



# Supervision of Pupils Policy

Policy date:	September 2023
Reviewed and updated:	September 2025
Date of next review:	September 2026
Owner:	Deputy Head
Intended audience:	All staff
Location:	School portal and website

## **1. Introduction**

- 1.1 The aim of this policy is to set out the way in which Haileybury Malta manages the supervision of pupils in order to comply with its safeguarding duties and to ensure that pupils are properly overseen and supported in School and at other times when in the School's care (e.g. on school trips).
- 1.2 All people engaged by Haileybury Malta are required to undergo Disclosure and Barring Services (DBS) checks or the Maltese equivalent before having unsupervised access to pupils. This includes all volunteers, casual staff, consultants or contractors and any other person who is employed or retained by Haileybury Malta to carry out work which may involve contact with pupils. All members of Haileybury Malta staff undergo annual safeguarding and child protection training. Further details of this can be found in the School's Safeguarding Children and Child Protection Policy.
- 1.3 As stated in the Staff Code of Conduct, all staff have a responsibility for pupils in their care, which may include supervising pupils in different settings, for example in sleeping areas (during residential trips), bathrooms and changing rooms. Staff should act sensitively and responsibly, at all times acting in accordance with the Safeguarding and Child Protection Policy and the Staff Code of Conduct.

## **2. Supervision of pupils during the day**

- 2.1 A rota of staff duties is published at the beginning of each term outlining the staff on duty at any given time during the school day. This will include the following times: before school; morning and afternoon breaks; lunch times and after school.

### **2.2 Pre-Prep (Reception to Year 2)**

Staffing ratios for pupils in the Reception class comply fully with the requirements set out in the *Early Years Foundation Stage (EYFS) Statutory Framework*.

When a qualified teacher (QTS) is present, the ratio of staff to pupils will not exceed 1:30. When no teacher with QTS is present, the ratio of staff to pupils will not exceed 1:8, with at least one member of staff holding a full and relevant Level 3 qualification and at least half of all other staff holding a full and relevant Level 2 qualification.

At least one person holding a current Paediatric First Aid (PFA) qualification is on the school premises at all times when Reception pupils are present (7:30am–6:00pm).

All Haileybury teachers working within the Pre-Prep class hold QTS. Those who have not yet gained such qualifications will not be permitted to act in a supervisory role unless a person with QTS is also present.

### **Before School**

Pupils in the Pre-Prep class are not expected to arrive before 7:30am where they should report to the main playground. They are supervised according to EYFS ratios.

### **Break Time**

The duty rota displayed in the staffroom details the supervision of pupils during playtimes.

During outdoor playtimes, pupils in the Pre-Prep are supervised in accordance with EYFS ratios.

### **Lesson Time**

Teachers are responsible for the supervision of their class. A teacher is present in the classroom at all times.

No class is ever left unsupervised. In the case of an emergency, or when moving from class, a teacher may:

- Summon a teacher from an adjacent classroom to supervise while an incident is dealt with; or
- Use the telephone to summon help.

### **Lunch Time and Play**

Pupils in the Pre-Prep are accompanied to lunch by their class teacher, a lunchtime supervisor, and teaching assistants.

During lunchtime play, supervision follows the same arrangements as for break times, with correct ratios maintained. Pupils are supervised in the outdoor play area and, when necessary, two members of staff are on duty.

### **Dismissal**

All pupils must sign out at dismissal. A dismissal tick sheet is completed by

Pupils are released into the care of:

- A parent, carer or an individual named by them (at the beginning of the year, parents are asked to name individuals who will regularly collect their child). Adults will need to show identification until they are known to staff.
- Staff who escort them to Pre-Prep classrooms, where they are supervised by staff.
- In exceptional circumstances, where one of the named individuals is unable to collect the pupil, communication will take place to identify an alternative adult and verify his or her identity.

### **After-School Activities and Care**

All sporting or physical activities are subject to the submission of an appropriate risk assessment in accordance with the School's Risk Assessment Policy. Teachers should ensure that:

- Equipment is only accessed under direct supervision.
- Apparatus is safe and suitable for use.
- Pupils are appropriately dressed for the activity.
- Safe teaching methods are employed.
- Ratios of supervision comply with those set out in the EYFS framework.

After-school care includes classroom care until 5:15pm. Pupils in After-Care are supervised at all times in accordance with EYFS after-school ratios. Teachers run Homework Club until 5:15pm.

### **Prep School (Years 3–6)**

#### **Before School**

Pupils are not permitted to arrive before 7:30am.

#### **Break Time**

The duty rota displayed in the staffroom details the supervision of pupils during outdoor and indoor playtimes. During outdoor playtimes, pupils are supervised on the main garden by one member of staff who patrols the area. Staff in the dining room supervise snack.

#### **Lesson Time**

Teachers are responsible for the supervision of their class. No class should ever be left unsupervised. In case of emergency, teachers may:

- Summon a teacher from an adjacent classroom to supervise both classes;
- Send a pupil, where appropriate, to the School Office or message the staff WhatsApp.

### **Lunch Time and Play**

Classes are accompanied to lunch by their class teacher. If a specialist teacher has taught the class immediately before lunch, that teacher may escort them to the dining hall to meet their class teacher. Pupils attending lunchtime activities are supervised by the member of staff running the activity.

