



Supervision of Students Policy 2025-2026

Author:

M Keeley, Head of Operations

Approved by the Board of Governors:

September 2025

Date of next review:

July 2026

**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

Contents

Introduction	3
• Purpose of this Policy	3
• Legal Obligations	3
Roles and Responsibilities	3
• The Head	3
• The Deputy Head	4
• All Staff	4
Supervision during Lesson Times	4
• Emergencies	4
• Illness	4
Supervision Outside Lesson Times	5
• Supervision Before School	5
• Registration	5
• After School	5
Students Missing After School Clubs	5
Areas Out of Bounds to Students	6
Supervising Student in Productions	6
Supervision of Student on Trips and Outings	6
Supervision of Students in School during Weekend/School Holidays	6
Notification of Out-Of-Hours Activities	6
Break, Lunch and Supervised Homework Duties	6
• Break Duty	6
• Lunch Duty	7
• Duty Area 1	7
• Duty Area 2	7
• Dining Room Area	7
• Supervised Homework	7
Related Policies	8
Appendix 1 - Staff Duty and Detention Rota	8
Appendix 2 - Staff Instructions on Duty/Detentions	9

Introduction

The effective supervision of students is the responsibility of all staff at More House School and one that the School takes particularly seriously. The following points are designed to ensure that the students are safe while on the School premises or on School visits and are to be read in conjunction with the Safeguarding and Child Protection Policy, Behaviour and Discipline Policy, Anti-bullying Strategy and Health and Safety requirements.

Purpose of this policy

The purpose of this policy is:

- To ensure that students are appropriately supervised during School activities;
- To consider supervision on arrival and departure from School, and
- To ensure that students are properly supervised through appropriate deployment of School staff.

Legal Obligations

The Governing Board and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others who enter the School. The School is required to ensure that the supervision of students throughout the School day is adequate to ensure their health, safety and welfare. Each staff member has a duty of care to the students, which is based on the principle of *in loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their students.

Roles and Responsibilities

The Head

In order for teachers to carry out their duties effectively, the Head has certain responsibilities. These include:

- Formulating the overall aims and objectives of the School and policies for their implementation;
- Ensuring that teachers at the School receive information they need in order to carry out their professional duties effectively;
- Ensuring the maintenance of good order and discipline at all times during the School day when students are present on the School premises and whenever the students are engaged in authorised School activities whether on the School premises or elsewhere, and
- Making arrangements for the security and effective supervision of the School building and its contents.

The Deputy Head

The Deputy Head will be responsible for the implementation of the policy and will need to ensure the following:

- Supervisory duties during the daytime and evenings are split as equally as possible among the staff, taking into account individual circumstances;
- Support for the Head of Operations in arranging cover for teachers who are unable to carry out their duty, and
- Support for the Head of Operations in making separate supervision arrangements for events such as the School play, concert rehearsals and similar.

All Staff will be expected to:

- Ensure the Health and Safety, welfare and good conduct of pupils whilst on site, including morning break and lunch and whilst running co-curricular activities and trips;
- Manage pastoral/disciplinary issues within the structure of the Behaviour and Disciplinary Policy;
- Provide supervision for students at all designated times, on and off site, and
- Have the highest expectations and standards in relation to behaviour.

Staff who are aware they will be unable to carry out their duty must contact the Head of Operations (or, in their absence, the Deputy Head).

Supervision during lesson times

Above all other considerations, the safety of students **must** be an overriding concern. We ensure that a member of staff directly supervises all students in lessons in year groups Pre-senior to 11.

Sixth form students can work on the fourth floor including the Common Room, two Study Rooms, C41, C42 and C43 and will be under remote supervision when not in timetabled lessons or supervised study periods.

Emergencies

Teachers should not leave a class unsupervised. If, in an emergency, a teacher needs to leave the classroom for any length of time, the main School Office should be contacted or a member of the Senior Leadership Team should be summoned.

Illness

When children are taken ill during the School day the School will contact the parents/carer, whether at home or at work. Contact information is kept in the School Office. Students waiting for collection may be supervised remotely in the sick room by the School Office and monitored via a live CCTV link.

Supervision outside lesson times

At certain times, remote supervision may be appropriate if students are working independently and are not engaged in high-risk activities or those that require direct teacher supervision.

