



Merchant Taylors' Schools, Crosby

Pupil Supervision Policy

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Relevant legislation/guidelines	Keeping Children Safe in Education, 2025 Working Together to Safeguard Children, 2026 The Education (Independent School Standards) Regulations 2014, as amended, particularly Part 3: Welfare, Health and Safety of Pupils Education Act 2002, section 157

Children Act 1989 and Children Act 2004
Working Together to Improve School Attendance,
statutory guidance, August 2024
Children Missing Education: statutory guidance
for local authorities and schools, September
2025
The Early Years Foundation Stage statutory
framework for group and school-based
providers, September 2025
Early Years Foundation Stage nutrition guidance,
2025
Equality Act 2010
Data Protection Act 2018 and UK GDPR
Prevent Duty Guidance for England and Wales
Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work
Regulations 1999
Reporting of Injuries, Diseases and Dangerous
Occurrences Regulations 2013
The School Premises (England) Regulations 2012
DfE: Health and safety: responsibilities and
duties for schools
DfE: Health and safety on educational visits
HSE guidance on sensible health and safety
management in schools

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1 Aim

Merchant Taylors' School is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the school, both on and off the school site.

All supervision arrangements outlined in this policy operate within the School's safeguarding framework and reflect the principle that while pupils may be granted increased independence as they mature, the School retains an overarching duty of care at all times when pupils are on site or engaged in school activities.

Supervision arrangements are risk-assessed and take account of pupils' age, stage of development, SEND, medical needs, known vulnerabilities, site layout, activity, time of day and any contextual safeguarding concerns. Staff are expected to exercise professional judgement and to escalate concerns promptly where a pupil's whereabouts, presentation or behaviour gives rise to concern.

Two formal registrations take place during the school day. In addition, staff leading lessons, activities, duties and visits are expected to maintain appropriate awareness of pupils' whereabouts and welfare, taking into account their age, needs and vulnerabilities, as well as weather, site conditions and events taking place in or around the School which may affect pupil safety or welfare. Staff are trained to respond swiftly to any unexpected absences, as well as to report any accidents, incidents and near misses, in line with School policies and procedures.

A child going missing from school, being absent without explanation, or being persistently or repeatedly absent may be a potential indicator of abuse, neglect, exploitation or other safeguarding concern. Staff must follow the Missing Pupil Policy, Attendance Policy and Safeguarding and Child Protection Policy, and must refer concerns to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead without delay.

2 Contacting the School during the Day

The school's receptions and switchboards are manned from 8.00am until 5.00pm in term time during the school day. The receptionists will answer phone calls, respond to emails, pass on messages to pupils and staff and deal with inquiries from visitors during this time. At other times, messages may be left on the school answer phone.

3 Pupils' Arrival

The school opens at 8.20am. Pupils may not enter the school before this time unless they are participating in an activity organised and supervised by a member of staff. Children in the Early Years must be brought to the designated entrance by a parent, carer or authorised adult and handed over to a member of staff in accordance with EYFS arrival procedures.

Pupils participating in activities before this time must be registered by the organising member of staff. The organising member of staff must provide Reception with an accurate list of pupils attending and must ensure that pupils are supervised throughout the activity. Any pupil who attends but is not expected must be referred to Reception so that their attendance can be checked and recorded. Parents

are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of school staff when travelling on the school buses but are expected to behave responsibly. Any complaints about poor behaviour will be fully investigated and appropriate numbers of staff are on duty to supervise when the school buses arrive and depart.

Pupils arriving before normal opening time remain the responsibility of parents/carers unless they are attending a supervised School activity or have entered an agreed supervised provision. Pupils must not be left unsupervised on the School site before the published opening time.

4 During the School Day

EYFS Supervision ratios

Staffing arrangements meet the needs of all children and ensure their safety, welfare and appropriate supervision. Children in the EYFS are supervised at all times and are always within sight and/or hearing of staff, including when eating. Parents and carers are informed about how staff are deployed and how supervision is organised.

We follow the requirements of the Early Years Foundation Stage Statutory Framework (September 2025) for ratios when teaching and general supervision:

“For children aged three and over in independent schools (including in nursery classes in free schools and academies) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor, or another suitably qualified overseas trained teacher, is working directly with children:

- For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children.
- For all other classes there must be at least one other member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.

