POLICY AND GUIDANCE FOR THE SUPERVISION OF PUPILS

School update	
Responsible for review of policy	Deputy Head Pastoral Cadogan House Head Ruspini House Head
Last school update	October 2026
Governor Sub-Committee approval	
Sub Committee to review and approve	Pastoral
Review Period	Annual
Last Sub-Committee review date	5 November 2026
Scheduled review	October 2027
Approved by Sub Committee (Meeting date)	5 November 2026
Next Sub-Committee Review	November 2027
Related policies	Safeguarding policy

Uploaded to Staff Shared	November 2026
Uploaded to Website	November 2026

SENIOR SCHOOL

Day pupils

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their daughters travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school coaches; they are expected to behave responsibly, according to the Code of Conduct sent to all families who book transport on school coaches. Failure to do so may result in a pupil being denied a place on a coach.

Before School 7.30am –	Pupils arriving early should go to Devonshire House, the Day House, supervised by Miss Sullivan.
8.25 – 8.35am	Years 7-11 Registration in Form Rooms.
8.40 - 9.55am	Lessons
9.55 - 10.15am	Break – Sixth Form may have break in HH and Years 7-11 may have supervised break in the Dining Hall supervised by Teaching and Support Staff. Pupils may use the RC. Pupils should not remain in classrooms at break (Teaching Staff supervision see duty rota)
10.15am - 12.50pm	Lessons
12.50 – 2.00pm	Lunch – supervised lunch is in the Dining Hall (Support Staff in the Dining Hall and Teaching staff with the queue in the corridor outside assisted by Sixth formers). Pupils may attend supervised activities, use the supervised RC, or Devonshire House supervised by Miss Sullivan and staff on duty. Pupils must not remain in classrooms during lunch - There are supervised reflections on Mondays, Wednesdays and Fridays (Staff supervision see duty rota).
2.00 - 2.40pm	Registration followed by Assembly, Lifeskills or Form Time
2.45 – 4.00pm	Lessons
After School 4pm -	Pupils may attend supervised activities and classes. They may also use the RC when it is supervised (Monday - Friday 4.00-6.00pm)). Devonshire House is also supervised from 4pm-5pm. Day pupils must be collected by 6.00pm If there is an emergency parents should phone the School Office.

General principles

All pupils have appropriate supervision whether under or over the age of 18 and includes adult pupils aged 19+ years although there are variations as befits the age of the pupil.

Attendance and Registration

All pupils register with their form tutor at 8.25am and again at 2.00pm (see sixth form exceptions) and with their class teacher at the beginning of each lesson. Day pupils arriving late for registration sign in at reception. The School expects to receive an email before 8.30am on the first day of a day pupil's absence via email absence@rmsforgirls.com or via MSP if it is a planned absence. Where the reason for absence is not known, parents/guardians are contacted if a pupil has not been present at Registration and has not signed in at reception. Sixth Form pupils are permitted to be out of school during lunchtime and then after the end of the afternoon assembly/Lifeskills/tutorial time/mentoring, once they have signed out at Reception and, additionally, if they are 'free p1 and 2'. Further details are available in the Sixth Form Handbook.

Boarders may not return to the boarding house during the school day, except Sixth Form boarders, who may use their House study facilities after 2:45 if they have no classes or lectures during the afternoon. Teaching staff register pupils in each lesson. Staff are given clear guidelines regarding the management of missing pupils.

If a boarder is going to be late to school the housemistress must inform the attendance team, tutor and head of year.

Unsupervised access by pupils

Pupils are not allowed in certain areas of the grounds or school buildings without supervision of staff. Areas that are out of bounds are clearly marked and pupils are denied access to maintenance, caretaking and catering areas of school without permission and supervision.

Staff Induction

All new members of the teaching and house staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Detailed guidance is given in the Staff Handbook.

Staff Duties

All members of the Teaching and House staff are expected to take their share of supervisory duties and expectations are made clear to them. Depending on the time of year staff, on rotation, are on duty at break and lunchtimes in the Dining Room, at Centre Doors, in the teaching corridors, in Devonshire House, on the Lowers and in the Resource Centre. Outside duties move 'inside' from Michaelmas to Hilary ½ terms.

Deputy Head Pastoral supervises the after school reflection duty on Wednesday from 4.00-5.00pm in Room 10. Heads of Year and Deputy Head Pastoral supervise lunchtime reflections 12.50-1.20pm on Monday, Wednesday and Friday in Room 10.

Medical Support

The fully trained nursing staff of the Health Centre look after the health of all pupils. A nursing sister is on duty between 7.30am and 4.00pm Monday – Friday (Wednesdays 8.30-4.00). Any pupil feeling unwell should inform her teacher or member of the boarding team who will arrange for her to go to the Health Centre, if necessary. In some circumstances, another pupil will be asked to accompany a fellow pupil to the Health Centre.

No pupil may contact home to ask to be collected. The nurse or nursing assistant on duty will decide the appropriate course of action to be taken and will, if necessary, contact the parents/guardians.

