



SUPERVISION OF PUPILS

This policy applies to all members of our school community including those in our Early Years setting

The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Trips and Visits Policy
- Missing and Uncollected Pupil Policy

This document is reviewed annually by Mrs Annabel Robinson, or as events or legislation change requires.

Supervision of Pupils	
Reviewed by:	Mrs A Robinson, Assistant Head (Pastoral) Mrs C Sweeting, Head of Prep
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Policy Statement

This policy applies to all members of staff who work at Tranby School, teaching and non-teaching. All members of staff should familiarise themselves with this policy. The supervision of pupils is a tremendously important aspect of our work in school; it is the responsibility of all staff to ensure that the school provides a safe and supervised environment for the pupils.

The policy considers the following when making decisions about the supervision of pupils:

- a. the age and maturity of the students
- b. the number of students
- c. any special needs of students
- d. the type of activity in which they are engaged
- e. the location of such activity.

Aims of the supervision of pupils policy

- To protect the health, safety and well-being of pupils around the school during the normal school day, particularly when they are outside of lessons.
- To ensure that all staff are aware of where and how colleagues are deployed for supervision duties outside of normal lesson times.
- To outline the main requirements of staff when they undertake duties and are involved with the supervision of pupils outside of lesson time.

When considering and making decisions about the supervision of pupils the school will consider the following:

- age of the pupils
- number of pupils involved
- any special needs
- the type of activity in which they are engaged
- the location of the activity.

SENIOR SCHOOL PROCEDURES

Day to day duties involving the supervision of pupils

- Senior duty All day
- 10.30-10.50 Break duty
- 12.50-13.20 Lunch 1 duty
- 13.20-13.50 Lunch 2 duty
- 16.00-16.15 Bus duty

These duties will be undertaken by members of staff.

A copy of the staff duty schedule is attached (Appendix 1).

The afternoon assistant will also undertake the following duties:

- Lunch: outside around the front of the school.
- Car Park and pupil pick-up monitoring after school.

The Library

Pupils can spend breaks or lunchtimes in the library and the Library Manager is responsible for any pupils who spend their break or lunchtime in the library. In the event of the Library Manager's absence, suitable staff cover will be sought by the Assistant Head (Curriculum), or the library will be closed.

Staffing ratios for the supervision of pupils

In the Senior School, staffing ratios for teaching do not exceed 1:24 and often the ratio of staff to pupils is 1:18. For lunchtime activities the staff to pupil ratio is no more than 1:24; in activities where the number of pupils exceeds 24, other staff will be present to assist.

At break times and lunch times the number of duty staff is in line with the number of pupils needing supervision: please note the staff duty rota (Appendix A). In addition to staff supervision, several Sixth Form prefects assist staff on duty at lunch and break times; they are responsible to the member of staff on duty.

Very infrequently will older pupils supervise younger pupils; in circumstances when this does happen there will always be a member of staff in very close proximity e.g. for activities at lunchtime.

The staff ratio for out of school care, including Trips and Visits, is **1:17 for the Senior School**.

Staff Absence

In the event of a member of staff being absent, the Assistant Head (Curriculum) will arrange suitable cover for timetabled lessons.

Regarding staff duties and lunchtime activities, staff are responsible for organising duty swaps for anticipated absences. For unanticipated absences, the Assistant Head (Curriculum) will adequate supervision of pupils.

Offsite activities

For detailed guidance on the appropriate supervision of pupils on trips and out of school activities, please read the Trips and Visits policy which can be found on Teams.

Requirements of staff when undertaking duties which involve the supervision of pupils

- insist on appropriate forms of behaviour
- insist on good manners
- insist that pupils treat each other, and staff, with respect
- do not allow pupils to sit on desks or have their feet on classroom furniture; insist that they respect their form rooms
- expect pupils to be presented according to our expectations of uniform
- engage with pupils when undertaking duties.

Staff supervision in remote locations

The geography of the Senior School means that there are no significant remote locations. All classrooms are near to a telephone, whether it be a Head of Key Stage Office, SLT office or one of the main school offices. However, a mobile telephone is needed when public examinations take place in the school gym.

Missing pupils

A missing pupil is defined as one who is not present without authorisation or explanation.

