

## Supervision Policy

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This policy applies to the whole school (including the Early Years Foundation Stage) and is published to parents, pupils, staff and volunteers.

**Bradford Grammar School**

May 2026

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## **This is the Supervision Policy of Bradford Grammar School ('the School')**

### **1. Aims**

#### **1.1. The aims of this policy are to:**

- 1.1.1. ensure that pupils are appropriately supervised at all times while on the School premises or engaged in School activities, including educational visits;
- 1.1.2. promote a safe, secure and supportive environment in which pupils can learn and develop;
- 1.1.3. clarify the roles and responsibilities of staff in relation to pupil supervision;
- 1.1.4. ensure that supervision arrangements are appropriate to the age, number and needs of pupils, and to the nature and location of activities;
- 1.1.5. support pupils in developing independence, responsibility and an understanding of risk in a managed and age-appropriate way; and
- 1.1.6. ensure that the School meets its legal and regulatory obligations in relation to the supervision and safeguarding of pupils

#### **1.2. This policy forms part of the School's whole school approach to safeguarding, health and safety, and pupil welfare, and should be read in conjunction with the Safeguarding and Child Protection Policy, the Behaviour Policy and the Health and Safety Policy.**

### **2. Scope and application**

#### **2.1. This policy applies to the whole school including the Early Years Foundation Stage (EYFS).**

#### **2.2. It applies at all times when pupils are:**

- a. on School premises before, during and after the School day;
- b. participating in co-curricular activities;
- c. attending educational visits or trips;
- d. travelling on School-organised transport where supervision arrangements apply

### **3. Regulatory Framework**

#### **3.1. This policy has been prepared with regard to the following statutory guidance and regulations:**

- a. the Department for Education (DfE) guidance Health and safety: advice on legal duties and powers;
- b. the statutory framework for the Early Years Foundation Stage (EYFS), where applicable; and
- c. relevant safeguarding, welfare and health and safety requirements applicable to independent schools.

#### **3.2. The School ensures that its arrangements for the supervision of pupils are implemented in accordance with these requirements, while reflecting its values, ethos and commitment to safeguarding and promoting the welfare of pupils.**

### **4. Publications and availability**

**4.1.** This policy is published on the School website.

**4.2.** This policy is available in hard copy on request.

**4.3.** A copy of the policy is available for inspection from the School reception during the School day.

**4.4.** This policy can be made available in large print or other accessible format if required.

## **5. Definitions**

**5.1.** For the purposes of this policy, the following definitions apply:

5.1.1. References to the **School** mean Bradford Grammar School.

5.1.2. References to the **Headmaster** include any person acting with the authority or delegated responsibility of the Headmaster.

5.1.3. References to the **Head of the Junior School** mean the member of staff responsible for the leadership and management of the Junior School, including oversight of the EYFS curriculum.

5.1.4. References to **Parent** or **Parents** includes one or both of the parents, or those with parental responsibility, or care of a child e.g. legal guardian or education guardian. Communications or instructions from one of the Parents, or any person with parental responsibility, shall be deemed by the School to be received from both Parents unless there is clear evidence of a contrary view. This requirement does not apply to the giving of notice for cancellation of a place or the withdrawal of a pupil from the School. The persons required to consent or give notice of cancellation or withdrawal are set out in the Parent Contract.

5.1.5. References to pupil supervision mean the arrangements put in place by the School to ensure that pupils are appropriately monitored and safeguarded while on the School premises or engaged in School activities.

5.1.6. References to **EYFS** mean the Early Years Foundation Stage, which applies to pupils in Reception, and is delivered in accordance with the statutory framework for the Early Years Foundation Stage.

5.1.7. References to the Junior School, Senior School and Sixth Form refer to the respective phases of education within the School.

## **6. Arrival (Before the School Day)**

Pupils are registered for the start of the School day at 8.45am. Pupils may be on the School premises from 7.30am, at which point appropriate supervision arrangements are in place. Before morning registration, the following arrangements apply:

- a. the School makes it clear to parents that pupils must not be on the premises before

- 7.30am;
- b. pupils travelling on School transport are supervised by the driver during the journey, and high standards of behaviour are expected;
- c. once pupils have arrived on the School premises, they must not leave the site before the end of the School day without permission from the School. However, pupils in the Sixth Form are allowed to leave the site at lunchtime and after their last lesson of the day.

