

# BREDON

## SCHOOL

### **Supervision of Pupils Policy**

*ISI Regulatory Requirements Part 3 Regulation 15*

**Reviewing Member of Staff:** Director Of Boarding

**Date updated:** November 2025

**Review Date:** November 2026

**Review Cycle:** Annually



## Introduction

Bredon School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

While this current policy document may be referred to elsewhere in Bredon School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023, considers a 'parent' to include:

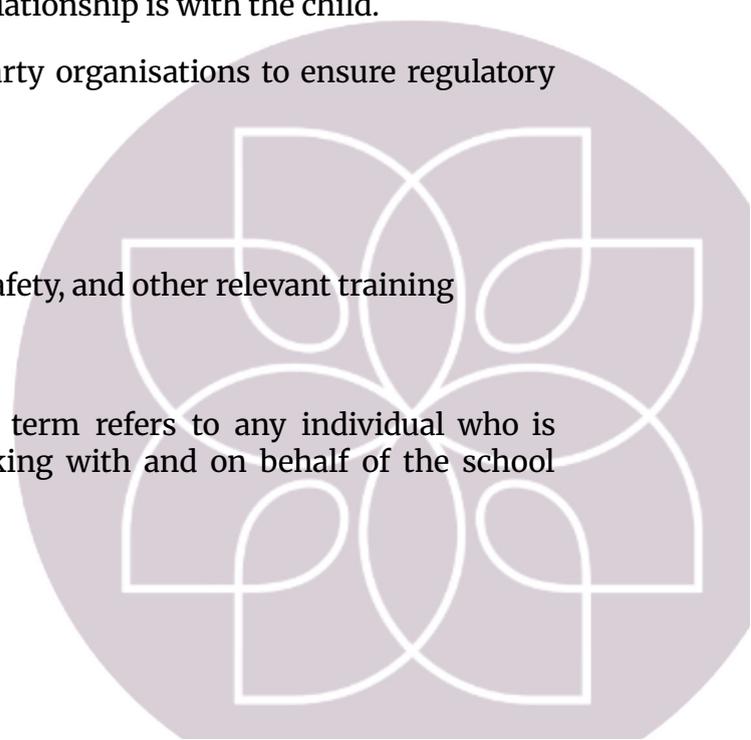
- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Bredon School.

The policy documents of Bredon School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## **Aim**

The School ensures that school staff are deployed to ensure the proper supervision of pupils.

## **Management responsibility**

The Deputy Head (Pastoral and Safeguarding) will ensure that:

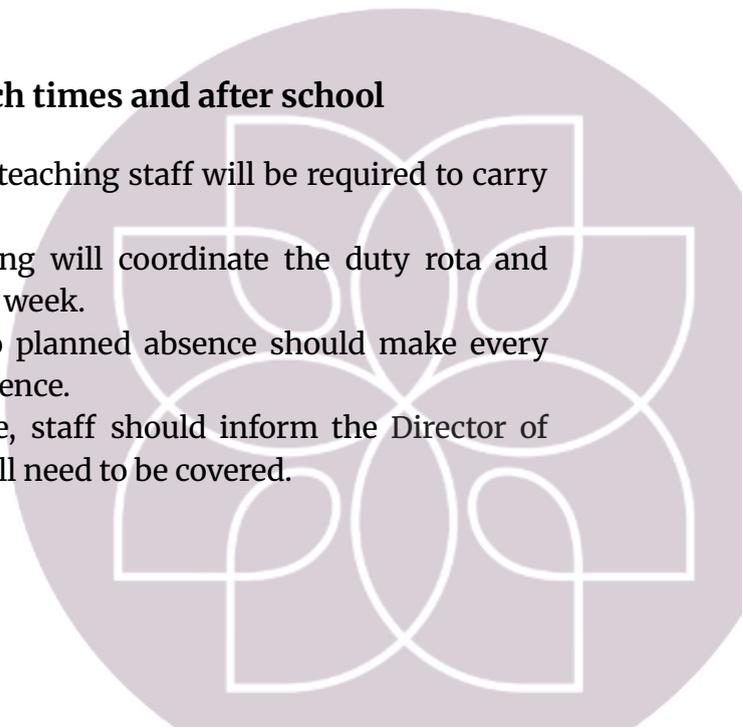
1. Staff training is carried out to explain to new staff their supervisory responsibilities.
2. Adequate levels of supervision of children are provided at all times.
3. All adults who supervise children in any capacity have a current DBS check.
4. Emergency supervision is provided if a child is not collected at the end of the school day.

