being present on the gates / playground 15 minutes prior to the commencement of the morning session. The members of staff will situate themselves so that they have a clear view of the two entrances and watch that no pupils go out of the playground once they have entered the playground. The playground entrances will be supervised by designated members of the Community Team. Additionally, class doors will open at 8.45am and pupils are expected to enter the room at this time if they arrive by this time.

Registration

The responsibility to ensure that a pupil attends regularly is that of the parents or guardian. Up to date contact telephone numbers are available should a child be absent without notification. Staff in the ~~school office~~ **Community team** will attempt to contact the parent or guardian of any child whose absence has not been authorised on the first day of absence.

Parents are informed that a note, verbal message, or telephone call is necessary to validate their child's absence.

Pupils offsite

Pupils will not be allowed off site unaccompanied, during school hours, even where parents request it. No pupil should be sent off site on a personal errand on behalf of any member of staff.

Pupils leaving school with a parent or guardian (during the school day) will be recorded via the office. Pupils arriving late after registration has closed will be marked as late by the office / attendance officer.

Lesson time

No class of pupils should be left unsupervised for any reason. In the case of pupils excused normal lessons, for example, P.E. or assembly, adequate supervision within available staffing resources, needs to be provided. *This could, for example, include asking pupils with medical needs who cannot undertake PE to attend another classroom and work under the supervision of another teacher whilst PE takes place.* Supervision is needed for activities such as moving P.E. equipment or chairs and

tables. Pupils should be reminded of the correct way to carry chairs, tables, and apparatus.

Pupils who are not following the school rules regarding classroom behaviour must be escorted to another class, to the Principal or Vice Principal with a TA or another responsible pupil. Pupils being disciplined should not be sent to sit or stand outside the classroom without supervision.

Evidence of pupils being sent out of lessons must be kept via a CPOMs entry; wherever possible they should take work to complete.

Monitors may be used for a variety of jobs. They are expected to act in a safe, sensible, and reliable manner. This encourages independence and fosters self-confidence. Monitors must not be allowed to set out or put away heavy P.E. equipment without supervision.

Pupils should not use the internet unsupervised and staff should read the E-Safety policy.

Individual (1-1) supervision

Occasionally, some pupils are allocated individual adult (1-1) support. This could be for a variety of reasons including academic attainment, behaviour / social need, flight risk, other SEND identified needs. Where this is the case, it is recognised that such identified individuals are vulnerable and as such, the level of supervision should be seen as essential.

Please avail yourself of any relevant 1-1 plans / pupil passports. These (as from Sept 2025) should be freely available on the Provision Map portal. If one does not exist, you should consider compiling one if the child requires it.

If, for any reason you are asked to undertake alternative duties, there is a duty for you to ensure that somebody else supervises the child.

Supervision at break time

Adequate supervision must be provided both indoors and outdoors through school break times. The following table represents the minimum number of staff at each of the three distinct playtimes:

FS1 / FS2 1:13 Ratio (F1) / 1:15 Ratio (F2)

KS1 – 4 staff (Ratio – 1:37)

KS2 – 7 staff (Ratio – 1:43)

A staff rota is provided which indicates which members of staff should be on duty. A rota is provided for classes to take turns in using the outside apparatus and playing games in the MUGA areas. All staff on duty should carry a two way radio so they are contactable in the event of an emergency or can contact others when needed.

Pupils should never be left in classrooms at break times without a member of staff being present. The Heart area is utilised for 'indoor break' for a small number of pupils who are under the 'remote' supervision of dining room MDSAs providing they are sedentary / utilising the 4x desktop PCs. Pupil librarians are allowed to complete their duties unsupervised at certain times of the day.

The only exception is if a child has a genuine medical reason and needs to stay inside. In this case a buddy support system is used, and then staff should check on these pupils periodically.

Should staff discover that for whatever reason, there is insufficient supervision at breaktime, they are required to alert SLT via the 2-way radio system so that appropriate cover can be reinstated asap.