In the event of a pupil being reported as missing, the procedure is to inform the following:

- Senior School office
- the respective Head of Year who will log this information
- the Deputy Head Pastoral
- as a matter of course, the pupils' parents should be informed
- should the pupil not be located, the Headmistress and Senior Deputy Head must be informed.

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Duty expectations for all staff at all duties 2025-26

- If you are to be absent on a day when you have a duty, it is your obligation to organise a duty swap
- Missed duties are to be followed up on and challenged, given how they put our students at significant risk by undermining our safeguarding systems
- Arrive promptly for the duty period; do not leave until relieved (if a staff member is missing, inform senior duty staff member)
- Interact with pupils positively – good morning/afternoon; try to use pupil names; ensure they greet you appropriately
- Uphold behaviour expectations:
 - When inside: combating running, shouting, pushing; check uniform (shirts tucked in, top buttons done up, blazers on, skirts appropriate); ensure no one is journeying to the top floor
 - When outside: overseeing the informal football/other ball games played; ensure year groups are not playing against older year groups; ensure no one is leaving the site

Further to this, our Supervision of Pupils Policy states:

Requirements of staff when undertaking duties which involve the supervision of pupils

- insist on appropriate forms of behaviour
- insist on good manners
- insist that pupils treat each other, and staff, with respect
- do not allow pupils to sit on desks or have their feet on classroom furniture; insist that they respect their form rooms
- expect pupils to be presented according to our expectations of uniform
- engage with pupils when undertaking duties.

Duties explained: NOTE: these may be subject to revisions in year due to staffing changes/needs

Duty / Time	Duty area	Explanation
Phone Duy	Refectory	Set out phone trays on the phone table, collect in mobile phones from years 7-11 and then lock away in filing cabinet.
Break	Refectory - staff	Manage the queue for the break time service. Ensure all pupils are consuming their food in the refectory and disposing of their crockery and litter correctly.
	Refectory – prefects	One to manage the queue for the break time service. The other to ensure all pupils are consuming their food in the refectory and disposing of their crockery and litter correctly.
	Outside	Outside area, including the hard play area. Ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be on the hard-court areas if the grassed areas are unsuitable for play. If the weather is so poor that this duty is judged unnecessary, the staff member should relocate to the school foyer given the greater number of pupils that will be indoors.
Lunch (1 and 2)	Refectory - staff	Manage the queue for the lunch time service. Ensure all pupils are entering the lunch queue at the correct time in accordance with bells and activities.
	Refectory – prefects	One to manage the queue for the lunch time service. The other to ensure all pupils (Y7-11) are clearing their trays and disposing of their crockery and litter correctly.
	Science, English, Maths, Languages corridor patrol	Patrol the corridors in this area and ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be outside if the weather is fair. Check and empty classrooms if behaviour is inappropriate.
	Outside	Outside area, including the hard play area. Ensure that pupils are safe and behaving in an appropriate manner. Encourage pupils to be on the hard-court areas if the grassed areas are unsuitable for play. If the weather is so poor that this duty is judged unnecessary, the staff member should relocate to the school foyer given the greater number of pupils that will be indoors.
	Astro / Fields	Remain on the astro (if wetter weather) or the fields for the duty period ensuring pupils are safe, tolerant and utilising the space to the best of their ability. Liaise with other members of staff on duty where necessary to manage behaviour. If the weather is so poor that this duty is judged unnecessary, the staff member should relocate to the school foyer given the greater number of pupils that will be indoors.
	Inside sweep (main foyer & top floor old building)	The main foyer, the corridor down past DT, back through the quad round to the foyer and up to the second floor. Pupils are not allowed on the second floor and should be told to leave if they are there. In the foyer, please monitor behaviour and ensure pupils are safe and behaving in an appropriate manner. Also check along science, maths and English corridor. The top floor of the old building needs walking and room should not be occupied by unsupervised pupils. If the weather is fair, please encourage pupils to be outside.

Phone Duty	Refectory	Open filing cabinet, set out phone trays on the phone table, allow pupils to collect phones.
Buses & driver check	Buses (Astro) (Staff)	Please try and make a prompt arrival to the top of the stairs before the buses for 4pm. Check bus rota of pupils that all are present and accounted for. If a driver is unrecognised, coordinate with Prep School bus duty staff member to check the ID of the driver.

