



WESTONBIRT
— SCHOOL —

Pupil Supervision Policy

Whole School (including Boarding)

Policy Title:	Pupil Supervision Policy	Effective Date:	September 2026
Staff Member Responsible:	Deputy Head Pastoral	Review Date:	September 2027

Applies to Senior School supervision arrangements and, where relevant, whole-school and boarding transitions.

Policy Review and Revision Record

This record summarises the principal September 2026 revisions and provides an audit trail for leadership, proprietor oversight and inspection.

Area reviewed	September 2026 update	Reason / reference	Status
Regulatory framework	Replaced the 2019 commentary reference with the April 2026 Independent School Standards guidance, KCSIE 2026 and May 2026 Boarding NMS.	Current regulatory framework.	Updated
Adequate supervision	Clarified that supervision is achieved through appropriate deployment of suitably trained/experienced staff, informed by age, number, needs, location, activity and foreseeable risk.	ISS Part 3, paragraph 14.	Strengthened
Risk assessment	Linked supervision to the School's risk-assessment arrangements and required active review of pupil-on-pupil, traffic, site and staffing risks.	ISS Part 3, paragraph 16.	Strengthened
Material change / growth	Added the approved increase in registered capacity from 795 to 935 and the operational Senior School planning assumption of growth from approximately 525 to approximately 600 pupils.	School-confirmed material change and supervision planning.	Added
Safeguarding hotspots	Introduced monitoring of incidents and concerns by location/time, using CPOMS, behaviour, bullying, attendance, pupil voice and staff observations.	Preventative safeguarding and behaviour management.	Added
Transport	Reframed School transport as commissioned provision requiring safeguarding, behaviour and risk-management arrangements rather than describing pupils simply as 'unsupervised'.	Safeguarding and duty-of-care clarity.	Updated
Pupil leaders	Clarified that senior pupils may assist but do not replace responsible adult supervision.	Safeguarding clarity.	Updated
External providers	Strengthened vetting, safeguarding and supervision requirements for external providers and contractors.	KCSIE 2026 / safer recruitment.	Updated
Named individuals	Replaced named Head/reviewer references with role titles.	Policy resilience.	Updated

1. Aims and principles

1.1 Westonbirt School recognises that effective pupil supervision is a core safeguarding, welfare and behaviour responsibility. Knowing where pupils are, ensuring that appropriate adults are available and deploying staff intelligently across the site are essential to keeping pupils safe and maintaining an orderly school.

1.2 The School will provide supervision that is proportionate to pupils' age, maturity, needs, the activity undertaken, the location, the time of day and foreseeable risks. Adequacy is not determined by a single universal staff:pupil ratio.

1.3 Supervision arrangements will be reviewed in the light of experience, safeguarding information, behaviour and bullying patterns, changes in pupil numbers, changes to the premises and any significant incident or near miss.

2. Scope

2.1 This policy applies to employees, visiting staff, approved external providers and others with an assigned responsibility for pupils at Westonbirt School. It includes arrangements during the formal school day, co-curricular periods, School transport interfaces, boarding time and relevant off-site activities.

2.2 This policy should be read with the Safeguarding and Child Protection Policy, Behaviour and Discipline Policy, Countering Bullying Policy, Absence Attendance and Registration Procedure, Missing Pupil Procedure, Educational Visits Policy, Health and Safety Policy, Risk Assessment Policy, School Transport arrangements, Staff Code of Conduct and Boarding policies.

3. Regulatory framework

3.1 This policy has been prepared with regard to the following legislation and statutory guidance, as applicable to an independent school in England:

- Education (Independent School Standards) Regulations 2014, particularly Part 3 paragraphs 7, 8, 9, 10, 11, 14, 15 and 16;
- Department for Education, The Independent School Standards: Guidance for Independent Schools (April 2026);
- Keeping Children Safe in Education 2026, in force from 1 September 2026;
- National Minimum Standards for Boarding Schools, updated May 2026;
- School Attendance (Pupil Registration) (England) Regulations 2024 and Working Together to Improve School Attendance, where pupil whereabouts and attendance are relevant;
- Health and Safety at Work etc. Act 1974 and associated health and safety requirements; and
- Regulatory Reform (Fire Safety) Order 2005.