Midday Supervision

The safety and discipline of the pupils on the premises before, during and after the midday meal must be ensured as far as is reasonably practical. The supervisory staff will be responsible for one class of pupils, at certain parts of the lunch break; pupils from different classes may be joined together if some of the class are still in the dining room. KS1 and Reception class pupils may go into the hall together.

KS2 pupils are not allowed inside the school building without the permission of a lunch time supervisor. KS1 pupils are not allowed in unaccompanied.

Because of the size and complexity of the site, a supervision spreadsheet denotes start / finish times of MDSAs in order that appropriate ratios can be maintained. This breaks down the overall ratio of adult to pupil as well as ratios for inside and outside supervision.

Furthermore, plans are available which clearly indicates the approximate supervision locations for individual MDSAs. These are used flexibly to accommodate staff absences but also indicate when staff numbers are not sufficient to adequately supervise. Alternative resolutions are found before the session begins (e.g. cover supervisors, TAs, SLT members acting as a MDSA). See [Cover Matrix](#) and [MDSA staffing plan](#). The MDSA staffing plan also indicates where individual MDSAs are covering single classes in the event of a wet play.

Because of the numbers of pupils in school, it is necessary to have two, hour long lunchtimes. FS / KS1 (11.30 – 12.30pm) and KS2 (12.30 – 1.30pm). It is essential that teachers returning from their lunch break take responsibility for their classes at the end of lunch so that MDSAs can start their second shift and there is adequate cover in place. Similarly, KS2 staff should not dismiss their class for lunchtime until they are confident that there is sufficient supervision to do so.

MDSAs will deal with incidents of a minor nature. The senior supervisor will initially deal with any problems brought to her attention by the supervisory staff that require additional investigation / are of a more serious nature. The Principal or Vice Principal will be informed by the senior supervisor about any incidents of a serious nature, or where further action may be necessary. This includes perusing CCTV where

necessary. At least one MDSA will be allocated to the First Aid room to deal with any medical incidents that occur.

Supervision after school

Staff should ensure that the parent/carer or guardian responsible for collecting KS2, KS1 and Foundation Stage pupils are there to take charge of them before letting the pupils leave their care. Some UKS2 (Y5/6) can be granted written permission from parents to be released from school at the end of the school day. These children may walk home unaccompanied.

This privilege remains at the discretion of the Academy as they assume 'in loco parentis'.

Should older pupils not demonstrate that they are safe to walk home alone (e.g. by behaving poorly during the school day or by behaving poorly on the way home previously), SLT may revoke the walk home privilege and request that an adult collects after school and should refuse to dismiss until this occurs.

All Y4 and younger children will only be released to the care of a known adult (i.e. over 16 years of age). At this point, it is the responsibility of parents to adequately supervise their children and no liability can be shared for parents who lose their children in these circumstances.

Parents, however, are made aware that any child left on the premises after the school day has ended, is their responsibility. If they neglect to make provision for the pupils' safe return home, action may be taken by Social Care. Parents should contact the school at the earliest opportunity if they are delayed in traffic. Class teachers, office staff, the Principal or Vice Principal will attempt to contact parents to ask them to collect their children after school.

Names of pupils left at school after 3.45 pm without warning will be recorded on CPOMs and parents will be asked to sign when collecting their children and the time recorded. Where pupils are not collected after school, they will (ratios permitting) be taken to the After School Provision run by the school.

Pupils cannot leave simultaneously at the end of the school day (FS / KS1 are dismissed at 3.15pm / KS2 dismissed at 3.30pm), so consequently teachers should ensure that children leave in an orderly manner, necessary to maintain discipline and ensure safety.

For safety reasons and to resolve any issues that occur, the academy will ensure that members of staff are present on the playground gates at the end of the day (specifically 15.00 – 15.45). Staff are deployed on a timetabled basis. To always ensure staff presence, timetabled staff will open gates at designated times and remain on these throughout their shift. Due to the number of people exiting the premises at this time, it is impractical to expect all potential unsupervised pupils to be stopped. However, every attempt is made to avoid unaccompanied pupils (Year 4 and below) to leave the premises.

