

Each day, discovery.



ELTHAM COLLEGE

14a Supervision of Students

Last reviewed: August 2026

Version Control Information

Reason for Amendment	Name	Date	Main Changes
Annual Review		August 2016	Re-formatted and merged with Junior School documents
Annual Review		August 2017	None
Annual Review	VGM	October 2018	Revised sections on daily timings and playtime protocol
Relevant updates	VGM	March 2019	Revised to reflect under which circumstances students are supervised, and to highlight parental responsibilities
Annual review	Ann Massey	August 2021	Library and reception opening times changed to reflect current practice.
Annual review	Ann Massey	August 2022	No changes
Annual review	Ann Massey	August 2023	No change
Annual review	Ann Massey	July 2024	Updated to reflect rules about Lower School students leaving site when they have a club.
Annual review	Sami Michael (SFM)	Sept 2025	Minor amendments to 2e clarifying current timing and staffing re: Foxbury Medical. SLT after-school presence rota mentioned in 4B.
Annual review	SFM	Aug 2026	Clarifications added to 4C to outline approach to after-school ad hoc events.

1 Introduction

There are a variety of different circumstances in which students are under supervision. The nature of such supervision will of course vary according to the age and number of students and the type of activities in which they are engaged. The following are a set of guidelines but of course they are not a substitute for professional judgement.

2 General

2A Supervision whilst travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Students are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. Any complaints about poor behaviour will be investigated accordingly. A member of staff is on duty to supervise when the school buses arrive at and depart from the school site.

2B Registration

We take a register of students at the start of every lesson. This register is reviewed by the attendance administrator who follows up absences from registration at 8.30am and 2.05 pm. Parents are responsible for notifying the school if their child is absent for any reason. There is a dedicated absence email account monitored daily by designated School Office staff. Per the Attendance Policy, the school will always contact the parent if a child fails to arrive at school without an explanation.

2C In the Classroom

Students should be supervised appropriately during lesson time with due regard to the nature of the lesson and the environment. The more detailed risk assessments for science labs, art, DT and PE for example reflect that differing environment. Students below the Sixth Form are never allowed in labs or workshops without staff supervision.

2D During Off-site Activities

Students involved in off-site activities, whether during school time, evenings or on residential trips are supervised according to the guidelines laid down in the school's travel procedures. Staff in charge of off-site activities will complete appropriate risk assessments as appropriate, and will keep in mind appropriate student supervision throughout activities undertaken.

2E Medical Support

The Foxbury Centre is open between 8.30am – 5.00pm every day and is staffed by two full-time registered nurses. Students may attend the Foxbury outside of lessons as need may arise; during lesson time, permission must be sought from a staff member before leaving lessons to attend Foxbury. There is also a registered nurse who is based in the Junior School. Several members of staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are on the first aid notices that are displayed around the school. First aid boxes are in all potentially high-risk areas as well as in the School Office. The School Nurses regularly check and replenish the first aid boxes.

IN ALL CASES, THE HEALTH AND SAFETY OF STUDENTS AND STAFF IS OF PARAMOUNT CONCERN.

3 Junior School

3A Playtimes

Children are expected to play outside unless the weather is unsuitable. Members of the teaching staff will be on duty outside in rotation each playtime. Duty staff will patrol and watch over the children. At the end of playtime, the teacher will blow a whistle, the children will be still and quiet, then make their way directly to their next lesson.

The hard play area is always available for play. Play is allowed on the grass provided it is dry. Children are allowed back into the building to use the toilet during play times. Sports trainers must be worn on the tennis courts.

During playtimes when the weather does not permit outside play, children may have their break from lessons in the hall, the lobby or the classroom. The duty staff will patrol these areas. On occasions, it may be appropriate to show a suitable DVD; a selection is kept for this purpose.

3B Beginning and End of Day

Junior School students arriving between 7.30 and 8am must sign in at JS reception and proceed to before school club; parents are responsible for ensuring that their child follows protocol. Students dropped off at the Senior School entrance or arriving by coach between 8am and 8.30am must proceed directly to the Junior School; they need not be accompanied by parent/guardian, but parents should understand that there is no direct supervision for younger students outside of the Junior School playground. A member of staff is on duty to supervise children on the playground from 8.00am until 8.30am, at which point they move into their classrooms. Form teachers are expected to be in their form rooms by 8.30am. Registration is at 8.30am. Children arriving after this report directly to the ground floor reception desk and are marked as arriving late.

Those going home wait in playground for collection and are supervised there until 4.00pm by a designated member of the SLT and other teaching staff. At 4.00pm, uncollected children are delivered to the after school care facility provided by After-School Care Club and parents charged accordingly.

Duty staff must ensure that students have left the building safely, gone to an appropriate after school co-curricular club or are in the care of the appropriate member of After-School Care Club staff before leaving at the end of the day.

3C During On-site Co-Curricular Activities

During these activities, students will be under the supervision of the member of staff running the activity until such time as they have been collected by their parents/guardians. Games staff and other staff in charge of teams supervise students on both home and away matches.

4 Senior School

4A Before School, at Break and Lunchtimes

Students who arrive at school before 8.15am have access to the Dining Hall and the Library from 8.00am, both of which have supervising staff present. Some students also go to the Music School for organised practice. Before 8.00am buildings are locked and key card access will not work.

Students have restricted access to Form rooms from 8.00am. The Sixth Form have their own Common Room and Study Area. Only between 8.15am and 8.30am and in cases of inclement weather are they allowed to remain in the Form rooms.

Staff are also on duty at the above times in a variety of areas around the site.

Students are regularly advised as to their conduct around the site and are expected to conform to the school rules as outlined in the Eltham Constitution.

Students from the Lower Sixth and Upper Sixth may leave the premises at lunch-time as outlined in the Attendance policy. If Sixth form students leave the site at other times, they must sign out. Students from other year groups are expected to remain on site throughout the school day.

4B After School

Students who are on site after school and are not involved in co-curricular activities may go to the Library, which is staffed until 5.30pm. Students are expected to go home at 5.30pm or sooner if clubs have an earlier finish time. If necessary, students can wait in the main school Reception between 5.30pm-6.00pm when school closes. Late coaches leave school at 5.50pm. In the unlikely event that they were still at school after that point, they are able to wait in the Eric Liddell Sports Centre which is part of the school complex.

A member of the Senior Leadership Team is on site and contactable until 6.00pm each weekday in case of emergency on a rota basis. Reception staff are briefed on this and emergency contact details disseminated.

4C During On-site Co-Curricular Activities

During these activities, students will be under the supervision of the member of staff running the activity. This includes regular after-school co-curricular activities as well as ad hoc after-school events involving students (such as music concerts, drama productions, art exhibitions, enrichment activities, sports fixtures, etc.) If additional supervision arrangements are required, these are arranged in agreement between the relevant member of staff in charge of the event and the Deputy Head Co-Curricular in advance. Arrangements will be communicated to parents.

In any case, Lower School students (Year 7 and 8) who are attending clubs after school or who are involved in after-school events as outlined above are not permitted to leave the school site until after the club or event is finished. Attendance at clubs is registered on SOCS and parents have access to this data. After school activities aim to finish by 5.30pm so that students can be picked up by parents or take the late school coach. Students waiting to be picked up have the option if it is dark or inclement weather of waiting in the ELSC. Games staff and other staff in charge of teams supervise students on both home and away matches.