### **6.1. Junior School (Reception – Year 6)**

Supervision arrangements in the Junior School are structured to reflect the age and needs of pupils:

- a. pupils arriving between 7.30am and 8.00am report to a designated supervised area in the Reception and Year 1 building;
- b. breakfast provision is available during this period in designated areas, supervised by staff;
- c. Reception and Key Stage 1 pupils arriving between 8.00am and 8.30am are supervised in the Key Stage 1 playground, or indoors in the event of inclement weather;
- d. Key Stage 2 pupils arriving between 8.00am and 8.30am are supervised in the Key Stage 2 playground or in an appropriate indoor area as directed by staff;
- e. at 8.30am, pupils are collected by their form teachers and taken to classrooms in preparation for the School day.

Early Years pupils must usually be within sight and hearing of an employee and always within sight or hearing. Whilst eating, pupils must be within sight and hearing of a member of staff.

Reception (EYFS) pupils are supervised with regard to the member of staff / pupil ratios within the latest version of the EYFS Statutory Framework.

### **6.2. Senior School (Years 7–11)**

Supervision arrangements in the Senior School allow for increasing independence within a supervised environment:

- a. pupils arriving between 7.30am and 8.25am remain in designated supervised areas unless attending a supervised activity;
- b. pupils may access lockers and move to form rooms from 8.25am in preparation for registration.

### **6.3. Sixth Form (Years 12–13)**

Pupils in the Sixth Form are expected to exercise a higher degree of independence, within a framework of School expectations:

- a. pupils arriving between 7.30am and 8.25am remain in appropriate communal areas, such as the Sixth Form Centre, unless attending a supervised activity;
- b. pupils are expected to register their presence on site in accordance with School procedures.

## **7. Breaktime and Lunchtime Supervision**

The School ensures that appropriate supervision arrangements are in place during morning break and lunchtime to safeguard pupils and promote a safe and orderly environment.

Supervision is provided through a staff duty rota, which ensures that indoor and outdoor areas are appropriately monitored. Duty arrangements are reviewed regularly and updated as necessary.

## **7.1. General Arrangements**

### **During breaktimes and lunchtime:**

- a. designated members of staff are on duty in key indoor and outdoor areas across the School site;
- b. pupils are expected to follow the School's Behaviour Policy and staff instructions at all times;
- c. staff exercise professional judgement in supervising pupils and responding to any incidents or concerns;
- d. supervision arrangements are adapted where necessary to reflect weather conditions, the use of facilities and the needs of pupils.

## **7.2. Junior School (including EYFS)**

Supervision in the Junior School is structured to reflect the age and needs of pupils:

- a. pupils are supervised on the playground, in the dining areas and in other designated spaces in accordance with the duty rota;
- b. in the event of inclement weather, pupils are supervised in appropriate indoor areas as directed by staff;
- c. pupils must not enter school buildings without permission unless directed to do so by a member of staff;
- d. Early Years pupils are supervised in accordance with the requirements of the EYFS statutory framework, including appropriate staff to pupil ratios, and must remain within sight and hearing of staff at all times.

Responsibility for coordinating supervision arrangements rests with designated members of staff, including senior leaders within the Junior School.

## **7.3. Senior School (Years 7–11) and Sixth Form (Years 12–13)**

Supervision in the Senior School and Sixth Form reflects pupils' increasing independence, while maintaining appropriate oversight:

- a. staff are on duty in designated indoor and outdoor areas in accordance with the duty rota;
- b. pupils may use a range of supervised communal spaces during breaktimes and lunchtime;
- c. Sixth Form pupils are expected to use these times responsibly and in accordance with School expectations.

## **8. After School (Departure and End of Day Supervision)**

The School ensures that appropriate supervision arrangements are in place at the end of the School day and beyond, to support pupils' safe departure from the site.

The School day ends at different times for different phases, and supervision arrangements reflect the age and needs of pupils, as well as the nature of any after-school provision or activities.

### **8.1. General Arrangements**

At the end of the School day:

- a. staff are on duty in designated areas to supervise pupil departure;
- b. pupils are expected to leave the School site promptly unless they are attending a supervised activity or using approved supervised facilities;
- c. once a pupil has left the School site, they should not return unless attending a supervised activity or event;
- d. the School communicates clear expectations to parents regarding collection arrangements and supervision beyond the end of the School day;
- e. supervision arrangements are in place until 6.00pm, after which the School site is closed unless pupils are attending a supervised evening activity.

