



SUPERVISION OF PUPILS POLICY

Written January 2026 **Next Review:** January 2027

1. STATEMENT OF INTENT

1.1 Our Commitment

Bradford Christian School provides a safe, nurturing environment where all pupils are properly supervised at all times. Effective supervision is fundamental to safeguarding pupils, promoting their wellbeing, and enabling them to learn and develop securely.

As a Christian school, we believe every child is precious and made in the image of God. Our duty of care reflects our Christian values of love, protection, and responsibility.

1.2 Standard of Care

We operate to the standard of a "prudent or careful parent" by:

- Anticipating potential risks and taking reasonable steps to prevent harm
- Providing supervision appropriate to age, needs, and circumstances
- Maintaining vigilance and responding promptly to concerns
- Balancing protection with development of independence

2. LEGAL FRAMEWORK

This policy complies with:

Independent School Standards (ISS) 2026 - Part 3:

- Standard 11: Safeguarding
- Standard 12: Health and Safety
- Standard 14: Supervision of Pupils

Keeping Children Safe in Education (KCSIE) 2025

Statutory Framework for EYFS 2024

- Section 3: Safeguarding and Welfare Requirements
- Paragraphs 3.27-3.32: Staff:child ratios

Health and Safety at Work Act 1974

Restrictive Physical Intervention in Schools (April 2026)

3. SCOPE

3.1 Application

Applies to: All staff, volunteers, visitors, and contractors working with pupils

Covers supervision:

- From first pupil arrival (8:45am) until last pupil departure (4:30pm)
- Throughout school day including lessons, breaks, lunchtimes
- Before-school (Breakfast Club 8:00am) and after-school provision (Study Club until 4:30pm)
- During off-site educational visits

3.2 Age Range and Class Sizes

- Ages: 3-16 across Primary, Middle, and Upper phases
- Maximum class size: 25 pupils
- EYFS: Statutory ratios maintained (see section 5)
- Specialist autism provision: Enhanced staffing

4. STAFF DEPLOYMENT AND RATIOS

4.1 Classroom Teaching

- Primary/Middle/Upper: 1 teacher : up to 24 pupils
- Practical subjects: 1 teacher : up to 24 pupils (additional supervision for high-risk activities)
- EYFS: See section 5

4.2 Break and Lunch Supervision

- Minimum ratio: 1 staff : 30 pupils
- Typical ratio: 1 staff : 20-25 pupils
- EYFS: Enhanced ratios maintained

4.3 Wraparound Care

- Breakfast Club: 2 staff : 16 pupils (includes EYFS)
- Study Club: 1 staff : 20 pupils

4.4 Duty Rota System

Centralised rota maintained by School Business Manager includes:

- Morning arrival (8:45-8:55am)
- Morning break (Primary: 10:45 - 11:00am; Middle/Upper: 11:25-11:45am)
- Lunchtime (Primary: 12:00-1:00pm; Middle/Upper: 12:45-1:30pm)

- End of day departure (3:30-3:45pm)

Staff on duty must:

- Arrive promptly and remain for full period
- Position strategically to observe all areas
- Actively supervise (walking around, engaging, being vigilant)
- Intervene promptly in concerning behaviour
- Report incidents to DSL/phase leader
- Carry walkie-talkie/mobile phone

5. EYFS SPECIFIC REQUIREMENTS

5.1 Statutory Ratios (EYFS 2024)

Children aged 3+:

- 1:13 (where one staff holds Level 6, half hold Level 3) OR
- 1:8 (where one staff holds Level 3)

Bradford Christian School ratios:

- Nursery (3-4): 1:10 (exceeds requirement)
- Reception (4-5): 1:13 (meets requirement)

5.2 Supervision Requirements

Children must be within sight OR hearing of staff at all times.

In practice:

- Outdoor area fully enclosed and visible from classroom
- Toilets adjacent to classroom - staff positioned to hear
- Regular headcounts throughout day
- Children NEVER left unsupervised

5.3 Arrival and Departure

Arrival (8:45-9:00am):

- Parents bring children to EYFS entrance
- Direct handover from parent to staff member
- Staff member greets child and registers promptly
- Child may not be dropped at gate

Departure (3:30pm):

- Direct handover from staff member to authorised adult only
- Staff member signs child out
- Secret word and let office know for unfamiliar adults collecting.

