



Student Supervision Policy

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Approved by the Proprietor	Keith Boulter
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Student Supervision Policy

Students' Arrival and Departure

School starts at 8:45am and finishes at 3.00pm. Students are not allowed into the building, at any time, without supervision and all students stay on site unless returning to the Home.

Staff supervise the young people during break times and eat with them at lunchtime.

Registration

We take a register of students at the start of the morning and afternoon sessions. The Manager or other senior at the Homes is responsible for notifying the School if a young person is absent for any reason. The School will contact the Home immediately if a young person fails to arrive at School without explanation. Day students will normally come with their taxi and handover to their Lead Support staff, where required. If day students are absent, parents are told to either ring and let the school know or leave a message. They must provide the reasons for absence.

Medical Support

Appropriate first-aid provision is maintained on site in accordance with the school's First Aid Policy. Trained first aiders are available during the school day, first-aid equipment is located at designated points, and staff follow the school's procedures for illness, accidents and emergencies.

Supervision whilst Travelling to and From School

Young people arrive by agreed transport, with parents/carers or from residential provision. Handover and supervision arrangements are determined by each young person's needs, EHCP, risk assessment and agreed support plan. Staff ensure a clear handover at arrival and departure.

Supervision during Break and Lunch times

The school staff are responsible for supervision of the young people during break times and lunchtimes.

Supervision during Educational Visits

The arrangements for the supervision of students during educational visits and trips out of schools are described in our policy: "Educational Visits."

Unsupervised Access by Students

We ensure that students do not have unsupervised access to potentially dangerous areas in the School. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Staff Induction

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings

and grounds that should be regularly checked when on duty outside normal lesson times and is available in the Staff Handbook.

Staff Handover

The staff in the School have a formal 'handover' meeting at the end of each School day when any difficulties will be discussed with the staff of the Homes.

Safeguarding, attendance and risk assessment

Supervision is planned according to individual need and risk and must not rely on assumptions based solely on age. Staff must remain alert to changes in presentation, behaviour or known risk and follow individual risk assessments and safeguarding plans.

Registers and unexplained absence are managed in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, the Department for Education's statutory Children Missing Education guidance (2025), Keeping Children Safe in Education 2026 and the school's attendance and missing-person procedures.

Where a pupil cannot be accounted for, staff must act immediately under the Young Person Going Missing Policy and safeguarding procedures.