### **8.2. Junior School (including EYFS)**

Supervision arrangements in the Junior School are structured and provide clear handover to parents or authorised adults:

- a. the Junior School day ends at 3.20pm, and pupils are dismissed by their form teachers from designated collection points;
- b. pupils must be collected by a parent or authorised person and a password system may be used where appropriate;
- c. staff retain responsibility for pupils until they are safely handed over to the collecting adult;
- d. pupils may be collected by Senior School siblings where prior parental permission has been given;
- e. pupils are not permitted to leave the site unaccompanied unless specific permission has been granted by the School;
- f. Early Years pupils must always be collected by an authorised adult and may not leave unaccompanied.

Between 3.20pm and 6.00pm, supervised After Care provision is available. Pupils attending After Care remain under staff supervision until collected.

Pupils travelling by School bus are escorted to the designated departure point and supervised while boarding.

### **8.3. Senior School (Years 7–11)**

Supervision arrangements in the Senior School support pupils while allowing increasing independence:

- a. the School day ends at 4.00pm;
- b. pupils in Years 7 to 11 must not remain on site unsupervised at the end of the School day;
- c. pupils who are not attending a supervised activity must remain in designated supervised areas until they leave the School or are collected;

- d. supervised spaces are provided for pupils who need to remain on site for a short period after the end of the School day.

After-school activities, including clubs, societies and sports training, are supervised by staff at all times.

#### **8.4. Sixth Form (Years 12–13)**

Sixth Form pupils are expected to manage their time responsibly while following School expectations:

- a. pupils may remain on site after the end of the School day and use designated areas for study or independent time;
- b. pupils are expected to leave the site by 6.00pm unless attending a supervised activity or event;
- c. pupils should sign in and out of the School site in accordance with School procedures.

#### **8.5. Departure from Site and Transport**

The School takes steps to support safe departure from the site:

- a. staff are on duty at key departure points, including areas used for School transport;
- b. pupils using School buses are supervised while boarding;
- c. appropriate supervision is in place for pupils accessing local transport links where required;
- d. pupils are expected to follow School expectations for behaviour when leaving the site and travelling home.

#### **8.6. Late Collection and Uncollected Pupils**

The School expects all pupils to be collected or to leave the site by 6.00pm unless attending a supervised activity.

Where a pupil is not collected:

- a. reasonable steps will be taken to contact parents or emergency contacts;
- b. the pupil will remain under staff supervision until suitable arrangements are made;
- c. further action will be taken in line with the School's safeguarding procedures where necessary.

Additional procedures relating to uncollected pupils, including After Care arrangements in the Junior School, are detailed in the relevant guidance and appendices.

### **9. Supervision on Educational Visits**

The School recognises that appropriate supervision is a key consideration in the planning and conduct of all educational visits.

All educational visits are planned and undertaken in accordance with the School's Educational Visits Guidance, which sets out the requirements for:

- a. staffing ratios and levels of supervision;
- b. risk assessment and risk management;
- c. safeguarding arrangements;

- d. emergency procedures; and
- e. roles and responsibilities of staff.

Supervision arrangements for educational visits are determined with reference to:

- the age, number and needs of pupils;
- the nature and location of the activity; and
- any specific risks identified through the planning process.

The School ensures that pupils are appropriately supervised at all times during educational visits, including travel to and from the activity, and that arrangements are in place to respond effectively to any incidents or emergencies.

## **10. Sixth Form Supervision and Independence (Years 12–13)**

The School recognises that pupils in the Sixth Form are above compulsory school age and are expected to exercise a greater degree of independence. This independence is supported within a structured framework of expectations, procedures and appropriate oversight.

Sixth Form pupils are expected to behave responsibly at all times and to contribute positively to the safe and orderly environment of the School.

### **10.1. Registration and Site Procedures**

Sixth Form pupils are required to follow the School's procedures for signing in and out of the site:

- a. pupils must sign in on arrival at School and sign out when leaving, using the School's designated system;
- b. pupils must ensure that their presence on site is accurately recorded at all times;
- c. failure to follow these procedures may result in disciplinary action.

### **10.2. Supervision During the School Day**

Sixth Form pupils are not formally supervised during non-contact time within the School day. However, clear expectations are in place:

- a. pupils are expected to use non-contact periods constructively for independent study;
- b. pupils will normally work in designated areas such as the Sixth Form Centre or the Library;
- c. pupils using the Library are expected to follow relevant procedures, including signing in and out where required;
- d. staff are available within the School to provide support and guidance as needed.

### **10.3. Leaving the School Site**

Sixth Form pupils may leave the School site during the School day in accordance with School expectations:

- a. pupils may leave the site when they have no further timetabled lessons or commitments;
- b. pupils must sign out before leaving the premises;

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- c. on specific occasions (for example, designated afternoons), pupils may leave the site where permitted, subject to signing out appropriately.