5.4 EYFS Off-Site Activities

Enhanced ratios: Typically 1:4 or 1:6 Requirements: Risk assessment, parental consent, first aider present, high-vis vests, regular headcounts

6. SUPERVISION THROUGHOUT THE SCHOOL DAY

6.1 Arrival (8:45-8:55am)

Primary:

- Staff on duty at gate, entrance, playground
- Pupils supervised until 8:55am when teachers collect classes
- Registration by 9:05am

Middle/Upper:

- Staff on duty at entrance and key areas
- Year 11 Pupils go to prefect rooms, others stay in playground until bell
- Registration by 9:05am

Late arrivals: Must sign in at reception; if necessary escorted to class

6.2 Registration

Times: 8:55am (morning); 1:00pm Primary / 1:30pm Middle/Upper (afternoon)

Absent pupil without notification:

- Automated text to parents at 9:30am
- If no contact within 30 minutes, DSL informed
- Missing pupil procedures initiated if necessary

6.3 Lesson Time

- Teacher should be present before pupils enter
- Teacher remains with class for entire lesson
- Pupils NEVER left unsupervised
- If teacher must leave, another staff member supervises immediately
- Primary classes escorted between rooms
- Middle/Upper corridors supervised during transitions

6.4 Break and Lunch Times

Supervision:

- Minimum 2 staff on duty in primary, minimum of 3 (ideally 4) in secondary (more in good weather)
- Staff positioned to observe all areas
- Active supervision (walking around, engaging)
- First aider on duty or immediately available

- Designated areas for different age groups
- Out of bounds areas enforced

Wet weather: Pupils in designated indoor areas, each supervised

6.5 End of Day (3:30pm)

EYFS: Direct handover to authorized adults only

Primary: Teacher remains until all pupils collected or safely departed; uncollected pupils taken to office by 3:45pm

Middle/Upper: Pupils dismissed independently (with parental permission) or attend clubs

6.6 Late Collection

If pupil not collected by 3:45pm:

- Office contacts parents/carers
- Pupil supervised by designated staff in study club, emergency contacts called
- If no contact by 4:30pm, DSL informed and local authority contacted
- Late collection charge may apply: £10 per 30 minutes after 4:00pm

7. HIGH-RISK AREAS AND OUT OF BOUNDS

7.1 Permanently Out of Bounds

- Boiler room
- Electrical cupboards
- Roof areas
- Staff car park
- Kitchen (except supervised lessons or toast helpers)
- Cleaning cupboards
- Site manager's workshop

7.2 Out of Bounds Without Staff Supervision (other than dropping off Chromebooks before lesson)

Science laboratories

Art room (when equipment in use)

PE equipment stores

Music room (Primary; Middle/Upper with permission)

Playground (outside supervised times)

7.3 Enhanced Supervision - High-Risk Activities

Science Labs:

- Specialist teacher present
- Safety briefing before practicals

- Risk assessments for all activities
- Emergency procedures displayed
- First aid kit and eye wash available

PE/Sports:

- PE teacher present
- Equipment prepared and checked before use
- First aider present or immediately available
- Shower room monitored (hearing distance)

7.4 Site Security

Preventing pupils leaving:

- Gates locked during school day (8:55am-3:30pm)
- Reception monitors main entrance
- Staff positioned to observe exit points
- Any pupil attempting to leave stopped immediately, DSL informed

Preventing unauthorized access:

- All visitors sign in and wear ID badges
- Visitors escorted by staff
- Contractors work outside school hours where possible
- All staff challenge unknown adults on site

8. OFF-SITE ACTIVITIES

8.1 Requirements

All off-site activities conducted in accordance with Educational Visits Policy.

Every off-site activity requires:

- Comprehensive risk assessment approved by EVC and Head Teacher
- Emergency procedures defined
- Maps must be included for visit
- First aid kit and medication
- Mobile phones
- Emergency contact details for all pupils

8.2 Supervision Ratios - Off-Site

EYFS: 1:4 (minimum 2 adults)

Primary: 1:6-8 (higher risk: 1:4-6)

Middle/Upper: 1:10-15 (higher risk: 1:6-8)

Residential: Enhanced ratios, both genders represented, safeguarding trained staff present

8.3 Procedures

- Register taken before departure
- Regular headcounts (minimum every 30 minutes)
- Pupils remain in designated groups
- Clear meeting points and times
- Headcount before return
- Register on return to school

9. PHYSICAL INTERVENTION (April 2026)

9.1 Principles

Physical intervention used only as last resort when necessary to prevent:

- Criminal offence
- Injury to self or others
- Damage to property
- Behaviour prejudicial to good order

Must be:

- Reasonable and proportionate
- In best interests of pupil
- After all de-escalation strategies exhausted

NEVER used as:

- Punishment
- Routine response
- To force compliance
- When staff member angry

9.2 De-Escalation First

Before physical intervention, staff must attempt:

- Calm, low voice
- Non-threatening body language
- Giving space and choices
- Removing audience
- Summoning additional support
- Removing other pupils to safety

