



## STAFF CODE OF CONDUCT

Written by: RS	September 2025
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### Supervision of Pupils Policy

#### 1. Policy Statement

This policy sets out the arrangements for the supervision of pupils to ensure their safety, welfare and protection from harm, including peer-on-peer abuse. The school is committed to safeguarding and promoting the welfare of all pupils through effective supervision and risk management.

#### 2. General Supervision Arrangements

##### 2.1 Operating Hours and Access

- Pupils are allowed on the premises between the hours of 8.20am and 5.00pm, Monday to Friday, when they will be supervised by appropriately trained school staff
- All external doors are secured with keypad locks and inaccessible from outside
- Outside these hours, pupils may only remain on premises with specific authorisation and appropriate supervision arrangements

##### 2.2 Break Times and Unstructured Periods

- All pupils are supervised during mid-morning and lunch breaks by designated staff members
- Supervision arrangements include specific protocols for:
  - Playgrounds and outdoor areas
  - Corridors and internal spaces
  - Toilet facilities and changing areas



- Dining areas
- Any other areas accessible to pupils

## 2.3 Medical Care

- The school accepts responsibility for administering prescribed medicines to pupils on the written authority of parent/carer
- Staff administering medication must be appropriately trained
- Medical supervision follows the school's First Aid Policy

## 3. Safeguarding-Focused Supervision

### 3.1 Prevention of Peer-on-Peer Abuse

Supervision arrangements specifically address the risk of peer-on-peer abuse, including:

- **Physical abuse and violence** - Staff positioned to monitor interactions and intervene promptly
- **Sexual harassment and abuse** - Particular vigilance in changing areas, toilets, and secluded spaces
- **Emotional abuse and bullying** - Active monitoring of pupil interactions and group dynamics
- **Online abuse** - Supervision of any technology use on school premises

### 3.2 Toilet and Changing Area Supervision

- Regular monitoring of toilet facilities without compromising privacy
- Clear protocols for staff response to reports of incidents in these areas
- Procedures for investigating concerns while preserving dignity
- Same-sex supervision for any assistance required in changing areas

### 3.3 Corridor and Transition Supervision

- Staff positioned at key points during lesson changes
- Clear sight lines maintained in corridor areas
- Procedures for monitoring pupils who arrive early or leave lessons
- Protocol for pupils requiring toilet breaks during lessons

## 4. Visitor and Contractor Management

### 4.1 Visitor Requirements

- All visitors must sign in and wear a visitor badge whilst on premises



- Visitors must be accompanied by a DBS-checked member of staff when in the presence of pupils
- Visitors without appropriate checks must not be left unsupervised with pupils

## 4.2 Contractor Requirements

- Contractors working on premises during school hours must have current enhanced DBS checks
- Contractors without DBS checks must be supervised at all times when pupils are present
- Work areas must be secured and separated from pupil areas where necessary
- Risk assessments must be completed for all contractor activities

## 5. Registration and Attendance

### 5.1 Daily Registration

- Morning and afternoon registration of all pupils is mandatory
- Attendance registers maintained in accordance with Education (Pupil Registration) (England) Regulations 2006
- Immediate investigation of unexplained absences
- Communication with parents/carers regarding attendance concerns

### 5.2 Lesson-by-Lesson Monitoring

- Teachers responsible for accurate lesson registers
- Immediate reporting of pupils who fail to arrive at lessons
- Clear procedures for pupils leaving lessons (toilet breaks, medical needs, etc.)

## 6. Off-Site Activities and Educational Visits

### 6.1 Risk Assessment Requirements

All off-site educational trips must be properly researched and risk assessed, considering:

- **Venue suitability:** facilities, toilets, age-appropriateness, access, health and safety
- **Safeguarding risks:** from staff, members of public, and other pupils
- **Transport arrangements:** safety and supervision during travel
- **Supervision ratios:** minimum one adult to fifteen pupils
- **Emergency procedures:** communication plans and emergency contacts
- **Special requirements:** clothing, eating facilities, medical needs



## 6.2 Supervision Standards

- Enhanced supervision ratios for younger pupils or those with additional needs
- At least one member of staff must hold a current first aid qualification
- Clear group management and pupil accountability procedures
- Mobile phone protocols for staff and pupil communication

## 7. Missing Pupil Procedures [SEE SEPARATE MISSING CHILD POLICY]

## 8. Staff Training and Responsibilities

### 8.1 Staff Training Requirements

All staff involved in supervision must receive training in:

- Safeguarding and child protection procedures
- Recognising signs of abuse and peer-on-peer harm
- Appropriate intervention techniques
- Emergency procedures and communication protocols
- Behaviour management strategies

### 8.2 Staff Deployment

- Strategic positioning of staff to maximise visibility and accessibility
- Clear communication systems between supervising staff
- Regular rotation to prevent complacency
- Adequate break cover to maintain continuous supervision

## 9. Risk Assessment and Review

### 9.1 Ongoing Risk Assessment

The school maintains a systematic approach to risk assessment covering:

- **Physical environment risks:** building security, access points, blind spots
- **Safeguarding risks:** peer-on-peer abuse, adult-child interactions, online safety
- **Activity-specific risks:** sports, science, technology, off-site visits
- **Individual pupil risks:** specific vulnerabilities, medical needs, behavioural concerns

### 9.2 Policy Review

- This policy is reviewed annually by the Senior Management Team



- Review includes analysis of any incidents, near-misses, or concerns
- Staff feedback incorporated into policy updates
- Policy updates communicated to all relevant staff with additional training where required

### 10. Emergency Contacts and Procedures

#### 10.1 During School Hours

- Immediate contact: School Office 01223471703
- Senior Management Team on-call system
- Emergency services: 999
- Local Authority Designated Officer (LADO):  
**Phone: 01223 727 967** (Monday to Friday during office hours)  
**Email: [LADO@cambridgeshire.gov.uk](mailto:LADO@cambridgeshire.gov.uk)**  
**Out of Hours: Emergency Duty Team: 01733 234 724**

#### 10.2 During School Holidays

The Head Teacher ensures that a designated Senior Management Team member is available as Duty Manager with clear contact procedures for emergency situations.

### 11. Reporting and Recording

#### 11.1 Incident Recording

All supervision-related incidents must be recorded including:

- Details of incident and location
- Actions taken by staff
- Pupils involved and their responses
- Lessons learned and follow-up actions required

#### 11.2 Regular Monitoring

- Supervision effectiveness reviewed through regular monitoring
- Pupil feedback sought through appropriate channels
- Parent concerns addressed promptly and transparently
- Regular liaison with designated safeguarding leads

**Related Policies:** Safeguarding and Child Protection Policy, Promoting Good Behaviour Policy, Anti-Bullying Policy, Risk Assessment Policy, Health and Safety Policy, Missing Child Policy