



## **Supervision Guidance**

### **Warwick School (Seniors)**

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# Supervision Guidance for Warwick Senior School 2025

The Health and Safety and Behaviour policies put in place procedures and practical measures to provide and maintain a safe working environment for staff, pupils and visitors. The safety of our pupils is paramount and the appendix below contains guidance to staff on how pupils are to be supervised at all times and in all situations when they are in the care of the school. Staff supervision is an essential mechanism in providing responsible supervision of pupils in and out of lesson times. The staff are there to prevent threats to the health and safety of pupils and to be called upon by any pupil who needs help. All staff (teaching and support) have been vetted (enhanced DBS check).

**Before school:** In term time school opens at 7.45 am and between this time and 8.15 am, all pupils must go to the Hall, so that they are in an area where they can be supervised by a member of staff. At 8.15 am, students may then go to their form rooms. The form room areas are supervised by early morning duty staff (8.15-8.40 am). Sixth Form students may go straight to the Sixth Form Centre common room between 7.45 am and 8.20 am. The Head of Sixth Form or supervisors are present in the Sixth Form Centre at this time. Supervision at break or lunchtimes: There is a staff duty rota for break and lunchtimes for all areas of the school at these times. If staff are absent their duties are covered by others. There is a team of duty staff throughout the school play areas at lunch.

**After school supervision:** When school finishes at 4.00 pm, those pupils who do not go home immediately should go either to a supervised co-curricular activity or to the Homework Club. Sixth Form students may only remain in the Sixth Form Centre on days when supervision is provided. The Homework Club runs until 5.45pm but the member of staff supervising remains on site until 6pm. A register is kept and the supervisor actively monitors the pupils in these rooms. An SLT member of staff is on duty every day to contact parents if pupils are not collected at 6pm and will be responsible until the pupil is collected. The school office is open from 8.00 am until 5.30 pm so that parents can talk to a member of the office staff. After this time, parents have been notified of the mobile number of the emergency SLT on duty.

## Supervision during curriculum time:

- a) Arrangements for cover of absent colleagues: absent colleagues are covered by colleagues or fully vetted supply teachers
- b) Supervision during PE lessons, including changing arrangements, both on and off site: PE teachers supervise during PE lessons. It is not our policy to supervise within the changing rooms but a teacher is always near the door and ready to respond should a problem arise. Appropriate supervision is in place for all PE activities both on and off site and when travelling to fixtures. (See Educational Visits Policy)
- c) Supervision of pupils travelling to another venue for lessons: those travelling to other lessons off site are always accompanied by the appropriate number of teachers/adults in accordance with our Educational Visits Policy.
- d) Supervision of pupils attending lessons with peripatetic teachers: pupils are permitted to make their own way to and from peripatetic music lessons on the Foundation site. All peripatetic staff are fully vetted and have had safeguarding training.
- e) Arrangements for students being taught at King's High School: where students are taught at Warwick School such as for Friday Afternoon Activities or joint Sixth Form lessons, a register of attendance is taken at King's High and notification of any absence is given by the teacher to Warwick School. All students are briefed on safety arrangements on the wider campus when they are taking any of their lessons at Warwick School.

**Supervision during co-curricular activities:** Arrangements for keeping records of attendance: all staff/coaches running clubs are expected to keep a record of attendance. Supervision of pupils while waiting to be collected by parents at the end of an activity: pupils who wait after school to be collected by parents are expected to join the Homework Club which is supervised until 6.00 pm (see After School) or if after 6.00 pm be supervised by the activity leader until collected. Where an activity is run by an external company the coaches will have been fully vetted and will receive safeguarding training and school procedure information. They supervise the pupils in their clubs/activities and are expected to keep registers of attendance. All registers are monitored by the respective activity line managers.

## Supervision during non-contact time for pupils, including sixth form:

Where a student has dropped a GCSE or is not in a lesson with their year group, they are supervised in the Wardle room or have permission to study in another supervised location e.g. the Art Room, under supervision of the Art teacher. All pupils are registered and their location known. Sixth Form students are required to register with the Sixth Form supervisor or Librarian in their study periods so that their location during study periods is known.

**Supervision during examination periods:** During the internal exam periods all pupils Yr 7-10 are supervised during their non-exam sessions. Study leave – Yr 11 and 13 are given study leave at designated times and are informed (as are their parents) of the attendance procedures. All pupils are expected to be in school for their public examinations and a register is taken and they sign in and out. Pupils may, however, choose to revise in school and will then register, signing in and out accordingly. Yr 11 revise in the supervised Library and Yr12 and 13 are expected to study in their study areas.

**Supervision of pupils on Trips:** Detailed guidance is provided in the Educational Visits Policy on the appropriate supervision of pupils on trips and off-site visits.

**Visitors:** As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit. All visitors are accompanied by the relevant member of school staff. All staff are briefed on security issues and should be prepared to challenge strangers on the premises, and to report concerns to the School Office who will pass this on to a member of SLT. All pupils are briefed on security issues and on not letting in visitors through the security doors only via the main Reception.

**Supervision of Boarders:** During the school day Boarding pupils are supervised as per the arrangements for all other students. Outside of school hours, during boarding time, evenings and weekends, boarding pupils are supervised by boarding staff. The boarding houses is staffed as per the "Duty Rota." There is always a member of staff in the Boarding House and always a member of staff resident overnight. Boarders must ask permission to leave the campus and this is monitored by boarding staff.

**Supervision of Boarders Who are Unwell:** Please see: Boarding House Medical Supervision Guidance.

**Links to other policies:** The Supervision Policy is closely linked to the Safeguarding and Child Protection Policy and the Health and Safety Policy