



ST PAUL'S
GIRLS' SCHOOL

Supervision of Students Policy

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Legal framework

- The Education (Independent School Standards) Regulations 2014
- Health & Safety at Work Act 1974
- Keeping Children Safe in Education 2026
- DfE Health and Safety: Advice for Schools (including Educational Visits guidance)

Availability of this policy

A copy of this policy may be downloaded from our [website](#) or is available on request from the school office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 603 2288). This policy can be made available in large print or other accessible format if required.

Who this policy applies to

This policy applies to all members of the school's community, including students, parents, employees, temporary staff, contractors, agency workers, visiting music teachers and other peripatetic workers, volunteers, governors and all other people when working in or for the school. It applies whenever staff or volunteers are working with students, even where this is away from the school, e.g., on a school trip.

What this policy is for

This policy aims to:

- describe how the school supervises students on the school site and on trips and visits
- set out the processes associated with supervision of students

Other relevant school policies

- Safeguarding policy
- Anti-Bullying policy
- Health and Safety policy
- Behaviour policy
- First Aid policy
- Visitor policy
- Educational Visits policy
- Risk Assessment – supervision of students outside of lessons or co-curricular activities

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Introduction

1.1 St Paul's Girls' School takes seriously its responsibility to ensure that students are supervised effectively to ensure their safety while on school premises or school visits (including online events). Staff who supervise are mindful of the Safeguarding Policy, the Anti-Bullying Policy and the Health and Safety Policy.

1.2 The school's Supervision of Students Policy is the over-arching document, and its guidelines and procedures should be adhered to at all times.

Supervision during lesson times

2.1 A member of staff should directly supervise all students in lessons during years MIV-VI (years 7 to 11). Students in the Senior School (years 12 and 13) can work unsupervised in lesson time anywhere on the school premises which is not otherwise out of bounds to unsupervised students for reasons of health and safety. Students in the Senior School may leave the premises temporarily during the school day (e.g., at lunchtime), or if they have no lessons after 2:45pm. They must sign out according to the Senior School registration protocol. 'parents of Senior School students can withdraw their consent for this privilege at the start of the school year, or at any other point, in which case the student must remain on the school grounds throughout the school day.

2.2 Students who are not taking part in sports lessons will be either in the library or at the pitch side / sports hall / pavilion, supervised by a member of staff. Senior students must inform staff in the Senior School office of their location if they are not taking part in sports lessons.

Supervision outside lesson times

3.1 At certain times remote supervision may be appropriate if students are working independently and are not engaged in high-risk activities or those which require direct teacher supervision. Students are not normally under direct supervision before 8.30am or after 4pm unless they are engaged in an activity organised by a member of staff. Appendix 1 sets out the early/late duty emergency evacuation procedures.

3.2 Members of the Extended Leadership Team and the Head of Year team operate an Early/Late/Gate Duty rota. They carry with them a radio when they are on duty, as detailed below.

3.3 **Between 7.30am and 8.00am:** if in school, students in MIV – VI should be in the dining room or the library. In addition, students in the Senior School may go to the Garden Building at 7.45am; a member of staff will be available from this time. Students are not permitted in school before 7.30am unless special arrangements have been approved by the Assistant Head (Co-Curricular) and/or Senior Deputy Head. The PE department runs training sessions in all PE facilities including the Pavilion from 7:15/7:30 to 8:15am. All training sessions are supervised/coached by a member of the PE department and any students coming onto the main school site before 7:30am are escorted through to the venue by their coach/teacher. A member of the Extended Leadership Team is on Early Duty from 7.30am to 8am, and Gate Duty from 8am to 8.30am.

3.4 **Between 4pm and 6pm:** if in school, students in MIV – VI who are not in an authorised and supervised activity should be in the dining room or the library. Students are not permitted to remain in classrooms unsupervised after 4.15pm. In addition, students in the Senior School may go to the Garden Building. Between 4pm and 6pm any student who needs the assistance of a member of staff should go to the school Reception, from where the member of staff on Late Duty will be contacted. **Students should not be in school after 6pm unless under the direct supervision of a member of staff.**

3.5 Students attending a school event after 6pm should wait in the dining room unless otherwise directed by a member of staff. The member of staff on duty that evening will operate a loose supervision process and will do a sweep of the appropriate areas at the end of the evening.