## **Supervision outside of curriculum time**

Bredon School opens at 8:20am and day pupils may arrive at school from this time onwards. Registration is prompt at 08:30 am. Boarding pupils will leave their relevant houses from 08:20 am onwards.

## **Supervision of children during break/lunch times and after school**

- The majority of full-time members of teaching staff will be required to carry out two daytime duties per week.
- The Director of Pastoral and Wellbeing will coordinate the duty rota and ideally staff will be given two duties per week.
- Staff unable to carry out their duty to planned absence should make every effort to swap their duty prior to the absence.
- In the event of an unplanned absence, staff should inform the Director of Pastoral and Wellbeing, that the duty will need to be covered.



- Duty staff are in place to make sure that we have a safe environment for the students at all times.
- Staff must remain vigilant and patrol their areas of responsibility, ensuring that appropriate standards of behaviour are maintained and that pupils 'remain in bounds' for the duration of the duty.
- The lunchtime dining queue is monitored by SMT and supported by sixth form students. Staff should ensure that pupils queue in an orderly fashion, are correctly dressed and proceed through in their year group order. Junior school supervision is managed by the Junior school staff.
- At the end of the school day, the member of staff on bus duty must ensure that the buses do not leave until all the passengers are on board.
- In the event of an accident resulting in the need for medical assistance, the duty nurse should be informed immediately on 07943271713

### **Supervision of children moving around the school**

Children's toilets are located on the ground floor outside the classrooms. In junior school staff supervise the use of toilets and handwashing before morning snacks, at lunchtime and during the day when necessary. When out of the classroom, within the woods or farm, staff will ensure hand washing is carried out on their return.

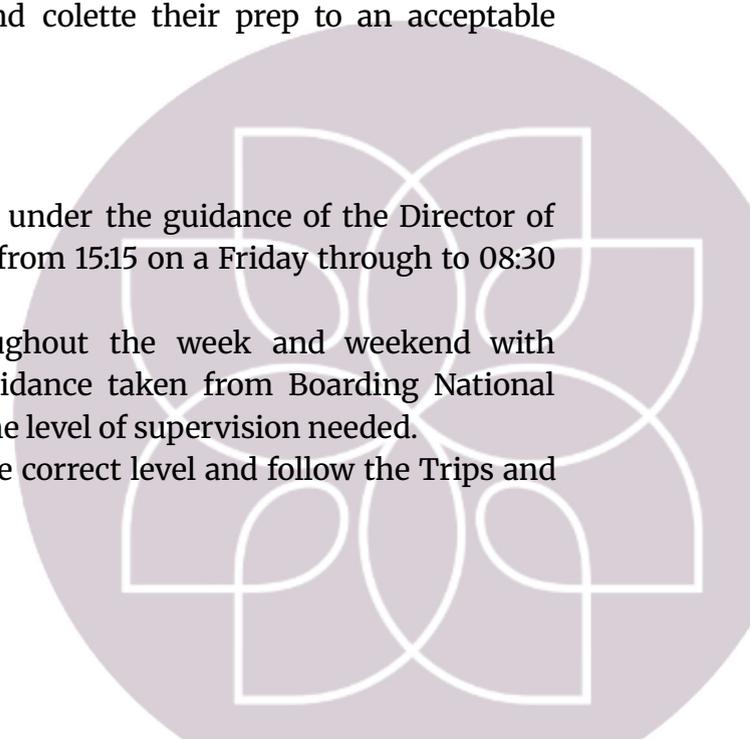
### **Evening Duties**

- The majority of academic staff will be required to carry out an evening duty per week to cover Prep.
- The evening prep duty rota will be coordinated by the Director of boarding.
- Staff unable to carry out their duty due to planned absence should make every effort to swap their duty prior to the absence.
- In the event of unplanned absence, staff should inform the Director of Boarding.
- Duty staff are in place to supervise prep sessions.

In prep sessions, staff are in place primarily to maintain a suitable working environment and assist pupils to access and collect their prep to an acceptable standard

### **Boarding Supervision**

- Boarding staff take full responsibility under the guidance of the Director of Boarding from 16:30 - 08:30 and then from 15:15 on a Friday through to 08:30 on a Monday.
- Boarding staff are on a Rota throughout the week and weekend with supervision in place at all times. Guidance taken from Boarding National Minimum Standards 2022, stipulates the level of supervision needed.
- All boarding trips are supervised at the correct level and follow the Trips and Visits Policy.



- Overnight supervision in Tyndake and Stable house is provided by residential staff who are scheduled throughout the week and reside on-site in their accommodation.
- In the event of an accident resulting in the need of medical assistance, the Director of Boarding or Senior Houseparent should be informed immediately on 07398840423 or 07398840426