Forms 2026-2027

Year 7

T-Ounsworth

T-Hastings

T-Marshall

Years 8-11	
T-Wells T-McIntosh T-Robinson T-Chambers T-Wallis T-Berry	T-Durham T-Rayns T-Boddy T-Beardsley

Sixth Form

T-Pick

T-Hickman

PREP SCHOOL PROCEDURES

Staffing ratios for the supervision of pupils

In the Prep School, staffing ratios for teaching do not exceed 1:24 in KS2 and 1:22 in KS1 and Reception.

For children in our Pre-School setting:

Children aged two:

- There must be at least one member of staff for every 5 children.
- At least one member of staff must hold an approved level 3 qualification.
- At least half of all staff must hold an approved level 2 qualification.

Children aged three and over (where a qualified teacher/Early Years Professional/Level 6 is working with the children):

- There must be at least one member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification.

Children aged three and over (where a qualified teacher/Early Years Professional/Level 6 is not working with the children):

- There must be at least one member of staff for every 8 children.
- At least one other member of staff must hold an approved level 3 qualification.

Out of hours provision, for EYFS pupils remains as above and a ratio of at least 1:20 for older children. Activities have a ratio of at least 1:20.

At break times and lunch times at least two members of staff are available in each playground/ outside area. In the EYFS dining room and playgrounds, appropriate staffing ratios are maintained. An adult is present in each playground for 10 minutes before the start of school each day.

The staff ratio for trips and visits is at least the statutory requirement for EYFS, KS1 and KS2. This must be reduced if additional risks are identified through the trip risk assessment (e.g., the presence of water, busy streets). In EYFS, if children are taken off the premises for an outing or walk, at least two members of staff will accompany them, and appropriate ratios of adult: children will be used for the activity.

At the end of the day one or two members of staff escort pupils to the bus stop. At least two members of staff supervise pupils being collected from the pick-up door, and/or .

Daily duties

The duty list for playground supervision is produced by KS1/KS2 co-ordinators as appropriate and is displayed in the staffroom. No alteration may be made to this without prior consultation with the KS1/KS2 co-ordinators.

It is the responsibility of the named person to be on duty in the appropriate place as follows:

Pre School Duty	-	KS2	08.30 to 08.45
Pre School Duty	-	KS1	08.30 to 08.45
Morning Break	-	KS1/KS2	10.15 to 10.35
Lunch Time	-	KS1/KS2	12.00 to 13.10

From 15:45 to 16:00, pupils with older siblings in the Prep or Senior School are supervised by the staff member who is leading Bus Duty. Those pupils are taken to the designated collection point for 16:00 with the Bus Duty staff member. Pupils in KS1 who have siblings in Senior School are supervised in After School Care from 15.30 - 15.45 when they are taken to meet the KS2 pupils, who subsequently follow the arrangements as per KS2.

Bus Duty – Pupils are taken to the buses by staff. Staff must ensure pupils are seated, belts are on and the bus driver is seated, ready for departure. The Bus Duty staff member then takes the 16:00 pick up pupils to the designated collection point at the railings.

It is the responsibility of duty staff to ensure that pupils are not left without being in the care of a responsible adult.

It is the responsibility of the teacher or support staff on playground duty to:

- decide whether breaks will be indoor or outdoor
- be positioned in pre-agreed prominent locations in the playgrounds which maximises what they can see.
- One member of staff must be positioned at all times on the pathway at the top of the Prep School lawn near the blue signpost. This member of staff must challenge any person without a lanyard – these people are parents here to collect their Pre-School aged child at 12:30.
- Treat minor injuries using the First Aid pack that one member of staff carries. More serious injuries should ensure the child is taken to the First Aid room
- Wear a hi-vis vest to ensure all pupils can see where supervision is located
- Carry a walkie-talkie to share information between the members of staff on duty.
- Supervise the controlled entry of children into school using the agreed Routine at the appropriate time and ensure that the cloakrooms are clear.

The exact nature of duties varies between Foundation Stage, Key Stage 1 and Key Stage 2.

