OneSchool Global

Supervision of Students Policy

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1. PURPOSE

1.1 The purpose of this policy is to protect the health and safety of students attending OneSchool Global UK Biggleswade Campus (hereafter 'the Campus') and to ensure that all staff are aware of how staff are deployed to ensure the proper and safe supervision of students.

2. SCOPE

2.1 This policy applies to staff (including volunteers) at OneSchool Global UK. This policy should be read in conjunction with the Staff Handbook.

3. DEFINITIONS

For the purposes of this Policy, the following definitions apply.

Term	Definition
OSG UK	OneSchool Global UK

4. POLICY STATEMENT

4.1 Aims

4.1.1 Through the operation of this policy, we aim to:

4.1.1.1 protect the health and safety of students at the Campus; and

4.1.1.2 ensure that staff & volunteers at the Campus are aware of how colleagues are deployed to ensure the proper supervision of students.

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4.2 Principles

4.2.1 All members of staff are responsible on a day-to-day basis for ensuring that students at the Campus are safe. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

4.2.2 It is the responsibility of the Campus Principal to ensure appropriate duty team rosters are in place to ensure all students are supervised at all times during the school day.

4.2.3 Duty team rosters should include morning, breaktime, lunchtime and bus time.

4.2.4 Any arrangements for emergency after school care will be made clear by the Campus Principal.

4.2.5 Duty team rosters should be fair and balanced and include all members of staff. A member of SLT should be designated to lead each duty team and should always be available whilst students are in site.

5. PROCEDURES

5.1 Supervision before school

5.1.1 The Campus does not run extended hours care for students.

5.1.2 On a day-to-day basis the students are expected to arrive at Campus from 8:30am when they may go to their Homeroom or other areas designated by the Campus Principal.

5.1.3 Designated areas at the Campus for early morning supervision are as follows:

5.1.3.1 Primary Learning Centre

5.1.3.2 Senior Learning Centre.

5.1.4 If students arrive in the Campus before 8:30am Bus Drivers are designated to supervise on the OneBuses.

5.2 Supervision during breaks and lunchtime

5.2.1 All staff are allocated a duty to supervise students at the following times: before school, all school buildings during break, and all school buildings during lunch time.

5.2.2 Students are prohibited from being unsupervised in Studios during break and lunchtime. Students must remain in supervised areas at all time

5.2.3 Students, including those in the Sixth Form, must remain on site during lunch and breaktime.

5.2.4 Supervision and student movements should be organised in a manner which demonstrates understanding of and respect for the ethos and guiding principles of the school. These values are referred to in the Staff Handbook and covered in induction in our ethos training.

5.3 Supervision during the Study for students, including sixth form

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5.3.1 Students in Years 7-13 must go to the Learning Centre during study time where they will be supervised by designated staff.

5.3.2 Sixth form students are not permitted to leave site during study sessions.

5.4 Supervision during curriculum

5.4.1 All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Design Technology, Art and Science, the classroom teacher may be supported by a technician.

5.4.2 All students are supervised during PE lessons in accordance with other curriculum subjects. Refer to the Sport and Physical Activity policy for more information on the staffing requirements for PE lessons.

5.4.3 The Campus Principal or member of staff with delegated responsibility ensures that all lessons are covered, as necessary, and staff are aware of these procedures and their responsibilities.

5.4.4 The Campus Principal must ensure that all students taught remotely via zoom have adequate levels of supervision on Campus.

5.5 Supervision during changing for PE lessons and off-site swimming lessons

5.5.1 To minimise time lost to changing during the school day, all students will come to school in the appropriate attire the day ahead.

5.5.2 Students with PE lessons will come to school in their PE kit and will therefore not need to change at school.

5.5.3 Adult supervision of changing for off-site swimming lessons is to be delivered as follows:

5.5.3.1 An appointed teacher or volunteer should be placed on the outside of the doors in and out of the changing rooms to allow children to call for assistance if required.

5.5.3.2 No adult should be routinely present in the changing room when children are getting changed.

5.5.3.3 A child that calls for help must be fully clothed before they can receive help from an adult.

5.5.3.4 Students should be aware that they should alert a teacher on behalf a student not dressed if support is required.

5.5.4 The use of single sex designated changing rooms or areas is compulsory in the Campus.

5.5.5 Female staff will supervise girls, and male staff will supervise boys from outside their respective changing areas.

5.5.6 Students who express concern about the behaviour of a member of staff should be listened to and appropriate enquiries conducted by the Campus Principal.

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5.5.7 Where students need assistance with getting changed, reference should be made to the Intimate Care Policy for assisting children who are disabled or require additional support, and appropriate risk assessments must be produced.

5.5.8 When using off-site changing rooms, such as at a public swimming pool, it is not appropriate for school swimmers to share changing facilities with members of the public. If school sessions precede or are followed by public sessions, enough time should be booked either side of the swimming session to allow pupils to get showered and changed.

5.6 Supervision during Educational Visits

5.6.1 All extra-curricular educational visits are subject to clear policy and procedures as stated in the Excursion Policy. Staffing ratios are explicit in this policy dependent on the nature of the trip taking place.

5.6.2 Registration must be taken before departure and at key points as set out in the itinerary of an educational visit.

5.6.3 All educational visits are subject to rigorous risk assessment.

5.6.4 On any school organised visit which takes place off site, staff must wait with the students until all have been collected by parents.

5.7 Supervision during after school visits

5.7.1 Students attending any after school activity, including revision events, must have Campus Principal, CA and parental permission. Parents must be made aware of dismissal times and be asked to collect their child promptly.

5.7.2 All after school activities are registered and registers kept for one academic year.

5.7.3 All after school attending after school activities must be supervised, within normal working ratios, throughout the planned session.

5.7.4 It is not acceptable for students to be unsupervised in Learning Centres or classrooms during any after school activities.

5.7.5 Staff leading after school activities must ensure students are safely collected by parents or other designated adults at the end of the session.

6. GUIDELINES

6.1 NSPCC Factsheet for schools: best practice for PE changing rooms – March 2018

7. ASSOCIATED DOCUMENTS

7.1 Health & Safety Policy

7.2 Behaviour Management Policy

7.3 Anti-Bullying Policy

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8. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
QSC/58		1	
QSC/58	April 2021	2	Add note to ensure students taught remotely are adequately supervised.
QSC/58	April 2023	3	Add section 5.8 Supervision of swimming.
POL_UK_ED_Supervision of Students_V4	April 2025	4	Removal of Section 5.8 (guidance for swimming lessons), with the relevant sections moving to Section 5.5. Section 5.5 now reflects OSG practice, including students arriving at school already changed for PE lessons.
POL_UK_ED_Supervision of Students_V5	03/2026	5	Minor proofing errors fixed and change of name to reflect current OSG policies.

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