#### **10.4. After School Arrangements**

Sixth Form pupils may remain on site after the end of the School day to study or to participate in co-curricular activities:

- a. pupils are expected to use designated areas responsibly;
- b. pupils must leave the School site by 6.00pm unless attending a supervised activity or event;
- c. pupils remaining on site are expected to follow all School rules and expectations regarding behaviour and safety.

### **11. Close, One-to-One Supervision of Pupils**

The School recognises that there are occasions when pupils may be supervised on a one-to-one basis, for example in individual music lessons, academic support or specialist coaching. Such arrangements are necessary but require careful management to ensure the safety and wellbeing of pupils and staff.

All one-to-one supervision is conducted in accordance with the School's Code of Conduct and safeguarding procedures.

#### **11.1. Principles**

Staff must ensure that one-to-one interactions with pupils are appropriate, transparent and conducted in a manner which safeguards both the pupil and the member of staff.

In particular, staff should:

- a. avoid arranging to meet a pupil in a remote or secluded part of the School;
- b. ensure that there is appropriate visibility, such as an open door or clear line of sight;
- c. ensure that other staff are nearby or are aware that the meeting is taking place;
- d. exercise professional judgement at all times, particularly where there may be sensitivities or vulnerabilities.

#### **11.2. Additional Safeguards**

Where there are specific concerns regarding the nature of a meeting, staff should take additional precautions:

- a. consider arranging for another member of staff to be present;
- b. take particular care where there may be a gender difference or other contextual sensitivities;
- c. ensure that the location and timing of the meeting are appropriate.

### **11.3. Off-Site Contact**

Staff must not arrange to meet pupils away from the School premises on a one-to-one basis unless:

- a. this has been approved in advance by a member of the Senior Leadership Team; and
- b. the parent or guardian has given appropriate consent.

## **12. Showers and Changing**

The School recognises that pupils are entitled to privacy when using changing and showering facilities. Appropriate arrangements are in place to ensure that supervision is conducted sensitively and in a manner which safeguards pupils' dignity and wellbeing.

All staff are expected to act in accordance with the School's Code of Conduct and safeguarding procedures when supervising pupils in these contexts.

### **12.1. General Expectations**

Staff must ensure that their conduct in changing areas is appropriate at all times. In particular, staff should:

- a. announce their intention before entering changing rooms;
- b. avoid any behaviour which could be perceived as intrusive;
- c. not touch a pupil in a state of undress;
- d. not remain in changing areas unless there is a clear supervisory need;
- e. not use the same changing or showering facilities as pupils;
- f. be particularly mindful of issues relating to privacy, dignity and appropriate boundaries.

### **12.2. Supervision Arrangements**

Supervision of changing areas should be proportionate to the age, needs and circumstances of pupils:

- a. staff should consider the age and stage of development of pupils when determining the level of supervision required;
- b. where appropriate, supervision may be conducted at a distance to respect pupils' privacy while maintaining safety;
- c. any concerns arising during supervision should be dealt with promptly and in accordance with safeguarding procedures.

## **13. Mental Health Crisis or Intoxicated Parent or Visitor**

The School recognises that there may be occasions when a parent or visitor on site appears to be experiencing a mental health crisis or is under the influence of alcohol or other substances. In such circumstances, the safety and wellbeing of pupils, staff and the individual concerned are the School's priority.

### **13.1. Procedure**

If a member of staff has concerns that a parent or visitor on the School site may be experiencing a mental health crisis or is intoxicated:

- a. a member of the Senior Leadership Team (SLT) must be contacted immediately;
- b. staff should take appropriate steps to ensure the safety of pupils, maintaining supervision and, where necessary, removing pupils from the immediate area;
- c. staff should avoid confrontation and manage the situation calmly and professionally;
- d. further action will be directed by a member of the SLT, who will assess the situation and determine appropriate next steps, including whether external support is required.

## **14. Court Orders**

The School recognises the importance of complying with court orders relating to parental responsibility and access to pupils, and takes appropriate steps to ensure that such orders are followed.

### **14.1. Procedures**

- a. An up-to-date record of pupils who are subject to a court order is maintained by the School and is accessible to relevant staff.
- b. Where a court order restricts a parent's access to a pupil, this information is shared, as appropriate, with members of staff responsible for the pupil's care and supervision.
- c. If a parent or other individual attempts to collect or contact a pupil in contravention of a court order, a member of the SLT must be informed immediately.
- d. The School will take appropriate action to ensure the safety of the pupil and compliance with the terms of the court order, including refusing access where necessary.