3.2 The Independent School Standards require pupils to be properly supervised through the appropriate deployment of school staff. DfE guidance explains that staffing devoted to supervision must be sufficient to keep pupils safe, maintain reasonable order and allow emergencies to be dealt with promptly without leaving unaffected pupils inadequately supervised.

4. Responsibilities

Role	Responsibility
Head	Overall accountability for effective implementation and adequate resourcing.
Deputy Head Pastoral	Policy lead; strategic oversight of day-to-day supervision, duty deployment, hotspot review and the Supervision Capacity & Deployment Review.
Designated Safeguarding Lead	Ensures supervision concerns with safeguarding implications are assessed and acted upon; contributes CPOMS/pattern analysis.
Head of Boarding (or designated member of SLT) / House staff	Ensures boarding supervision, roll calls, whereabouts and contingency arrangements meet the Boarding NMS.

Role	Responsibility
Heads of Year / pastoral leaders	Identify patterns, locations or times associated with bullying, harmful behaviour or reduced adult visibility and escalate them.
All staff	Fulfil allocated duties punctually, remain actively observant, intervene appropriately, report concerns and arrange cover where necessary.
External providers	Comply with School safeguarding, conduct, registration, emergency and supervision requirements and required vetting arrangements.

5. General principles of adequate supervision

- Staff deployment will reflect pupil age, number, maturity and needs, including SEND, disability, medical and safeguarding needs.
- Supervision will take account of the physical environment, visibility, congestion, higher-risk activities and locations, and the ability to summon assistance.
- Staff on duty are expected to be visible, mobile where appropriate and actively engaged in supervision rather than merely present.
- Emergency arrangements must allow an incident to be managed without leaving other pupils inadequately supervised.
- Where a pupil requires an individual supervision arrangement, this will be recorded and communicated to relevant staff on a need-to-know basis.
- Supervision levels will be adjusted where evidence indicates that existing arrangements are not sufficiently effective.

6. Arrival, registration and departure

6.1 Day pupils may arrive from 07:45. Pupils who arrive unexpectedly before the normal supervised period must report to an available member of staff/Reception and must not be left without an appropriate safeguarding response merely because they have arrived early.

6.2 Morning registration operates from 08:15 to 08:25 and afternoon registration from 13:45 to 14:15. Lesson attendance is recorded throughout the day. Unexplained absence or a pupil who cannot be located must be followed up in accordance with the Attendance and Missing Pupil procedures.

6.3 Pupils remain on site throughout the School day unless taking part in an authorised School activity or leaving with appropriate permission and signing-out arrangements.

6.4 Duty arrangements cover key arrival and departure points, including Piccadilly and School transport. Pupils remaining beyond their normal departure time must be accounted for and placed within an agreed supervised arrangement.

6.5 School Reception is normally staffed from 08:00 to 18:00. Day pupils remaining after 18:00 by prior arrangement will follow the relevant boarding/late-stay arrangements, including roll calls where applicable.

7. Lessons, movement and non-lesson periods

7.1 During lessons, the teacher or other approved adult responsible for the lesson has supervisory responsibility for the pupils assigned to that activity.

7.2 The School operates duty rotas outside formal lesson times, including arrival, breakfast, morning break, lunchtime, after school, tea/supper, Piccadilly and bus departure. Duty guidance will identify the location, expectations, escalation route and contingency arrangements.

7.3 Movement between lessons and other transition periods will be considered within duty planning because increased pupil density and reduced adult visibility can increase safeguarding, behaviour and accident risk.

7.4 During activity periods, including the principal after-school activity period, pupils will be supervised by the responsible member of staff or approved external provider.

8. Safeguarding hotspots and preventative deployment

8.1 The School will identify and review locations and times where reduced adult visibility, increased pupil density or patterns of incidents may increase the opportunity for bullying, discriminatory behaviour, harmful sexual behaviour, vaping/substance misuse, conflict, damage or other safeguarding or behaviour concerns.