9.3 Recording

All physical intervention recorded same day including:

- Date, time, location

- Staff and pupils involved
- Witnesses
- Description of incident
- De-escalation strategies attempted
- Type and duration of intervention
- Outcome and any injuries
- Follow-up actions

Parents informed same day (phone call and letter)

Records stored in:

- Pupil's safeguarding file
- Central Physical Intervention Log (DSL)
- Reviewed termly by DSL and Head Teacher
- Reported to Governors annually

9.4 Post-Incident Support

For pupil: Medical attention if needed, opportunity to talk, restorative conversation, review of support plan

For staff: Debrief, SLT support, medical attention if injured, time to complete records

10. MISSING PUPIL PROCEDURES

10.1 Missing from Registration

Within 10 minutes: Office contacts parents/emergency contacts

Within 30 minutes: If no contact, DSL informed and assesses risk

HIGH RISK (CP plan, safeguarding concerns, very young, SEND): Police contacted immediately (999 if immediate danger)

MEDIUM/LOW RISK: Continue contact attempts every 15 minutes; if no contact within 1 hour, police contacted (101)

10.2 Missing During School Day

Within 5 minutes:

- Office informed immediately
- Quick search of immediate area

If not found within 5 minutes:

- DSL takes charge
- Systematic search of entire premises (all classrooms, toilets, corridors, outdoor areas, hiding places)

If not found within 10 minutes:

- Parents contacted immediately
- Police contacted (999 if immediate risk, 101 otherwise)
- Provide: full details, photo, description, last seen, relevant medical/safeguarding information

When found:

- Ensure safe and well
- Parents and police informed
- DSL speaks to pupil
- Incident recorded and reviewed
- Additional support implemented

10.3 Missing on Off-Site Visit

- Visit leader takes charge
- Headcount confirms missing
- Quick search, contact venue staff
- Contact school office and DSL
- If not found within 5 minutes: Police contacted (999), parents contacted, venue assists search

11. STAFF RESPONSIBILITIES

11.1 All Staff

- Supervise pupils in their care at all times
- Be vigilant and proactive
- Position to observe effectively
- Intervene promptly
- Follow all policies and procedures
- Report concerns immediately
- Never leave pupils unsupervised
- Ensure safe handovers
- Challenge unknown adults on site

11.2 Teachers

- Supervise class from arrival until handover
- Complete registers accurately and promptly
- Follow up unexplained absences immediately
- Escort classes during transitions
- Never leave pupils unsupervised in classroom
- Arrange cover if must leave
- Ensure safe dismissal at end of day

11.3 Senior Leadership Team

- Overall oversight of supervision
- Ensure adequate staffing

- Monitor duty rotas
- Conduct learning walks
- Respond to concerns immediately
- Provide cover for absent staff
- Review incidents
- Ensure staff training

11.4 DSL (Mrs Pickles)

- Oversight of safeguarding aspects
- Respond to missing pupil incidents
- Review supervision-related incidents
- Identify pupils requiring enhanced supervision
- Liaise with external agencies
- Monitor physical intervention incidents
- Report to Governors

11.5 SENCO (Mrs Kershaw)

- Ensure pupils with SEND receive appropriate supervision (ranges from 1:1 to 1:4)
- Advise on reasonable adjustments
- Ensure risk assessments consider SEND needs

11.6 Training

All staff receive:

- Induction: Policy overview, duty rota, emergency procedures, KCSIE Part 1, site layout
- Annual: Safeguarding update, policy review, risk assessment
- Ongoing: Phase briefings, updates, refresher training

12. MONITORING AND REVIEW

12.1 Daily

Phase Leaders observe arrival/departure, check duty staff present, walk around during breaks

12.2 Weekly

SLT reviews duty rota, incidents, conducts learning walks, checks registers, reviews missing pupil incidents

12.3 Termly

Head Teacher and DSL analyze incidents, review physical interventions, gather staff/pupil/parent feedback, review risk assessments, identify training needs, update Governors

12.4 Annual

Governors receive report on: supervision arrangements, incidents, physical intervention data, missing pupils, policy effectiveness, recommendations

This policy is reviewed annually by the Head Teacher, DSL, and Governing Body.

Next review: January 2027

13. RELATED POLICIES

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Educational Visits Policy
- Behaviour Policy
- First Aid Policy
- Online Safety Policy
- SEND Policy
- Intimate Care Policy
- Late Collection Policy

14 Version Control

Date of Adoption of this Policy	24th April 2026
Date of review of this policy	January 2027
Policy Owner (SLT)	Hannah Pickles
Policy Owner (Governors)	Zeilah Chadwick