## **15. Missing Pupil Procedure**

The School has clear procedures in place to ensure that any pupil who is unaccounted for is identified promptly, and appropriate action is taken to ensure their safety.

All pupils are registered at appropriate points during the School day, and attendance is recorded and monitored. Any unexplained absence is followed up in accordance with the School's procedures.

### **15.1. Identification of a Missing Pupil**

If a member of staff has concerns that a pupil may be missing during the course of the School day, they must take prompt action to establish the pupil's whereabouts.

Initial checks may include:

- a. confirming the pupil's attendance record;
- b. checking with colleagues, including the Form Tutor and relevant teaching staff;
- c. making enquiries with the School Office or reception;
- d. checking known locations such as the School Nurse, Library or other supervised areas;
- e. speaking with the pupil's friends to gather relevant information.

### **15.2. Escalation**

If the pupil cannot be located following initial checks:

- a. the concern must be reported immediately to the School Office and a member of the Senior Leadership Team (SLT);
- b. appropriate communication systems will be used to alert relevant staff across the School;
- c. a coordinated search of the School site will be initiated, under the direction of a member of the SLT;
- d. additional areas, including outdoor spaces and, where appropriate, CCTV, may be checked.

Particular urgency will be given where a pupil is considered vulnerable or at greater risk.

### **15.3. Contacting Parents and External Agencies**

If the pupil remains unaccounted for:

- a. the pupil's parents or guardians will be contacted as soon as practicable;
- b. a decision will be made by the SLT regarding whether to involve external agencies, including the Police;
- c. where appropriate, searches beyond the School site may be undertaken in a controlled and coordinated manner.

### **15.4. Resolution**

When the pupil is found, or their whereabouts and safety are confirmed:

- a. all staff involved in the search will be informed;
- b. parents or guardians will be updated;
- c. any external agencies involved will be notified.

If the pupil is located but is unwilling to return to School, appropriate supervision will be maintained while contact is made with parents or designated emergency contacts.

### **15.5. Follow-up and Record Keeping**

Following any missing pupil incident:

- a. the incident will be recorded in accordance with the School's safeguarding and recording procedures;
- b. where there has been a risk to the pupil's safety, the matter will be reviewed by senior staff and appropriate action taken;
- c. support will be provided to the pupil and, where appropriate, to other pupils affected by the incident;
- d. where necessary, further measures may be implemented, including individual risk assessments or additional supervision arrangements.

## **16. Supervision on School Transport**

The School recognises the importance of ensuring that appropriate supervision arrangements are in place for pupils travelling on School-organised transport.

Supervision arrangements are designed to safeguard pupils while promoting appropriate behaviour and independence, in line with their age and stage of development.

### **16.1. General Expectations**

- a. pupils travelling on School transport are expected to behave in accordance with the School's Behaviour Policy at all times;
- b. the driver or designated adult has responsibility for the supervision of pupils during the journey;
- c. pupils must follow instructions given by the driver or supervising adult;
- d. any concerns relating to behaviour or safety are reported to the School and addressed in accordance with School procedures.

### **16.2. Junior School (including EYFS)**

Additional supervision arrangements are in place for younger pupils:

- a. pupils are escorted by staff to the designated departure point and supervised while boarding School buses;
- b. where applicable, arrangements are in place to ensure that pupils are safely handed over at their destination;
- c. specific procedures may be used to confirm that a responsible adult is present to receive the pupil;
- d. if a pupil cannot be safely handed over, appropriate steps will be taken to ensure the pupil's safety, including returning the pupil to School if necessary.

### **16.3. Senior School and Sixth Form**

Supervision arrangements for older pupils reflect their increasing independence:

- a. pupils are expected to travel responsibly and follow School expectations for behaviour;
- b. supervision is provided by the driver, with School staff involvement where appropriate;
- c. pupils are expected to make appropriate arrangements for their onward journey once they have left School transport.

## **17. Version Control**

|                                     |                                                                           |
|-------------------------------------|---------------------------------------------------------------------------|
| Date of adoption of this policy     | May 2026                                                                  |
| Date of last review of this policy  | May 2026                                                                  |
| Date for next review of this policy | May 2027                                                                  |
| Policy owners (SLT)                 | Mr J D Boardman (Deputy Head)<br>Mrs F Hughes (Junior School Deputy Head) |