For children aged three and over in independent schools (including in nursery classes in free schools and academies) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status no instructor, and no suitably qualified overseas trained teacher, working directly with children:

- There must be at least one member of staff for every eight children.
- At least one member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.
- At least half of all other staff must hold an approved level 2 qualification”

“Before/after school care and holiday provision

Where the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children.”

The School applies the EYFS ratio requirements as minimum expectations. Staffing arrangements may be increased where this is necessary because of the needs, age or vulnerabilities of individual children, the nature of the activity, site layout, weather conditions, toileting arrangements, eating arrangements, medical needs or any other risk-assessed factor.

During meals and snacks, EYFS children are seated safely and supervised directly. Staff are alert to choking risks, food sharing, allergies, intolerances and unexpected allergic reactions. Children are not left alone while eating or drinking. Staff supervising meals and snacks position themselves so that they can see and hear children and respond quickly if assistance is required. Any choking incident requiring staff intervention is recorded and parents/carers are informed.

Where an EYFS child needs intimate care, toileting support or support with changing, this will be provided sensitively, with regard to the child's dignity, privacy, age and stage of development. Where regular or individualised intimate care is required, arrangements will be recorded in an individual care plan or support plan, agreed with parents/carers and shared only with staff who need to know.

Pupils in the EYFS are supervised at all times during the school day. Where lessons take place outside the EYFS unit, for example PE or Music, staff ensure that supervision remains appropriate to the age, needs and vulnerabilities of the children. An agreed communication system is used to call for additional adult support if a child needs to visit the toilet, seek medical assistance or return to the EYFS area.

4.1 Registration

All pupils are registered at 8.40am and again at the start of afternoon lessons. Afternoon registration takes place at 12.35pm for EYFS/KS1 and at 13.40 for KS2, KS3 and KS4.

Instructions for parents about informing the school of a child's absence before morning registration are set out in the Parents' Handbook and the Attendance Policy.

If a pupil is absent without explanation, the School will contact parents/carers on the first day of absence to ascertain the reason. If contact cannot be made, the School will use the pupil's emergency contacts. Where absence remains unexplained, is repeated, is prolonged, or gives rise to any welfare or safeguarding concern, the matter will be escalated to the relevant pastoral leader and/or the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. Where appropriate, the School will follow local authority procedures for children missing education.

For EYFS children, unexplained or prolonged absence will be followed up promptly. The School will consider the child's known vulnerabilities, family circumstances, previous attendance pattern and any safeguarding information when deciding whether further action, including DSL review, contact with external agencies or a welfare check, is required.

Pupils who arrive late to School must sign in at Reception before joining lessons. Reception will record the late arrival and, where necessary, inform the relevant pastoral or attendance staff so that registers remain accurate.

4.2 In Class & Moving around the School Grounds

For much of the school day, pupils are fully supervised in formal lessons and activities and are under the care of teachers and staff leading activities.

Pupils wishing to leave a lesson for any reason must ask permission unless an individual medical, SEND or pastoral plan states otherwise. Where a pupil needs to see the School Nurse or seek medical assistance, staff will consider the pupil's age, maturity, presentation, medical need and vulnerability when deciding whether an escort is required. Infant pupils will be escorted by an adult. Junior and KS3 pupils may be accompanied by another pupil only where this is judged appropriate and safe. Where there is any concern about a pupil's immediate health, welfare or safety, an adult escort or medical support will be arranged.

Staff must notify Reception promptly if a pupil does not arrive at a lesson and their whereabouts are not known. Where a pupil is absent from class for a known reason, such as music tuition, SEND support, medical support or an agreed pastoral appointment, staff must ensure that the pupil's whereabouts are recorded through the agreed School system. If a pupil's whereabouts cannot be confirmed, the Missing Pupil Policy must be followed without delay.

Occasionally a pupil will be required to leave during a lesson to attend music or drama tuition in School. Pupils may leave lessons to use the toilet with staff permission, subject to age-appropriate supervision and any individual medical, SEND or pastoral arrangements. Pupils should not be unreasonably prevented from using the toilet. Where a pupil has an agreed medical or pastoral arrangement allowing them to leave the classroom at will, staff will be informed on a need-to-know basis. Toilet visits should be recorded using the School's MIS where this is required by School procedure.

