



Student Supervision Policy

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1. Purpose and principles

Edison Pace School is committed to a safe, nurturing and inclusive environment in which pupils are seen, valued and supported to develop independence.

Supervision must be active, proportionate and responsive to each pupil's age, development, communication, emotional regulation, EHCP provision and assessed risks. Safety, dignity and reasonable adjustments must be considered together.

This policy applies to all employees, agency staff and other adults supervising pupils on either school site or during school-led activities. It should be read alongside safeguarding, behaviour, attendance, first aid, health and safety, intimate care, risk assessment and educational visits procedures.

The Student Absconding Policy is the operational procedure for attempted or actual unauthorised departure; this policy also applies whenever a pupil is unexpectedly unaccounted for.

2. Accountability

- The Proprietor oversees the effectiveness of supervision arrangements through governance and holds the Headteacher to account.
- The Headteacher is accountable for implementing this policy, ensuring appropriate staffing, training, review of incidents and escalation of significant risks. The Headteacher ensures that the Student Absconding Policy and this policy remain consistent.
- Heads of School organise site-specific coverage, safe arrival/departure arrangements, staff briefings and contingency cover. They check that pupils' individual plans are reflected in deployment. They ensure staff know the absconding response, radio protocols and grab-bag location.
- All staff maintain active supervision, know who they are responsible for, follow pupil-specific plans, communicate handovers and immediately report concerns. Staff must not assume another adult has taken responsibility without confirmation. Staff must know and follow the current Student Absconding Policy, including their immediate reporting duties.

3. Planning and staffing

Supervision levels are determined by documented assessment of pupil need, the number and profile of pupils, layout, activity, environmental hazards and foreseeable incidents.

There is no single school-wide staffing ratio suitable for every circumstance. Site leaders must ensure sufficient competent adults are deployed, with adjustments for higher-risk periods and staff absence.

Staff must be familiar with relevant EHCP provision, individual risk assessments, medical plans, behaviour support plans and agreed de-escalation strategies.

Changes in risk or presentation must prompt a review of supervision arrangements.

4. Supervision throughout the day

- Arrival: designated staff meet pupils at agreed handover points, monitor transport arrivals and ensure each pupil is transferred to supervising adult. Any transport identification concern is escalated before handover.
- Lessons and movement: staff know which pupils are present and their authorised destinations. Transitions, corridors, specialist rooms and outdoor spaces are supervised in line with site arrangements and individual plans.
- Breaks and lunch: Staff position themselves to maintain effective sightlines, anticipate risks and support positive relationships and regulation.
- Toileting and personal care: arrangements are individual, dignified and consistent with assessed risk, safeguarding and intimate-care procedures.
- Departure: pupils are handed over only to authorised transport staff or collecting adults under site procedures. Unexplained non-collection, changes or discrepancies are escalated promptly.

5. Whereabouts, missing pupils and unauthorised departure

If a pupil is unexpectedly unaccounted for, staff must immediately notify the Head of School/site lead and DSL, confirm the last known location, ensure other pupils remain supervised and begin an immediate, coordinated search and risk assessment. Do not assume deliberate absconding or wait for a set period before escalating urgent danger.

If a pupil attempts to leave or leaves a supervised area or site without authorisation, follow the Student Absconding Policy, including its radio-channel arrangements, designated staff roles, office communications and grab-bag procedure.

Call 999 immediately where there is imminent danger; otherwise involve police without delay where risk or circumstances warrant it.

The Absconding Policy's 10-minute threshold is an outer escalation trigger, not a required waiting period. Keep the DSL/site lead informed,

communicate with parents/carers as appropriate and log times, actions and decisions on CPOMS.

Pupils leave only through authorised arrangements. Record the departure and the responsible adult, and confirm safe handover.

The Absconding Policy's 30-minute parent/carer collection provision does not end the school's safeguarding responsibility: staff continue the agreed response until a safe handover or other appropriate resolution.

Following any missing-pupil or absconding incident, complete a debrief, review risk assessments and support plans, and consider patterns and further safeguarding action.

6. Incidents, first aid and safeguarding

Any injury, medical emergency, concerning behaviour, supervision lapse or safeguarding concern requires an immediate proportionate response. Staff must summon first aid or emergency assistance as needed, protect other pupils, inform the relevant senior leader and follow the school's reporting processes. Safeguarding concerns must be referred promptly to the DSL or deputy and recorded through CPOMS in accordance with safeguarding procedures; accident records must also be completed through the school's first-aid/accident system.

CPOMS is not a substitute for urgent verbal escalation.

7. Off-site activities and exceptional circumstances

Off-site supervision must follow the school's educational visits process, with a named visit leader, activity-specific risk assessment, appropriate staffing, emergency contacts, headcounts and clear handover arrangements. For staff absence, site incidents, lockdown, evacuation or other disruption, the site lead must adapt deployment and follow the relevant emergency procedure. Pupils must never be left without appropriate supervision.

8. Monitoring and review

Heads of School monitor daily arrangements and address gaps immediately. The Headteacher reviews patterns from incidents, near misses, pupil needs and staffing changes and reports significant concerns through governance. This policy is reviewed at least annually and sooner after a serious incident, material change in provision or relevant legal guidance.

Key reference framework

Education (Independent School Standards) Regulations 2014 (particularly paragraphs 7, 11, 13, 14 and 16); Keeping Children Safe in Education 2026; Equality Act 2010; Health and Safety at Work etc. Act 1974; applicable first aid and educational visits guidance.

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