Supervision Before School

Students do not arrive simultaneously on the School premises. A member of the Senior Leadership Team (SLT) will open the School doors from 07:45. While in School, students in years 5 - 11 should be in form rooms unless they are engaged in an activity organised by a member of staff. Students in the Sixth Form should be in the sixth form common room or study rooms. At this time, remote supervision is provided by members of SLT. Students should not be in School before 07:45 unless participating in a teacher-led club or revision class.

Registration

Form tutors are responsible for supervising their tutees from 08:25 in the assigned form classroom. A register is taken at 08:25 and at the start of period 5 (14:05). Parents are responsible for notifying the School if their child is absent for any reason. The School will contact the parent/carer if a child fails to arrive at School without explanation.

After School (when lessons finish at either 15:00 or 15:55)

If in School, students should either be in homework club or participating in a teacher-led extra-curricular activity, class or detention. Students should not be in School after 15:55 (Monday - Thursday) or 15:00 (Friday) unless under the direct supervision of a member of staff or, in the case of Year 11 and Sixth Form, they have permission from a member of the Leadership Team to work independently for a set period of time.

Teachers who are running extra-curricular activities are responsible for all participating students until the point that all students have gone home. Students will be in supervised clubs or lessons from 15:00 in a designated room. After School clubs begin at 15:55.

Any students who are not picked up from School (if that is the agreed method for returning home) will be kept in School until it is established with their parents what action should be taken.

Teachers running a Period 6 club or after school club which forms the last session for a Pre-Senior student, must escort the student to the door and ensure that they are picked up by their guardian.

Students missing from After School clubs

If a student is found to be absent from an After-School club, their parents will be contacted immediately to establish their whereabouts. If there is reason for concern, the Deputy Head or other Senior Teacher will be informed and the Missing Child procedure followed (Absence Policy Section).

Areas Out of Bounds to students

Some areas are out of bounds to unsupervised students in all year groups. These include the science laboratories, the staff rooms, CB2 (ICT area), the main School Office, the Art office, PE storage room and the kitchen area.

Supervising students in Productions

We ask all staff to help supervise students involved in music, drama, dance events and special events such as prize giving in the evenings. A risk assessment is prepared by the person responsible for the production and staff are fully briefed on its contents. Staff to student ratios will be appropriate to the age and number of students.

Supervision of students on Visits and Outings

Supervision on visits and outings is detailed in the risk assessment prepared by the trip leader. The level of supervision will realistically reflect the purpose, location and nature of the visit, the age and maturity of the students and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Further details can be found in our Health and Safety Policy on the School Website.

Supervision of students in School during Weekends/School Holidays

Students are not permitted in School at weekends or during the School holidays unless they are involved in a specific teacher-led activity (for example drama or music rehearsals), a directed Saturday detention or are remotely supervised during the Christmas Fayre.

Occasionally the School may make arrangements in the run up to public examinations for students to attend revision classes during holiday time. Such arrangements will always be directly supervised by a School member of staff and parents notified of such arrangements in advance.

Notification of out-of-hours activities

All out-of-hours activities of the types mentioned above are planned in consultation with or with the Head, designated safeguarding lead (DSL) or a deputy DSLs.

Break, Lunch and Supervised Homework Duties - further details for staff

Staff are required to undertake Break, Lunch and Supervised Homework duties according to a published rota. Female members of staff are asked to include the students' lavatories on their rounds.

Break Duty

There are two members of staff on duty at breaktime (Duty area 1 and Duty area 2). The duty rota for morning break is published termly by the Deputy Head and posted on the

notice board in the staff room. This duty runs from 10.45am -11.15am. All areas of the School are to be checked as indicated below for lunch duty.

Lunch Duty

There are two members of staff on duty at lunchtime. There are two lunch duties: 1.05pm - 1.35pm and 1.35pm - 2.05pm. During the first lunchtime session, there is a member of staff on duty in the Dining Room and in the library. During the second lunchtime sessions, there is a member of staff on duty around the school and in the library. The duty rota is published termly by the Deputy Head and posted on the staff room board.

Staff should note that all students below the sixth form must attend School lunch and they are admitted to the Dining Room according to their lunchtime commitments as shown on a list posted on the Dining Room door. There will be a shout out for 'Last Call to Lunch'.

Duty staff will call students for lunch at the correct time and register students. The member of staff on duty should take note of any patterns or trends if students are not attending lunch or not eating their lunch and report them to the Designated Safeguarding Lead. Staff may on occasion be asked to monitor a particular student and this is recorded on the lunch register document.