8.2 Potential hotspots may include toilets and changing areas, corridors and staircases, entrances/exits, Piccadilly, dining queues and social spaces, secluded parts of the site, sports facilities, boarding-house social spaces, transition periods, break/lunch, after-school activity periods and transport departure.

8.3 The Deputy Head Pastoral and DSL will periodically review relevant CPOMS, bullying, behaviour, attendance, pupil voice and staff-observation information by location and time. Duty deployment, environmental measures, staff visibility or other preventative action will be adjusted where patterns indicate a need.

8.4 The purpose of hotspot monitoring is preventative. It does not justify intrusive supervision of private spaces. Staff must preserve pupils' dignity and privacy while managing foreseeable safeguarding risk.

9. PE, changing and higher-risk areas

9.1 Curriculum PE is supervised by appropriately deployed staff. Changing and any showering arrangements must follow the Safeguarding and Child Protection Policy and Staff Code of Conduct, balancing safeguarding with pupils' privacy and dignity.

9.2 Pupils must not have unsupervised access to higher-risk areas such as the swimming pool, science laboratories, Product Design workshop, Food Technology rooms, maintenance areas or other restricted spaces. Appropriate access controls will be used when these areas are not supervised.

9.3 Capacity, toilets and changing provision are primarily premises/welfare matters, but supervision planning will consider congestion, visibility, safeguarding and behaviour risks arising from increased use of these facilities.

10. Health Centre and medical supervision

10.1 The nursing/Health Centre team is responsible for ensuring that pupils attending or admitted to the Health Centre are appropriately supervised and that any transfer of responsibility is clear.

10.2 Individual medical or healthcare plans may require enhanced supervision or specific emergency arrangements. Relevant staff will be informed on a need-to-know basis.

11. Educational visits and off-site activities

11.1 Off-site supervision will be planned through the Educational Visits Policy and activity-specific risk assessment. Staffing must reflect the group, activity, location, travel, SEND/medical needs and foreseeable safeguarding risks.

11.2 Staff leading an off-site activity must maintain an accurate list of participants and ensure that unexpected absence or separation from the group is acted upon promptly.

12. School transport

12.1 School-arranged transport is commissioned provision and will be subject to appropriate safeguarding, vetting, behaviour and risk-management arrangements even where no member of teaching staff travels on the vehicle.

12.2 Transport providers and drivers must meet the School's approval requirements, including appropriate licences, insurance and safeguarding checks. Pupils are expected to follow the School Transport Behaviour Agreement and Behaviour and Discipline Policy.

12.3 Arrival, boarding, departure, missed transport and handover arrangements will be supervised or managed so that pupils' whereabouts and responsibility are clear.

13. Boarding supervision

13.1 Boarders remain in the School's care directly or indirectly except where responsibility has been formally transferred to a Parent, guardian or other approved adult.

13.2 Boarding supervision will be sufficient in number and deployment for the age, number and needs of boarders, the locations and activities involved, and the time of day. This includes breaks, prep, evenings, night-time, mornings and weekends.

13.3 Boarders must know who is on duty, how to contact that person and how to contact an alternative adult in an emergency. The School will maintain contingency arrangements for unexpected staff absence.

13.4 Age-appropriate independent leave may be granted where the School judges the pupil sufficiently mature and the necessary permissions are in place. Signing-in/out and agreed boundaries must be followed.

13.5 Night-time supervision will provide sufficient accessible staff presence while respecting boarders' privacy and dignity.

14. Sixth Form and age-appropriate independence

14.1 Supervision arrangements may appropriately recognise the increasing independence and responsibility of Sixth Form pupils. Any permission to leave site or use designated areas independently remains subject to published School rules, signing-out arrangements and safeguarding considerations.

14.2 Greater independence does not remove the School's responsibility to assess foreseeable risks or respond where a pupil's individual circumstances require additional supervision.

15. Pupil leadership

15.1 Senior pupils may assist with younger pupils, activities, peer leadership or community responsibilities where this is appropriate and planned.

15.2 A pupil leader does not replace the responsible adult and must not be counted as the supervising adult. Pupils undertaking leadership roles will receive appropriate instructions, understand the limits of their role and be able to contact a member of staff easily.