During outdoor lunchtime play, pupils are supervised on the main garden by one member of staff who patrols the area.

### **Dismissal**

All pupils are signed out at dismissal by a teacher on the dismissal tick sheet. The only exit from the school is the main door by Reception.

Pupils are released into the care of a parent, carer, or named individual. Those waiting for siblings, buses, or clubs remain supervised in designated areas until collection.

### **After-School Activities**

All sporting or physical activities require the submission of an appropriate risk assessment in accordance with the School's Risk Assessment Policy. Teachers should ensure that:

- Access to equipment is restricted without direct supervision.
- Equipment and apparatus are safe and appropriate.
- Pupils' clothing is suitable for the activity.
- Safe teaching methods are followed.

Homework Club runs until 5:15pm and is supervised by teachers.

A member of the Senior Management Team is on duty until 6:00pm and can be contacted via the office.

### **Senior School (Years 7–11)**

#### **Before School**

Pupils are not permitted to arrive before 7:30am. On arrival, they should go to the playground. The School Office is staffed from 7:30am. A member of the Senior Management Team is on duty from 7:30am and patrols to welcome pupils.

#### **Break and Lunchtime**

All staff are expected to maintain general supervision and a watching brief during this period.

Pupils are expected to go outside during break time.

During lunch, staff supervise in the dining room and on patrol around the school site.

#### **Lesson Time**

Teachers are responsible for the supervision of their classes. In case of emergency, a teacher may:

- Summon a teacher from a nearby classroom;
- Use the staff WhatsApp group
- Send a pupil to the School Office.

### **After-School Activities and Homework Club**

All after-school activities require risk assessments in accordance with the School's policy. Sporting activities must ensure direct supervision, safe equipment, and appropriate attire.

Other after-school activities are supervised by the member of staff leading them. A member of the Senior Management Team is on duty until 6:00pm, as shown on the daily bulletin.

Homework Club runs from 4:45pm-5:15pm. Pupils in Years 7–11 not in another activity must attend Homework Club. Parents are made aware that no supervision is available after 6:00pm.

### **Dismissal**

Pupils in the Senior School are permitted to leave the school site independently at the end of the school day if consent has been given by parents. Staff responsible for after-school activities and signing out must ensure that all pupils have a safe means of travelling home.

### **Supervision of Pupils on Visits**

All supervision during school visits, trips, and residentials is conducted in accordance with Haileybury Malta's *Educational Visits Policy* and associated risk assessment procedures.

## **3. Supervision of pupils during academic lessons**

- 3.1 The supervision of pupils during lesson times is overseen by academic teaching staff. Pupils from Reception to Year 11 are taught every period of the timetable. Where a subject teacher may be absent from a lesson another member of the academic teaching staff will be allocated to cover the lesson to ensure adequate supervision is in place.

## **4. Supervision of pupils during activities or sport**

- 4.1 All adults supervising activities or sports will have undergone all Safeguarding checks (Kondotti, Rikkors etc.) and undertaken suitable Safeguarding and Child Protection training. If satisfactory criminal checks have not arrived prior to the activity commencing then appropriate additional supervision will be provided to ensure the safety of all pupils.
- 4.2 A central rota of teaching staff's individual co-curricular commitments is kept and overseen by the Deputy Head. This list is updated regularly and includes information on staff assisting with the supervision of pupils during sports matches.

## **4.3 Supervision When Travelling to and from the Sports**

When pupils are escorted to the sports pitch, they are always accompanied by a minimum of two members of staff to ensure adequate supervision and safety. Pupils walk in pairs and cross the road using the designated zebra crossing, under the direction of staff positioned at the front and rear of the group. One member of staff carries a fully stocked first aid kit, which must accompany the pupils to and from the pitch at all times. Both accompanying staff members are qualified first aiders and are responsible for administering any immediate care required. In the event of an incident or emergency,

staff must contact the School Office immediately via the designated staff WhatsApp group to ensure prompt communication and support.

When travelling by minibus to the swimming pool or an external sporting venue, pupils are always accompanied by at least two members of staff, one of whom must be a qualified first aider. The driver must hold the appropriate licence and complete the required vehicle safety checks before departure. Seat belts must be worn by all passengers at all times, and a register of pupils is taken before departure and again on arrival at the destination. A first aid kit and any necessary medication (for example, inhalers or epipens) accompany the pupils on every journey.

At the swimming pool or sporting venue, staff maintain active supervision at all times. One member of staff remains on poolside or pitchside to supervise, while the other manages changing areas and pupil welfare. Qualified instructors, coaches, or lifeguards may lead sessions, but Haileybury staff retain overall responsibility for pupil supervision and behaviour. In the event of an emergency, staff must follow the venue's safety protocols and immediately contact the School Office through the designated staff WhatsApp group.

<b>Version history</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
September 2023	Deputy Head	Policy prepared for 1 <sup>st</sup> year (Years 3-8)
September 2024	Deputy Head	Reviewed and updated: changes made in line with current practices and the current age range.
September 2025	Head	Reviewed and updated: changes made in line with current practices and the current age range.