It is not normal practice for a pupil to be sent out of class for poor behaviour. Very rarely, it may be in the pupil's best interests, or in the interests of the rest of the class, for a pupil to be removed from a lesson. Any removal from class for behavioural reasons will be for the shortest appropriate period, in a supervised setting, and in line with the Behaviour Policy. It will not be used as informal, unsupervised or unrecorded seclusion. Parents will be informed on the same day where removal is used as a serious disciplinary response.

In the Prep, where this occurs, the teacher will arrange for the pupil to be escorted to Reception or another agreed supervised location, unless the pupil's age, maturity and individual needs make independent movement appropriate. The teacher will inform the Assistant Head Pastoral or a member of the Pastoral Team as soon as possible.

In the Senior School, staff should use SLT on-call, notifying the assigned member of SLT using the MTSSLT@merchanttaylors.com address. The pupil should remain supervised while arrangements are made.

Very occasionally, a pupil with complex pastoral, medical or SEND needs may be issued with a time-out card. This will form part of an agreed pastoral, medical or SEND support plan and will identify the approved destination, recording process, supervision arrangements and review arrangements. A time-out card does not permit a pupil to leave the site or remain unaccounted for. Pupils using a time-out card must report to Reception or another agreed supervised location, where staff will alert the relevant pastoral staff.

In the case of teacher absence, lessons in EYFS and Years 1–11 are covered by another teacher or suitably deployed member of staff. Year 12 and 13 lessons are not usually covered for short-term teacher absence unless they are timetabled in a laboratory, workshop, practical space or other room where pupils are only admitted under supervision. In these circumstances, alternative supervised arrangements will be made.

Sixth Form pupils may be trusted to undertake private study independently in designated areas, such as the Sixth Form Centre or library. Sixth Form pupils may leave the premises for a short period during lunchtime or a free lesson only where this is permitted by School rules and provided they sign out and sign back in at Reception. These arrangements reflect the age and increasing independence of Sixth Form pupils and remain subject to safeguarding oversight and risk assessment by senior staff.

4.3 Outside Lesson Time

All members of the teaching staff take their share of supervisory duties according to a rota that covers morning break, lunchtime and bus duty. Late duty at MTS is completed by SLT.

Gate Duty is completed by SLT at the Prep at both the start and end of the school day.

Supervisory duties cover designated areas, and all staff receive Risk Assessments for all areas regardless of where their specific duty is located. If a member of staff is unable to do the duty (absence/another commitment etc), another member of staff covers for them to maintain maximum supervision at all times. At both morning and afternoon break and throughout lunchtime, members of staff are on duty in the Dining Rooms, Playgrounds, patrolling the premises, inside and outside, to ensure the safety of all pupils.

Duty rotas are reviewed regularly to ensure that supervision remains appropriate to the number, age and needs of pupils, the areas in use, weather conditions, known risks and any specific events taking place on or near the School site. Staff on duty are expected to be punctual, visible, mobile where appropriate, and alert to pupil welfare, bullying, unsafe behaviour, unauthorised visitors and site hazards.

In the Senior School, a member of SLT is assigned each day to oversee duty supervision and to ensure that there is a consistent presence around the school campus. Any missed duty, uncovered duty area or supervision concern must be reported promptly to the relevant senior leader so that alternative arrangements can be made.

4.3.1 Prep Morning Break

Two members of the teaching staff (or one member of teaching staff supported by a Teaching Assistant) supervise pupils on the playground. A third member of staff is on indoor duty monitoring the indoor toilets and entrance. The main entrance is also monitored by the school secretary and/or receptionist. A first aid trained member of staff will remain on duty in the Medical Room.

When the weather is wet, teaching staff will remain with their classes indoors. Staff without their own form are asked to help cover to allow form teachers a short comfort break.

Children in the EYFS remain engaged in continuous provision throughout the morning with snack made available. They remain within sight and hearing of a member of staff, including when they are eating.