In the event of a child being reported as 'lost', this should be communicated via the 2-way radio system on channel 1. All available adults will then be looking out for the lost child and potential consideration being given to a 'silent lockdown', This effectively closes all external gates and doors to contain the issue until the child is found. This is detailed on page 8 of this policy

Foundation Stage / KS1 Dismissal:

Due to the increased risk in dismissing FS and KS1 pupils, the following process shall apply

Arrival:

1. Staff will ensure that all doors to the FS area will be locked securely whilst pupils are in the setting.
2. The outside large automated gate will open to allow parents carers access to the FS area in the morning. Parents wait on the FS playground for FS classes to open.
3. A designated staff member will supervise the large gate entry / egress at all times that this is open. This includes FS1 morning finish times and afternoon starts. This ensures that any unsupervised pupils can be prevented from leaving site unaccompanied. To this end, the gate will not automatically open during the normal day. A member of staff will need to 'fob' open the gate (and remain doing so) to ensure parents can enter / leave but also to supervise against any pupils who may attempt to leave independently.

Dismissal:

4. All doors to the unit / classroom will be checked to ensure that they are securely locked.
5. Once the class is settled and sat in an area away from the door, ONE door will be opened by a member of staff who will remain in this position. They will call out names to the main group and ensure that each child is handed to a known trusted adult. Any issues that require conversation with the parents should be conducted after all other children have been dismissed to avoid a lack of attention to the dismissal process.
6. Once all pupils have been admitted / dismissed, all external doors will be closed securely and checked.
7. As already mentioned, once the child is dismissed to the care of the parent / adult collecting, it is their responsibility to adequately supervise.

Breakfast and After School Club

This provision is currently organised by members of staff at the Academy who are responsible for good supervision of all children in their care at all times. They are responsible for providing risk assessments for all activities they carry out on school grounds. Breakfast Club is situated in the halls in the Academy and pupils enter through the small hall fire door. A member of staff will remain at this door ensuring that no pupil is able to leave whilst parents are dropping off. A register of all pupil is held.

No pupils at Breakfast Club are released from the hall (internally) until 8.45am when they are escorted to their classrooms by members of staff.

The Academy runs an after-school club run by two qualified, experienced Teaching Assistants. This is based on a strict booking system (currently sQuid) in order that adequate ratios can be maintained. As mentioned, a limited number of 'late pickup' pupils may be included in the After School Provision but this would be dependent upon ratios being adhered to. (See After School Club policy). We operate a 'password' system for releasing pupils. This is agreed by the parent and the ASC staff. Any trusted adult collecting pupils should know this password and no child should be released without it. Because the ASC also offers places to other schools, this system protects against staff 'not knowing' parents / carers as well as regulars.

For dismissal at After School Clubs, we operate a safe-word process for dismissal.

Supervision of pupils travelling to and from school

The Principal is not responsible for the supervision of pupils travelling to and from school. However, the Principal should inform parents of any inappropriate or unacceptable behaviour particularly if it affects the safety of any child. Pupils may be disciplined for incidents to / from the Academy (in line with our Relationships and Behaviour Regulation Policy).

Supervision of Physical Education

In addition to the same general principles of care, the class teacher must bear in mind the requirements of the Health & Safety at Work Act. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care. Factors to be considered include the safety of the apparatus, the conditions of the floor, the suitability of the children's clothing and footwear whether the exercises and activities are within the capabilities of the pupils as well as being properly taught. If in doubt as to the safety of taking part, staff should not allow the pupil to participate, instead asking them to either sit out or be asked to join another class.

There must be a high degree of supervision during athletic activities, especially field events and at the swimming baths. Pupils should not be allowed into the hall to use gymnastic equipment or go onto the pool side, unless they are properly supervised.

After school clubs run by staff (or external coaches) should be by pre-agreement and limited by number of pupils. Coaches should be fully vetted before being allowed to start a club and there should always be an additional staff member nearby in case of emergencies. This could, for example, be another club being run in the same vicinity. A club being run outside whilst a coach teaches outside is not deemed as 'same vicinity'.