Foundation Stage duties and routines

Pre-School:

- **07:30- Breakfast session commences;** children and parent/guardians are admitted through the Prep Reception entrance for breakfast. Children remove outdoor clothing, put up names on self-registration boards and are then delivered by the parent/carer to their key person, children are registered with time of entry.
- **08:00- Full day session (08:00-17:30)** commences; children and parent/guardians are admitted through the Prep Reception entrance Children remove outdoor clothing, put up names on self-registration boards and are then delivered by the parent/carer to their key person, children are registered with time of entry.
- **08:30- Short day session (08:30-15:30)** commences- children and parent/guardians are admitted through the Prep Reception entrance. Children remove outdoor clothing, put up names on self-registration boards and are then delivered by the parent/carer to their key person, children are registered with time of entry.
- **11:30-** Pre-School children are supervised by staff in using the toilet facilities, lining up, registered and walked to the Refectory for their midday meal. Foundation Stage staff supervise pupils during their meal.

- **12:15** - Staff on duty escort the children back to pre-school for 'story-time' and hand over any half-day children to parents and carers, recorded on register as left.
- **12:30** Afternoon registers are taken, children share 'story-time'; and access continuous provision.
- **15:15-15:30- Parents/guardian collect** short-day children, children are signed out on register
- **15:30- Deputy Managers lead** extended day activities, provision and tea-time
- **16:00- Parents collect children**, children are signed out on registers
- **18:00- End of Pre-School-** Deputy Managers ensure safety and security checks are complete

Reception Classes

- **07:30-Morning Care begins**, children are dropped off by parent/guardian and signed in
- **08:30-Morning Care pupils** supervised and taken by morning care staff to KS1 playground.
- Early drop off children supervised by staff member on entrance door, enter classroom to take water bottle, bookbag and be greeted by staff then taken onto supervised KS1 playground.
- **08:45- Bells rings.** Pupils line up on the playground and are taken inside under supervision of member of staff. Class teacher collects rest of pupils at Reception School entrance.
- Pupils are escorted to the classroom and an attendance register is taken.
- **11:30- Reception classes are supervised by Reception staff in using the toilet facilities**, lining up and walking to the Refectory for their midday meal. Reception staff supervise pupils during their meal.
- **12:15- Members of staff supervise children back from the refectory** and supervise changing into outdoor clothing and playground activities.
- **Afternoon Duty staff ring the bell to 'reset the outdoor area'**, then escort children to change into indoor clothing and back to classrooms. Afternoon registration completed.
- **15:20- Pupils are escorted to Prep entrance for collection** by parents/guardians or passed to supervising staff in relevant locations for clubs, Late Stayers, bus pick-up or After School Care. ASC staff member to register and collect the ASC children and escort to the ASC room.
- **16:00- Any pupil, who is a late-stayer** (for Seniors), who are not collected by 4.15pm will be supervised in ASC and their parent is contacted.

If a child is not collected:

- A member of staff will remain with the child and ask the office staff to contact the parents/carers using the Emergency Contact numbers supplied to the school.
- If the named adult has not collected the child by 16.00, the child will be escorted to the Senior School Receptionist, who will either be informed of the named adult due to collect the child or will continue to attempt to make telephone contact as above.
- Should the child still be uncollected by the Senior School Receptionist's leaving time, they will be escorted to The Croft, where nursery staff will attempt to make contact.
- If no contact has been made by 18.00, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of the nursery staff until either a member of the Social Services team, or the named adult arrives to take over care of the child.

Pre-Prep (KS1) duties

7:30 am Morning Care begins

8.30 am Pupils are taken to KS1 playground.

8.40 am	Pupils line up on the playground.
8.45 am	Pupils are escorted into the cloakrooms and then to their classrooms.
10.15 am	The staff members on duty supervises playtime.
10:35 am	The staff member on duty blows the whistle and the children stand still. The whistle is blown a second time and the children line up quietly in class order. The staff on duty escort the classes from the playground promptly and line up in the designated place supervised by Prep staff.
10.50 am	Children leave the assembly hall. Lessons recommence.
12.00 pm	KS1 classes begin walk to the refectory and line up to receive their midday meal.
Teaching staff and support staff supervise pupils during their meal.	
12.25 pm	Members of staff on duty supervise the playground.
1.05 pm	The staff member on duty blows the whistle to tidy up
1.10pm	The staff member on duty blows the whistle for pupils to line up in class order and pupils are escorted to their classes.
1.10 pm	Registration; lessons recommence
2.05 pm	Afternoon break (procedures as for morning break)
2.15pm	Members of staff escort pupils back to their classes. Lessons recommence.
3.30 pm	Pupils go to the pick-up door, supervised by staff or to After School Care. After School Care staff member to register the pupils

3.45	Pupils with older siblings or on the bus are taken by a member of staff to the Late Stayers facility where they are registered and supervised to either the bus or the 4pm pick up. (please refer to bus procedures)
4.00 pm	Any pupil, who is a late-stayer (for Seniors), who are not collected by 4.15pm will be supervised in ASC and their parent is contacted.