Staff on duty must maintain active supervision and position themselves so that key areas, including toilets, entrances, exits and higher-risk play areas, are appropriately monitored. Any accident, injury, bullying concern, safeguarding concern or site hazard identified during break must be reported in accordance with School procedures.

4.3.2 Prep Lunchtime

Throughout lunchtime, members of the Welfare staff are deployed to supervise in and around the school. Teaching staff on duty help supervise pupils on the playground. A member of the Welfare staff supervises the main corridor to ensure pupils do not go upstairs unaccompanied. This is to ensure the safety of all pupils. The Medical Room is covered by a first aid trained member of staff or a healthcare assistant.

Risk assessments are used to determine the level and type of supervision required, taking account of the number of pupils, site layout, activity, weather conditions and the particular needs and vulnerabilities of pupils, including children in the EYFS.

During lunch and snack times, staff must be alert to choking risks, allergies, food sharing and pupils who may require additional support. EYFS children must remain within sight and/or hearing of staff while eating and drinking.

If the weather is wet, Welfare staff are deployed to supervise pupils in their classrooms. Members of the teaching staff on duty will supervise Reception children in their classroom, as well as patrol the corridors in and around the classrooms.

4.4 Medical Assistance

When the School Nurse is not on duty or cannot be found in the Medical Room, for example because she is attending to someone elsewhere in the building, she can be contacted by phone via reception. All staff have this contact number.

First aid boxes and defibrillators are in all potentially high-risk areas, as well as in the Medical Room.

A number of members of the teaching and support staff are First Aid trained and can also assist sick or injured pupils when necessary. Lists of First Aiders are provided by the School Nurse to all staff. All departmental areas have a First Aider. The receptionists can also contact First Aiders if necessary.

Accidents, incidents and near misses must be recorded and reported in accordance with the School's First Aid Policy, Health and Safety Policy and accident reporting procedures. Where an incident meets the threshold for reporting under RIDDOR, the School will ensure that the required report is made to the HSE by the appropriate responsible person.

5 Pupil's Departure at the end of the School Day

5.1 Prep

For Reception and Year 1, the pupils are brought to the front car park via the side gate to be collected by parents.

For Years 3 and 4, teachers lead the pupils to the front car park via the door to School House where they are handed over to parents.

Pupils in Reception, Year 1 and Year 2 will only be released to a parent, carer or authorised adult unless alternative written arrangements have been agreed in advance. Where staff are unsure whether an adult is authorised to collect a pupil, the pupil will remain supervised while checks are made with Reception and/or parents/carers.

For Years 2, 5 and 6 teachers lead the pupils to the front car park via the Main Entrance where they are handed over to parents.

Infant bus children are escorted by members of staff to the bus collection areas. Junior pupils are sent by their teachers to the areas and registered by the member of staff on bus duty.

Infant pupils are escorted by members of staff to Sundown Club. Junior pupils are sent by their teachers to Sundown Club and are registered by the Sundown Club Leader in the Hall.

Any changes to pupil collection at the end of the day are communicated through the School Secretary or Receptionist. No pupil will be put onto a school bus if there is any doubt as to whether the pupil is on the bus. The School Secretary/Receptionist will contact the parents by phone to double check on arrangements.

Parents collecting from Sundown Club ring the intercom at the main entrance and are met by a member of staff who will hand pupils over to parents.

A member of SMT is on Gate Duty along with a member of the caretaking staff to supervise pupils as they arrive with parents and to ensure that the car park gates are closed.

The gates to the carpark are closed over from 3.10pm (3.00pm on Fridays) until 4.45pm to prevent traffic from entering/leaving whilst pupils are departing school or leaving following a prearranged club/activity which finish between 4.15pm and 4.45pm. Parents are also advised that the car park is not to be accessed during this window. Any essential vehicle access during this time will be supervised directly by the caretaker on duty.

5.2 MTS

For Years 7 – 13, the regulations for departure at the end of the school day are as follows:

Unless they are participating in a staff-led after school activity, all pupils must leave the school premises by 4.15pm, except in the circumstances set out below:

Pupils in Years 7 – 11 who are remaining in School because they are attending a parents' meeting, play or concert later in the evening may go to the library or other nominated area to work in the interval between the end of lessons and the beginning of the performance. Any arrangements for tea will be organised by the member of staff responsible for that activity. No one should be wandering around School after 4.00pm. Provision for pupils not leaving the site by the end of the school day are set out in section 6, below.