3.6 Teachers who are running co-curricular activities are responsible for all students engaged in them until the point that all students have gone home. Registers are taken of all clubs and kept until the end of the academic year.

3.7 The member of staff on late duty carries out a sweep of the dining room, library and the Garden Building at the end of the day. The Risk Assessment for supervision of students outside of lessons or who are attending co-curricular activities is available on the staff portal.

Areas always out of bounds

4.1 Some areas are out of bounds to unsupervised students in all year groups. These include the science laboratories, the design workshops, the Immersive Theatre, the swimming pool, the pavilion and sports fields, the medical centre, and any area designated as staff only, including staff offices, the staff room, maintenance department and the kitchen areas.

Use of the school's multi-gym

5.1 Students in the VI (year 11) and the Senior School (years 12 and 13) may use the multi-gym once they have completed an induction session with a member of PE staff and the induction form has been signed to confirm this. To ensure that a member of PE staff is in the vicinity, use is restricted to certain agreed times and under no circumstances should students use the gym alone.

5.2 Students in the Lower and Middle School (years 7 to 11) are not permitted to use the gym without the direct supervision of a member of PE staff.

Supervision at break and lunch times

6.1 Teaching staff undertake weekly daytime supervisory duties throughout the academic year. One member of staff is allocated to each duty to walk the school premises and outside areas at break and lunch times, ensuring that students are behaving appropriately and that there is no unsafe activity occurring. Staff are encouraged to be aware of students interacting in a way which could be considered bullying, or of lone students who seem distressed. Incidents should be reported accordingly to the Head of Year, Deputy Head (Senior School) or Deputy Head (Pastoral).

Supervising students in music and drama productions

7.1 Staff are requested to help supervise students involved in large music and drama productions in the evenings. The Senior Deputy ensures that staff are appropriately chosen for the nature of the role – for example female staff only are used for costume change duties. Staff supervisors are fully briefed by the organisers of the activity. Smaller events are staffed internally by the relevant department.

Supervision of students on visits and trips

8.1 The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the students and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Details of supervision arrangements are outlined in the School's Educational Visits Policy.

Supervision of students on school journeys

9.1 A bus company provides the school with transport to and from school, before and after school. The bus driver is in charge of supervision at those times and knows to report any concerns to their line manager, who will contact the school directly.

Supervision of students on school site during weekends/school holidays

10.1 To ensure their safety, students should not be in school unsupervised at the weekends and during the school holidays. Parents are advised that the school cannot assume responsibility for their child during these times unless they are involved in a specific staff-led activity. **Staff must arrange any weekend or holiday**

activity in advance, by submitting a calendar request. Events not in the calendar should be notified to the Business Directorate at the earliest opportunity. Occasionally the school may make arrangements in the run up to public examinations for students to revise in the library during holiday time. Such arrangements are made on an ad-hoc basis, and students are notified of such arrangements in advance. There is always more than one member of staff supervising events at the weekends or holidays.

First Aid

11.1 The Wellbeing Centre is open between 8.30am and 4.30pm Monday to Friday during term time. When the Wellbeing Centre is closed, first aid may be sought from the Reception staff, who will contact the nurse via the radio, or organise first aid as necessary.

Visitors

12.1 In accordance with the school's Visitors Policy, all visitors to the school must sign in and out at school reception, where they will receive a red visitor lanyard, which they are expected to wear for the duration of their visit. All staff and students from St Paul's Girls' School are also required to wear their lanyard whilst on school premises. All staff should be prepared to challenge people on site without a lanyard, and to report any concerns to the school reception immediately.

Lone working

13.1 Guidance to staff for lone working with students is set out in the Staff Code of Conduct.

Detentions

14.1 Detentions take place after school on Fridays, and are supervised by Heads of Year, or occasionally a member of the Senior Leadership Team, on a rota basis.

Appendix 1 Early/Late duty – emergency evacuation

Early Duty

Before 8.30am, members of the Extended Leadership Team and the Heads of Year operate a duty rota. The member of staff on duty will manage an evacuation; they will:

- Ensure they have the duty radio.
- If they are the first person outside, help students, staff, visitors to cross the road safely by stopping the traffic, which may be dense at this rush-hour time.
- Radio the person at the fire panel (usually the duty caretaker) confirming that they are at the assembly point.
- Ensure that students are supervised.
- If there is a fire or if the fire and rescue service have attended the premises, the member of staff on duty will arrange for students to be supervised until a contingency plan has been activated.