KS2 duties and routines

7:30 am	Morning Care begins
8.30 am	Duty staff go to KS2 playground and path in front of School.
8.40 am	The children filter from the playground into their cloakrooms and then into classrooms. The outside door is closed by a member of staff – any latecomers must enter through the main door and report to the Prep office before they go anywhere else in the building. Duty staff should ensure that the cloakrooms are cleared so that lessons can begin promptly.
8.45 am	Class teachers mark the Attendance Register.
8.50 am	Lessons Commence
10.15 am	Duty staff supervise playground unless the weather is inclement (see separate procedures below). Outdoor shoes must be worn outside. One member of duty staff should check that classrooms and toilets are clear. Pupils are not allowed to be in the building at break unless given permission by an adult.
10.35 am	Children walk up to school and line up quietly in their classes. They walk into school in silence and go to their cloakrooms promptly, ready to head to the assembly hall or classrooms.
10.50 am	Children leave the assembly hall or phase assembly classroom. Lessons recommence.
12.10 am	KS2 classes begin to enter refectory and line up to receive their midday meal or outside for playtime. go
12.10 pm pupils.	Lunch for pupils attending lunchtime clubs, all other Year 3 pupils and on Thursdays only, Year 4

12.20 pm	Other Y4 pupils
12.25 pm	Other Year 5 pupils
12.30 pm	Other Year 6 pupils

Teachers supervise pupils in the refectory. Support staff and/or teachers supervise pupils outside.

The duty staff check the toilets and cloakrooms at least once during the lunch break.

1.05 pm The children filter back into school for the same as for morning break. Children come into school quietly and promptly.

1.10 pm Registration; lessons recommence.

3.40 pm Pupils leave the building via the pick up door.

Pupils go to the pick-up door, supervised by staff, or to the KS1 library for bus pick-up. Late-stayers go to ASC area (they will be escorted to the pick up fence at 3:50). Pupils attending After School Care will go to the ASC room. Any pupils attending other after school clubs will go to designated and pre-decided areas.

At 4.00 pm any pupils not collected are to be taken inside the building where they supervised by an ASC member of staff and parent is contacted. The office staff/Head Teacher are responsible for making any arrangements deemed necessary to ensure that these children reach home.

After School activities

Staff supervising after school activities or away matches should remain with the pupils involved at the designated collection point until all children have been collected. If a child is not collected, the member of PLT on duty should be contacted.

Other Whole School Arrangements

Bus Pupils

Pupils are supervised by a member of staff after they have collected their belongings to the place allocated for their supervision. The bus register (end of day register) is checked, and pupils are escorted to the bus bays to await the arrival of the buses. They are supervised by the teacher on duty.

Wet weather procedures before school

The pupils enter the school via the cloakroom doors and wait in their classrooms. The member of staff on playground duty is responsible for supervising the classrooms.

Wet weather procedures at break time and lunchtime

In the event of inclement weather, it is the responsibility of the teachers or support staff on duty to:

- decide whether it is indoor break.
- if possible, inform all staff 10 minutes before break
- patrol the classrooms and designated areas

Where outdoor playtime is deemed unsuitable pupils remain in their classrooms or other designated areas. The members of staff on duty supervise the classrooms and corridors. Pupils must occupy themselves quietly and sensibly. Pupils who misbehave are dealt with following the procedures set out in the Behaviour Policy.

Discipline

The Prep School's expectations of pupils' behaviour and the consequences of inappropriate behaviour may be found in the Behaviour policy. Any incidences of undesirable behaviour should be passed on to the class teacher of the pupil concerned, or the Key Stage coordinator in the first instance.

Missing children

Please see the missing and uncollected child policy.

End of Day

The school's After School Coordinator is present in school until 18:00 to ensure adequate supervision of pupils.