

P O L I C Y	Owner	Principal
STUDENT SUPERVISION	ID (Version)	DU/10.3. (v2.0)
	Published	19/02/2019
	Valid Until	19/02/2020

POLICY STATEMENT

The Arbor School (“Arbor”, “we” or “the school”) is committed to the appropriate supervision of students whilst they remain in our care – on school grounds, when using school transport and school facilities, and during off-site trips and activities (both local and international) organized or sponsored by the school. With the ultimate aim of protecting children against any risks, we will ensure that members of staff (including adults authorised by the school to deliver co-curricular and after school activities) are aware of students’ location and movement at all times, and are continuously in a position to effectively monitor their behaviour.

APPLICATION

1. DUTY OF CARE

The school’s duty of care begins with a member of staff acknowledging the handover of a student from the child’s parent / carer, and ends with a child’s parent / carer acknowledging the handover of the student from a member of staff.

1.1. STUDENTS ON CAMPUS OUTSIDE SCHOOL HOURS

At Arbor, lessons run from 8:00am until 14:20pm for Foundation Stage (“FS”) students, and until 16:15pm for all other students. Outside these timings, before the handover of a student to a member of staff, or after the handover of a student to the child’s parent / carer, the duty of care for students will remain with their parents / carers, who must supervise their children whilst on school grounds.

1.2. UNCOLLECTED CHILDREN

At the end of their school day, or following after school activities and off-site trips, children must be collected promptly by their parents / carers, unless they are taking school transport home. We understand, however, that there may be occasions when parents / carers are delayed in collecting their children. In such cases, parents / carers are required to contact the school to inform us that they will be late to collect their children. If we do not hear from parents / carers, the school’s Reception staff will attempt to repeatedly contact them. While they wait for their parents / carers, the school will ensure that children receive a high standard of care by a member of staff in order to cause as little distress as possible, keeping the Principal informed in the event of any excessive delays.

2. SUPERVISION PRINCIPLES

Student supervision arrangements and procedures require sound professional judgement to be applied, with due regard for the age of children, the activities in which they are engaged, and any risks involved. The definition of specific supervision requirements and guidelines for activities undertaken by students whilst in our care will form part of the school’s risk and control assessment framework, and will be documented in the school’s procedures for said activities.

Notwithstanding the above, the school will adhere to the following general principles of supervision:

- FS students will always be supervised during school hours;
- Teachers will never leave students unattended during lessons. Should an emergency occur requiring a teacher to leave his / her class, another member of staff will be called upon to supervise classes until the teacher’s return.
- All students will be escorted to and from classrooms, the school’s canteen and play areas by a member of staff, and supervised whilst in said areas. Clear roles and responsibilities

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governing student supervision during transitions – as well as breaks and meals – will be defined and communicated to the relevant members of staff.

- Students in Years 1 and above will be allowed to go to the toilet alone, and, from time to time, exercise some additional personal responsibility, such as going to the library or other areas on campus, as sanctioned by the school’s risk and control assessments. In such cases, the respective teachers will need to authorise students’ movement in the school through the issuance of a hall pass, and must monitor the time that students spend in said activities.
- In case of an injury or illness requiring medical assistance / first-aid, students must go to the school clinic accompanied by a member of staff.
- The school has defined and implemented robust security systems, including appropriately-located access controls and closed-circuit television (“CCTV”) cameras, to support us in effectively supervising students. Further information and guidelines on Arbor’s approach to security are available in the school’s *Security Policy*.

RELATED DOCUMENTS

Document Title	ID / Reference No.
Health and Safety Policy	DU/5.1. (v2.0)
Critical Incident Management Policy	DU/5.3. (v2.0)
Security Policy	DU/4.1. (v2.0)
Safeguarding & Child Protection Policy	DU/10.1. (v2.0.)
KHDA Guidance and Guidelines for Private Schools	<i>External</i>
MOE United Arab Emirates School Inspection Framework	<i>External</i>
Early Years Foundation published by the UK Department of Education (DfE)	<i>External</i>
Safeguarding Vulnerable Groups Act 2006, amended by Protection of Freedoms Act 2012;	<i>External</i>

ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
EYFS	Early Years Foundation Stage
LSA	Learning Support Assistant

AUTHORIZATION HISTORY

Authority	Status	Date
Head of Primary	Recommended	02/02/2019
Policy and Procedures Officer	Cleared	04/02/2019
Principal	Approved	06/02/2019
Board of Governors	Approved	06/02/2019