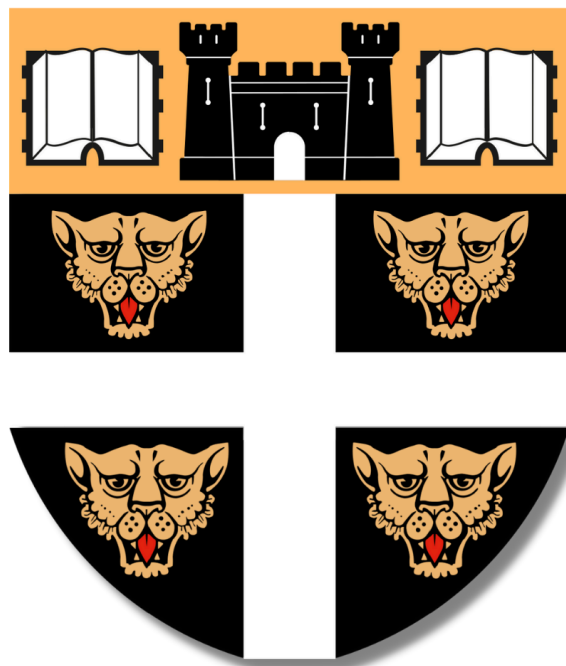


Supervision Policy

Dover College



Owner:	Dep Head Senior School	Date: July 2025
Approved By:	CS-M	Date: July 2025
Review Frequency	Annual	
Last reviewed on:	June 2025	
Next review due by:	July 2026	

This policy applies to:

All staff

Children

Parents/Carers (at dropping off and picking up times).

Summary

The school takes responsibility for day pupils from 8.00 (or earlier if agreed by parents and House Staff) until 17.30 (or later if agreed by parents and House Staff)

Purpose

The purpose of a policy on the Supervision of children is to provide a common understanding of all the issues involved and a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. A policy on supervision should also have benefits related to discipline. Children can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

Before the school day

In the Senior School, the school takes responsibility for day pupils from 8.00 when they are expected to go to their House and are under the responsibility of the House Staff although in some cases and in agreement with parents, they may attend breakfast with boarders at 7.30. The expectation is that staff will engage with the children whilst they are on duty as well as take messages from parents/carers to be passed on accordingly.

There will also be a member of the Senior Leadership Team on duty at the main entrance gate to welcome children in.

During lessons

A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised beyond what would be considered age-appropriate. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.

Teachers should be in the classroom to receive the children at the beginning of each session. Classes or groups are to stay with their teacher until the end of the session and they are dismissed from that classroom in an orderly manner.

Where Senior School pupils are allowed to leave the classroom to undertake independent activities on school grounds, teachers are expected to supervise this particularly with younger pupils (Shell and Remove). If children need to go to another area in the Prep School for research or learning purposes, the task and time limit to carry out that task must be clear.

In the rare event that it is necessary for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.

Sixth Formers will not be under the direct supervision of class teachers if they are in the Sixth Form Centre (although the Sixth Form Centre is adjacent to the International Centre which will be staffed for most of the day). The learning Resource Centre (LRC), which is where Sixth Formers undertake their private study, is supervised throughout the day.

Morning break

Children require a break from work and unless there is good reason (e.g. illness) they should be encouraged to take their breaks outside of the classroom. Pupils may opt to spend their breaks in their House, although they should be encouraged to spend some time outside, particularly younger pupils. Pupils are not allowed to spend morning break in classrooms, unless this is for a specific reason and they are supervised by a teacher.

There is a member of staff on duty in each house as well as a member of staff supervising all areas of the grounds and ensuring that less visible areas and the toilets are regularly supervised.

At the end of break, the staff on duty (in the House and outside) will ensure that pupils arrive promptly at their next lesson.

Lunch break

The Senior School pupils will attend lunch in rotation and the lunch queues and behaviour in lunch will be supervised by a member of staff assisted by a Prefect.

Pupils may opt to spend their breaks in their House, although they should be encouraged to spend some time outside, particularly younger pupils. There is a member of staff on duty in each house during lunch break as well as another member of staff walking around the school grounds, ensuring that less visible areas and the toilets are regularly supervised and that pupils arrive promptly at the start of afternoon lessons.

Pupils are not allowed to spend lunch break in classrooms, unless this is for a specific reason (teacher led activity or detention) and they are supervised by a teacher.

After School

In the Senior School, Shell pupils are collected by parents on school grounds or outside the gate unless they use the minibus service. Other pupils may leave the school premises to go home or go on public transport.. If day pupils stay on site, they must attend activities (which include Prep club). Parents must register their child for activities and must inform the school if their child will not attend their usual activity and unexpectedly leave school at 16.20 or earlier. All Day Pupils are expected to sign out in their respective House when leaving the school grounds at either 16.30 or 17.20 and in Priory Lodge if they leave at any time before 16.20.

Staff Duties

It is the task of the teachers on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour:

- Children must never be allowed to leave the school grounds at any time during the school day without parental and/or Housemaster/mistress' permission.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of children.
- The duty staff are the first point of reference for children with problems or minor injuries.
- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstances, then the Deputy Head must be informed immediately so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the Teacher on duty/First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home. It may be appropriate for the accident to be noted on MyConcern to show that due process has been followed.
- Staff must remain visible to the pupils throughout their duty, walking around the grounds and where pupils are playing, as well as checking the toilets regularly.
- Phones should only be used in an emergency.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. All providers will be informed of the systems, procedures and expectations for safeguarding. It is the responsibility of the provider to contact the Headteacher/Deputy Head/other Designated Safeguarding Leads (DSLs) in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to 3rd party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education'.

Insurance: All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

External Club Expectations

All external club leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour and changing arrangements.

First Aid

All members of staff and outside agencies must have a list of First Aiders. If the member of staff is unable to find a qualified First Aider, they must report to Priory Lodge as a matter of urgency. An accident form will be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers. These procedures are reviewed annually or more frequently if legislation determines.

Arrangements for Monitoring and Evaluation

The Deputy Head will regularly monitor whether there are recurring issues which could be resolved through Premises Management and/or supervision protocol updates. Duty rotas for supervising pupils are regularly updated

Please read this policy in conjunction with the following policies:

Behaviour

Anti-bullying

Safeguarding

Health and Safety

Roles and responsibilities