16. External providers, contractors and visitors

16.1 Approved external providers supervising pupils must be subject to the School's safer recruitment, safeguarding and contractor/visitor arrangements as applicable. They must understand emergency, reporting and pupil-accountability procedures.

16.2 From 1 September 2026, the School will apply the revised regulated-activity framework and KCSIE 2026 requirements when determining appropriate DBS and barred-list checks. The fact that an adult is supervised by another adult will not in itself be treated as removing the need to consider regulated activity.

16.3 Visitors who are not approved to supervise pupils must remain subject to the School's visitor arrangements and must not be placed in sole charge of pupils.

17. Increased pupil numbers and approved material change

17.1 The School has received approval for a material change increasing its registered capacity from 795 to 935 pupils. The approved material change has been passed to the Independent Schools Inspectorate for consideration in connection with the School's forthcoming inspection.

17.2 For Senior School supervision planning, the relevant anticipated growth is from approximately 525 pupils to approximately 600 pupils. The wider approved capacity includes approximately 275 Prep pupils and 60 Nursery children.

17.3 The School will not assume that existing supervision arrangements remain adequate simply because staffing is numerically sufficient. Growth will be considered in relation to pupil density, movement, site layout, duty locations, boarding interfaces, transport, activities, individual needs, safeguarding intelligence and behaviour patterns.

17.4 The School will maintain a Pupil Supervision Capacity & Deployment Review. This will be reviewed before/at implementation of the increased numbers, after the first half-term, at the end of the Autumn Term and thereafter as required by evidence or material operational change.

17.5 Where growth identifies a supervision risk, the School will implement proportionate mitigations. These may include revised duty deployment, additional duty points, staggered arrangements, environmental changes, access controls, increased staff visibility, revised pupil movement arrangements, targeted pastoral work or additional staffing.

18. Supervision risk assessment and review

18.1 Supervision is part of the School's wider risk-management framework. Reviews will consider both obvious physical hazards and less visible safeguarding risks, including risks arising from pupil-on-pupil behaviour and locations with limited adult visibility.

18.2 The School will consider evidence from incidents, near misses, CPOMS, bullying and behaviour records, attendance, pupil and staff feedback, duty observations, transport issues, boarding information and changes in premises or pupil numbers.

18.3 Findings will be recorded, allocated to a responsible person and reviewed for impact. The effectiveness of supervision in practice, rather than the existence of a written rota alone, will determine whether arrangements are adequate.

19. Staff induction, training and duty expectations

19.1 New staff receive induction on supervision expectations, duty locations, restricted/high-risk areas, safeguarding escalation, missing-pupil procedures and emergency arrangements.

19.2 Staff must attend allocated duties punctually. Where they cannot do so, they must follow the School's cover/escalation arrangements rather than leaving a duty point unattended.

19.3 Duty guidance will be reviewed where pupil numbers, site use or identified hotspots change.

20. Monitoring, records and review

20.1 The Deputy Head Pastoral will review the effectiveness of this policy at least annually and sooner where there is a significant incident, material change, substantial change in pupil numbers or premises, or evidence that supervision arrangements require adjustment.

20.2 Relevant supervision concerns and actions will be recorded through the appropriate School systems. Safeguarding concerns will be recorded on CPOMS in accordance with safeguarding procedures.

20.3 The Head and Proprietor will receive assurance that the School's supervision arrangements remain appropriate to the number, age and needs of pupils and the School's operating context.

21. Linked policies and documents

- Safeguarding and Child Protection Policy
- Behaviour and Discipline Policy
- Countering Bullying Policy
- Absence, Attendance and Registration Procedure
- Missing Pupil Procedure
- Educational Visits Policy
- Health and Safety Policy
- Risk Assessment Policy

- School Transport Behaviour Agreement / procedures
- Staff Code of Conduct
- Supporting Boarders Policy and Boarding Handbook
- Pupil Supervision Capacity & Deployment Review

Policy administration

Field	Detail
Policy lead	Deputy Head Pastoral
Approval / sign-off	Head / Proprietor as applicable
Effective date	September 2026
Next review	September 2027, or earlier following significant change or evidence
Publication	School policy library / website as applicable