At the end of the lunch break, the Dining Room will be checked for litter. Students should clear their tables of all jugs, crockery, cutlery and waste. The last students at a table must clear their table completely, irrespective of whether they, or others, have left things there.

Supervised Homework

The School allows students to stay in School for a session of supervised homework on Monday, Tuesday, Wednesday and Thursday. This takes place from 3.55pm - 4.30pm in a designated room. Staff are asked to supervise this according to a published rota. A register must be completed and returned to the Office at the start of the session.

If, for any reason, staff are not able to do a duty, they should arrange a swap with another member of staff and contact the Deputy Head or Head of Operations.

Related Policies (available on the [School website](#))

Safeguarding and Child Protection Policy

Visitors and Visiting Speaker Policy

Health and Safety Policy (School Visits and Outings)

Appendix 1 Staff duty rota

	Before School Door	Break Library	Break Around School	Lunch 1 Dining Room	Lunch 1 Library	Lunch 2 Around school	Lunch 2 Library	After School
Monday	CP	PM	EI	MT	PM	AM	JF	MK
Tuesday	TR	PM	BM	WB	PM	AB	MT	WB
Wednesday	CP	PM	AB	AM	EI	SC	MK	MK
Thursday	TR	PM	BM	JLR	RC	SA	OD	TR
Friday	CP	PM	EI	JT	TR	EI	PM	SOC

Appendix 2 - Staff instructions on duty/detentions

Supervision at break and lunch times (see also further details below for specific area)	
<p>Teaching staff undertake daily daytime supervisory duties throughout the academic year according to a timetable published at the start of each term. Members of staff are allocated to each duty to walk the School premises at break and lunch times, ensuring that students are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of students interacting in a way which could be considered bullying, or of lone students who seem distressed. Staff are to ensure that students are not using their BYOD devices during either break or lunch time as this is not allowed. The only place whereby students can use their devices at either break or lunch is in the library which is supervised by a member of staff. Please ensure that female members of staff include the students' lavatories on their rounds.</p>	
Duty Area 1	<p>Areas to cover include: Library and Courtyard.</p> <p>Years 5-8 will spend breaktime in this area. Any students wishing to use their devices at either break or lunch will use the Library under supervision, however, encouragement to students to not be on devices should be offered.</p>
Duty Area 2	<p>Areas to cover include: 1st, 2nd, 3rd and 4th Floors</p> <p>In addition to the above supervision you should ensure that students are not using devices, students are not congregating in the toilets, students are using the correct stairs. Each room in Duty Area 2, including the back stairs, should be visited twice in each half of the lunch hour.</p>
Dining Room	<p>Staff are required to be at the Dining Room at the beginning of lunch to check that only those entitled to eat early. Anyone not on an activity needs a note from a teacher in order to eat early. students are called to lunch by year group - the first year group on the list must not be called until staff, sixth formers and those attending clubs have eaten. students should clear their own tables of all jugs, crockery, cutlery and waste. The last students at a table must clear their table completely, irrespective of whether they, or others, have left things there. A register of students attending lunch should be taken including the monitoring of the food intake of students indicated on the register.</p>

Homework Club	The School allows students to stay in School for a session of supervised homework. This takes place from 15:55-16:30 in a designated room. Staff are asked to supervise this according to a published rota. A register must be completed on ISAMS at the start of the session. If, for any reason, you are not able to do a duty, they should arrange a swap with another member of staff and/or contact the Head of Operations.
Level 1 Detention	A list of students due to attend will be available on iSams This detention runs from 15:00-15:20 on Friday. students may be detained for twenty minutes after School on any School day without prior notification as stated in the Home School Agreement. This detention is managed by the Pastoral Support Officer. See Behaviour and Discipline Policy for further details.
Level 2 Detention	A list of students due to attend will be available on Isams and parents will be notified at least 24 hours in advance if they have a full 60 minutes Level 2 Detention. This detention runs from 15:00-16:00 on Friday. These detentions are taken by members of the SLT, LT and HODs Work will be set by the person conducting the detention unless the detention is subject specific students in detention are listed on iSams and will be reminded of their detention on the day students should report to the Library at 15:00 students will be registered on iSams as having attended the detention See the behaviour policy for further details.