Staff leading after-school activities must maintain an accurate register of pupils attending, record any unexpected absence from the activity, and ensure that pupils are dismissed in accordance with the agreed arrangements for their age and stage. Any concern about a pupil's whereabouts must be escalated promptly in line with the Missing Pupil Policy.

6 Pupils who are not collected following School Activities

It is our expectation that pupils in Years 7 and above will usually make their own way home following after-school activities, unless a parental request or individual arrangement to the contrary has been made. This expectation remains subject to the pupil's age, maturity, known vulnerabilities, normal travel arrangements, time of day, weather conditions and any safeguarding concerns.

If a pupil is not collected as expected, staff will attempt to contact parents/carers and, where necessary, emergency contacts. The pupil will remain supervised while reasonable attempts are made to confirm safe arrangements.

Prep pupils who are not collected as expected will be transferred to Sundown Club or another agreed supervised provision, and parents/carers will be contacted.

A pupil in the Senior School may only be permitted to leave independently where this is consistent with their age, normal travel arrangements, parental expectations, time of day, weather conditions, known vulnerabilities and any safeguarding concerns. Where there is any concern for the pupil's safety or welfare, the pupil will remain supervised and the matter will be escalated to the relevant pastoral leader, the DSL/DDSL or, where necessary, external agencies.

The School site closes at 7.00pm. Where a pupil remains on site beyond the expected collection time, the responsible member of staff must ensure that the pupil is supervised until safe arrangements have been confirmed.

Late duty arrangements are site-specific and ensure that pupils are not left unsupervised at the end of the school day.

Prep Site:

A member of the Senior Management Team or a designated pastoral leader remains on site until all pupils have been collected by parents/carers or have transferred into Sundown Club or another agreed supervised provision.

Senior School and Sixth Form:

A member of the Senior Management Team or a Head of House is on late duty each day from 4.15pm until 5.30pm. This duty covers pupils whose transport has been delayed, whose parents/carers are running late, or who have an agreed reason for remaining on site. Pupils should remain in the library or another nominated supervised area.

No pupil is permitted to remain on the School site outside these arrangements unless they are attending a supervised School activity or have explicit permission from a member of staff.

7 Supervision whilst travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School. The school buses are not manned by School staff, although most Prep buses have a chaperone. Pupils are expected to behave in an appropriate manner, including not walking along the aisles or up/downstairs during the journey and by wearing their seatbelts throughout their journey.

Where the School is made aware of a concern relating to pupil safety, behaviour, bullying, safeguarding or welfare during travel to or from School, the matter will be considered in line with the relevant School policies, including the Safeguarding and Child Protection Policy, Anti-Bullying Policy, Behaviour Policy and, where applicable, transport provider procedures.

Pupils arriving by school bus must go straight into School and follow the School's arrival procedures.

8 Supervision during Educational Visits

Supervision of pupils on educational visits is set out in the School's Educational Visits Policy and recorded in the relevant visit planning and risk assessment documentation. Supervision levels and staff:pupil ratios for educational visits are determined by risk assessment and take account of the nature of the activity, location, transport, age and maturity of pupils, SEND and medical needs, staff competence and experience, contingency arrangements, emergency procedures, safeguarding considerations and any requirements of the venue, provider or governing body.

Visit leaders must ensure that they know which pupils are under their care, that registers are taken at appropriate points, and that any absence or discrepancy is followed up immediately in accordance with the visit risk assessment and Missing Pupil Policy.

9 Areas Pupils may not Access

We ensure that pupils do not have unsupervised access to potentially hazardous or restricted areas, including but not limited to Science laboratories, workshops, gyms, kitchens, plant rooms, maintenance areas, roof spaces, storage areas and any other areas identified through risk assessment. Clear signs are displayed where pupils may not enter, and, where possible, doors to these areas are kept locked when not in use. Chemicals, flammables and hazardous substances are kept securely in appropriate storage facilities.

Pupils may only access restricted areas where they are supervised by an appropriate member of staff or where a specific risk assessment and School procedure permits access.