If the person in charge at the fire panel confirms that it is safe to return to the school buildings, give the instruction to students, visitors and staff assembled.

In the event of a fire evacuation after 4 pm it is very possible that the Senior Deputy Head, the Deputy Head (Pastoral), the Director of Operations or the Bursar will be in school and will manage an evacuation. However, it is not guaranteed that all staff are available after 4 pm and the site team will be focusing on establishing the location of fire rather than the management of people at the assembly point. Therefore, it is important that all staff who are on late duty understand their role in the event of an evacuation after 4 pm if other members of the Senior Leadership Team, usually in charge during the school day, are not present.

The school fire emergency plan states:

The member of staff on late duty (until 6 pm) will:

- Ensure that they have the duty radio and wear a high vis jacket.
- If they are the first person outside, help students, staff, visitors to cross the road safely by stopping the traffic.
- Radio the person at the fire panel (usually the duty caretaker) confirming that they are at the assembly point.
- Ensure that any students not accompanied by another member of staff are supervised.
- If there is a fire or if the fire and rescue service have attended the premises, the member of staff on late duty will send students, staff and visitors home as instructed by the person in charge at the fire panel.
- If the person in charge at the fire panel confirms that it is safe to return to the school buildings, give the instruction to students, visitors and staff assembled.

Duty radio/high vis jacket: to enable the person on late duty to carry out these responsibilities there is a duty radio and a high vis jacket which are kept in the front office (radio on table by the door to the Marble, and high vis jackets on top of pigeonholes).

At the start of the duty, the member of staff should collect the radio from the front office and turn the radio on to channel 1. **Staff must remember to return the radio (put back on charging station) and return the high vis jacket at the end of the duty.**

Upon hearing the fire alarm

- Ensure the radio is turned on to channel 1 to hear the caretakers/ maintenance staff dealing with the fire alarm.

- Put on the high vis jacket.
- At the assembly point, the member of staff must confirm that they are there by using the radio and stating something along the lines of 'This is [your name]. I am the person on duty and I am at the assembly point'.

Late Duty

- If a member of the Senior Leadership Team (SLT) is there, they will liaise with the member of staff on late duty. If there is no member of the SLT there, the person in charge at the fire panel (a member of the site team) will liaise with you to explain whether:
 - It is a false alarm and you can return to buildings
 - They are still trying to identify if there is a fire (they will be sweeping the building / area where the alarm has been triggered)
 - There is a fire, in which case the fire brigade will be called, and we will follow their instructions.
- All staff will be told in the school training documents that out of hours they should report to the person on late duty at the assembly point if the member of SLT usually in charge is not present. Staff should confirm that all their visitors or students in their charge are accounted for, or if they have anyone missing. In the event of a fire, they will be asked to help ascertain whether anyone at the assembly point has information about the whereabouts of colleagues and if they can confirm that a certain area was clear on evacuation (e.g., the sports hall).
- No one should be sent home until told that they can do so by the person in charge at the fire panel (or the member of SLT present) s in order to be confident of the whereabouts of individuals.

If there is a member of SLT coordinating at the assembly point, the person on late duty will still need to assist with accounting for people and with supervising students who are not with a teacher.

Relevant staff who undertake early or late duty are trained annually on their responsibilities.

Stopping the traffic on Brook Green: if a member of staff is the first person outside, please assist with stopping traffic on Brook Green so that students, staff and visitors can cross the road. The following principles should be followed:

- The high vis jacket should be worn.
- The safest place to stop traffic so that all exits out of school can be used is the island just to the right of the car park gates.
- When stopping the traffic, always face the direction of the traffic but stay at the side of the road and clearly signal a stop sign by raising your arm/hand so that drivers can see you.
- Stay on the side of the road until the first vehicle has stopped (do not take any risks).
- Step out into the road and stay in the middle of the road until all have crossed with your arm raised so that drivers can see you.
- Staff in charge of after school events should help with escorting staff / students to and from the assembly point.

For large after school events and when expecting significant amounts of visitors, there will be designated traffic marshals.