Extra-Curricular Activities

The same level of supervision is necessary as for similar activities in normal school time. The risk management system and procedures "Evolve" is followed for all residential visits, on and off site clubs and visits, including relevant risk assessments, registers with contact details and ensuring all staff have current clear DBS status. Staff must follow the guidelines regarding staff to pupil ratio for the age of the pupils in their care.

Permission should be obtained from parents whose children will be participating in after school activities and who will be late home. A written notification of pupils making their own way home is required. Parents should be notified in the event of the cancellation of such activities at the earliest opportunity.

When pupils are taken from school on organised visits, the same duty of care arising from being 'in loco parentis' exists whether or not the visit is undertaken voluntarily and out of school hours. It covers the duration of the whole visit and should include arrangements, where appropriate for the collection of pupils at the end of the school day.

Where there is no male teacher to escort boys to the male toilets or changing rooms off site (swimming, school trips etc), every effort must be made to ensure the safety of the boys. If there is exclusive use of the premises, a member of staff must inspect the changing room / toilets before allowing boys to change. If accessing public toilets where members of the general public may access, the boys should not be allowed into the toilets alone, but in groups of at least three or four and should wait until they are all finished before coming out of the toilets.

Pupil Responsibilities

Class teachers should constantly reinforce school rules and challenge pupils they see inside at break times and lunch times. They should explain what is expected of them in out of school and on off site visits and how to deal with problems that may occur in order to keep them safe.

Missing Pupils Processes and Procedures

Should a staff member find that a child is missing, they should follow the following protocol.

1. Immediate actions:

- Check attendance records to ensure the child is in school
- Inform school leadership **immediately**. This should be direct face to face, telephone or via the 2-way radio system. Should the radio be utilised, please use the

phrase "CODE M". The school has CCTV so leadership will begin to scour footage to locate the child.

- Search school premises (inside and outside) thoroughly
- (Silent) Lockdown of automatic gates instigated. In this case, the lockdown alert will not sound but the access control system will enter lockdown. This locks all doors and gates on site.
- Radio all staff as code M – staff who have capacity to take a radio and join the search

2. If pupil not found:

- Contact parents/guardians
- Gather information (last seen, clothing, etc.)
- SLT / Community Team to notify police

3. Communication:

- Keep staff informed –
- Update parents regularly
- Liaise with authorities

4. Wider search:

- All staff (who have the capacity) to check surrounding areas. This to be aided by intelligence from the CCTV footage

5. Documentation:

- Record all actions taken – pro forma (see appendix 1)
- Note times of events/communications

6. Post-incident:

- Review and update procedure
- Provide support to affected parties
- Conduct thorough investigation

Confirmation

This policy will be updated on an annual basis. This should be signed following agreement during the current academic year INSET admin day.

Staff name:

I confirm that I have read and fully understood the Supervision Policy and will abide by the procedures herein.

Signed _____

Date:



POST MISSING CHILD INCIDENT REPORT FORM

Date of Incident	
Time Child Discovered Missing	
Time Child Located:	
Duration	mins

CHILD INFORMATION

Child's Name:	
Class/Year Group:	
Age:	
LOCATION & ACTIVITY	
Location where child was last seen:	

IMMEDIATE ACTIONS TAKEN

Immediate area search		SLT informed	
Staff alerted		Parents contacted	
Exits secured		Police contacted	

Where child was found: _____

CIRCUMSTANCES & CONTRIBUTING FACTORS

Brief description of how incident occurred:

FOLLOW-UP ACTIONS

Staff member who discovered child missing:	
Review supervision procedures	
Staff debrief conducted	
Risk assessment review	
Staff responsible for supervision at time:	
Additional training required	
Policy review required	
Added to incident log	

LESSONS LEARNED & PREVENTION

What could be done differently to prevent similar incidents:

AUTHORISATION

Completed by (Print Name): _____ Date: _____

Signature: _____

Principal/SLT Review: _____ Date: _____

Signature: _____

Governor Notification: _____ Date: _____

Signature: _____

CONFIDENTIAL - This form must be completed within 24 hours and forwarded to the principal
immediately
File with safeguarding records | Report serious incidents to LA within 24 hours