10 Security & Access Control

All staff and Sixth Formers must follow the School's sign-in and sign-out procedures when entering or leaving the premises during the School day.

Contractors and visitors are managed in line with the School's safeguarding, safer recruitment and site-security procedures. Unchecked visitors and contractors must not be left unsupervised with pupils. Where checks are not required because the visitor or contractor will not be in regulated activity, the School will nevertheless ensure appropriate supervision, access control and lanyard arrangements. Where contractors are working in areas accessed by pupils, the School will consider timing, segregation, supervision, safeguarding risk and any relevant health and safety risks.

Visitors to the School are given colour-coded lanyards. Staff and pupils are aware of the meaning of the colour coded lanyards:

Blue Lanyard: Member of staff

Red Lanyards: Visitor to the School who does not require supervision

Yellow Lanyards: Visitor to the School who does require supervision. Any person spotted with a yellow lanyard who is not supervised **MUST** be reported to another member of staff.

Black Lanyard: School governor

Staff must challenge or report any adult on site who is not wearing the correct lanyard or whose presence gives rise to concern. Any safeguarding concern relating to a visitor, contractor or adult on site must be reported immediately to the DSL/DDSL.

Regulations regarding security and lone working are set out in the School's Health and Safety Policy.

11 Supervising Pupils in Games/Activities or on Transport Arranged by School

Staff who are responsible for pupils in games, activities, fixtures or transport arranged by the School, including minibuses and coaches, must know which pupils are under their care and must maintain an accurate register.

Staff responsible for pupils in a minibus or coach must ensure that pupils are seated and wear seatbelts where fitted. Any concern about pupil behaviour, seating, seatbelts, driver conduct, vehicle safety or travel arrangements must be addressed promptly and escalated where necessary. Teachers must also be aware that it is not permissible for parents to transport any pupil other than their own son/daughter in any private car, unless the pupil's Head of House has confirmed that written permissions has been received in advance. Please note that this particularly pertains to parents who have supported at fixtures and have offered to return other pupils to School.

Registers must be checked before departure, at appropriate points during the activity or fixture, and before the return journey. Any discrepancy must be followed up immediately

12 Summer Term Issues

Lesson registration in the Summer Term will cease for Years 11 and 13 at half term due to the examination season and the start of study leave. Pupils must continue to sign in and out at Reception when attending School during this period, including for examinations, revision sessions or meetings with staff. For statistical purposes, pupils will be coded in accordance with the School's Attendance Policy and DfE attendance coding requirements.

Pupils attending School during study leave remain subject to the School's supervision, safeguarding, behaviour, signing-in and signing-out arrangements.

13 Missing Pupil

If a pupil's whereabouts cannot be confirmed, staff must follow the Missing Pupil Policy without delay. A missing pupil must be treated as a potential safeguarding concern until the pupil is located and their safety and welfare are confirmed.

Staff must not delay escalation where a pupil is missing, absent without explanation, fails to arrive at a lesson or activity, leaves a supervised area without permission, or cannot be accounted for during a visit, fixture or transport arrangement. The DSL/DDSL must be informed where there is any safeguarding concern.

14 Staff Induction

All new members of staff with relevant responsibilities receive induction into the School's expectations for pupil supervision. This includes arrangements for duties, registration, pupil movement, missing pupils, educational visits, visitors and contractors, accident and incident reporting, safeguarding escalation and supervision outside normal lesson times.

Staff are reminded of supervision expectations through relevant training, briefings, risk assessments, duty rotas and policy updates. Staff with specific responsibilities, including duty staff, visit leaders, activity leaders, EYFS staff and late-duty staff, must understand the procedures relevant to their role.

15 Oversight

Oversight of this policy is maintained by the Education and Safeguarding Committee of the Governing Body.

The policy is reviewed annually and additionally in response to:

- changes in legislation or statutory guidance;
- significant safeguarding, supervision, accident or near-miss incidents;
- inspection findings or recommendations;
- changes to the School site, timetable, pupil profile or operational arrangements.

The Governing Body receives regular assurance that supervision arrangements across the School are effective and consistently applied. This may include review of safeguarding reports, attendance information, missing-pupil incidents, accident and near-miss data, educational visit processes, duty arrangements and any relevant trends or learning points.