

P O L I C Y	Owner	Principal
STUDENT SUPERVISION	ID (Version)	DU/4.2.10. (v4)
	Published	01-September-2025
	Valid Until	01-September-2027

POLICY STATEMENT

The Arbor School (“Arbor”, “we”, “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 organised 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 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

1.1. PRIMARY SCHOOL STUDENTS

In the case of Primary School students, from Foundation Stage 1 through Year 6, the school’s duty of care begins with a member of staff acknowledging the handover of a student from the child’s parent or carer / guardian (hereafter “parent”), and ends with a child’s parent acknowledging the handover of the student from a member of staff.

Outside school hours, before the handover of a student to a member of staff, or after the handover of a student to the child’s parent, the duty of care for Primary School students will remain with their parents, who must supervise their children whilst on school grounds.

1.2. SECONDARY SCHOOL STUDENTS

In the case of Secondary School students, from Year 6 upwards, there is no requirement for the handover of a student from the child’s parent to a member of staff or vice versa. As such, the school’s duty of care begins once the child embarks onto one of the school’s buses or enters the school grounds (excluding the main parking area); and ends once the child disembarks from one of the school’s buses or exits the school grounds onto the main parking area or beyond.

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.

The school, however, will always adhere to the following general principles of supervision:

- Teachers will never leave students unattended in class 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.
- Foundation Stage students will never be left unattended, whether in class or otherwise.
- Primary School 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

P O L I C Y	Owner	Principal
STUDENT SUPERVISION	ID (Version)	DU/4.2.10. (v4)
	Published	01-September-2025
	Valid Until	01-September-2027

school through the issuance of a hall pass, and must monitor the time that students spend in said activities.

- Secondary School students are able to go to the toilet and medical room independently but must have their planner signed
- Clear roles and responsibilities governing student supervision during transitions, as well as breaks and meals, will be defined and communicated to the relevant members 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.

3. UNCOLLECTED CHILDREN

At the end of their school day, or following off-site trips and activities organised or sponsored by the school, children must be collected promptly by their parents, unless they are taking school transport home or, in the case of Secondary School students, given consent by their parents to exit the school premises independently.

We understand, however, that there may be occasions when parents are delayed in collecting their children. In such cases, parents are required to contact the school to give notification that they will be late to collect their children. If we do not hear from parents, the school’s Parent Relations Team will attempt to contact them. While they wait for their parents, 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.

4. AFTER SCHOOL ACTIVITIES ON CAMPUS

In the case of children participating in after school activities on campus, the duty of care (and, subsequently, the responsibility for supervision) for said children will be assumed by the respective third-party activity provider.

ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
CCTV	Closed-Circuit Television
Parent	Parent or Carer / Guardian