BOARDERS

Supervision of Boarders Y4 – 11

Weekdays

Before school Breakfast	Wake up by house staff is at 6.50am Boarders register at line-up each morning in house at 7.25am and are then accompanied to breakfast by House staff. They are supervised in the boarders dining room by House staff. A member of staff returns with the boarders to their respective Houses. The dining room is supervised until the last pupil leaves at 8am. Boarders are supervised in-house until they leave for school at 8.20am. Connaught boarders can be in house at breakfast Prep boarders are escorted to Cadogan House by a member of Zetland House staff after breakfast.Year 4 -Year 6 boarders are allowed to walk over on their own. If a boarder is unwell they go to the HC between breakfast and form time and are assessed, they are not left alone in the boarding house. If necessary they are reassessed at lunchtime and sometimes allowed to rest in medical before returning to us in boarding at 4pm.
After school 4.00 – 7.00pm	Boarders return to the Houses at 4.00pm where boarders are supervised by House staff. A signing in and out system operates so staff are aware of a pupil's whereabouts at all times. Boarders must inform a member of staff they are leaving the House and sign out. Boarders can access the school grounds, unaccompanied, within the boundaries shown on the site map. Outside of the boundaries, they are accompanied by boarding staff. They may attend extra-curricular clubs but boarders must keep an open conversation with boarding staff as to when to expect them back in House if these clubs are straight after school. They may use the Resource Centre which is supervised by a member of the academic staff until 6.00pm. They may use the allocated IT rooms in Zetland House, when needed. They have access to Alex House Monday – Friday and over weekends at allocated times, supervised by staff. Year 9-13 can use the Fitness Suite at allocated times. This is under the supervision of RMS staff. Boarders aged 16 and over are allowed to use the free weights. Usage is following a gym induction delivered by the PE department. At 5.15pm Cadogan House boarders return to Zetland where they are supervised at all times. Boarders are registered at line-up at 5.50pm and all boarders are accompanied to the dining room where they are supervised by House staff. The boarders are observed as they enter and leave the servery. Boarders tell staff when they are leaving the dining room to go to the bathroom and acknowledge staff on their return. A member of staff returns with the boarders to their respective Houses. The dining room is supervised until the last pupil leaves at 7pm. Boarders who are leaving for home tend to leave between 4:15-7pm, as arranged with parents and House staff. Boarders who are out for the weekend are marked out on the House registers.
7.00 – 9.00pm	Supervised prep for Year 7-9 boarders begins at 7pm and ends at 8pm and 8:30pm for Y10-11 in Zetland. They are supervised in Zetland IT room.. If the boarders still need to work on their prep they can do this in their rooms. Boarders may use Zetland IT room or the art room in Zetland if they study art/textiles. Boarders may attend supervised boarding activities such as swimming or trampolining during this time but must have completed prep earlier.
9.00pm	All boarders are in-house unless participating in a supervised school event or on a trip. Boarders are signed in at night prior to their respective bedtime.

Weekends

Saturday	Boarders register at line-up in house at 8.50am and are then accompanied to breakfast by House staff. They are supervised in the boarders' dining room by House staff. A member of staff returns with the boarders to their respective Houses. The dining room is supervised until the last pupil leaves at 9.30am. Y10 boarders are allowed out of school for 5 hours into Watford and Y11 boarders are allowed out of school for 6 hours into London in pairs or small groups, without supervision. They have emergency contact numbers for House staff and the School emergency number. Boarders' outings and visits are supervised by boarding staff. Boarders in Y4-6 are supervised at all times on an outing. Boarders in Y7 – 9 on an outing are allowed to spend time in small groups for short periods of time within a defined area. Checks are held at regular intervals appropriate to the venue. Until staff are satisfied that new boarders are confident and competent, they are more closely supervised either by being accompanied by GAP staff, having shorter check in periods or within smaller defined areas. New boarders in Y8 and Y9 are also paired with more experienced boarders and must be in a group of 3. All boarders must take a mobile phone and programmed into the phone is the House mobile number. This is supervised by staff who have a record of the telephone numbers for the boarders on the trip. Duty staff supervise boarders staying in-house. Boarders register at line-up in House at 12.20pm and are accompanied to lunch by House staff. The boarders are observed as they enter and leave the servery. Boarders tell staff when they are leaving the dining room to go to the bathroom and acknowledge staff on their return. A member of staff returns with the boarders to their respective Houses. The dining room is supervised until the last pupil leaves at 1.00pm. Boarders register at line-up in House at 5.50pm and are accompanied to supper by House staff. A member of staff returns with the boarders to their respective Houses. The dining room is supervised until the last pupil leaves at 6.45pm. Boarders have free time or organised activities in-house and similar arrangements pertain for music practice etc as during the week supervised slot 3 – 5pm in Alex House.
9.00pm	All boarders are in their House unless participating in a supervised school event,on a trip, or are out at a sleepover/at home. Boarders are signed in at night prior to their respective bedtime.
Sunday	Duty staff supervise boarders in-house. Boarders register at line-up in-house at 11.20am and are then accompanied to brunch or cafe at 11.30am by House staff. They are supervised in the boarders' dining room by House staff. A member of staff returns with the boarders to their respective Houses. The dining room is supervised until the last pupil leaves at 12:30 pm. Boarders have free time in Houses or organised activities. Y10 andY11 boarders are allowed out of school for 4 and 5 hours respectively in pairs or small groups, without supervision. Y4 – Y9 may go to Rickmansworth accompanied by members of staff. Boarders are registered at line-up at 5.50pm and all boarders are accompanied to the dining room where they are supervised by House staff. The boarders are observed as they enter and leave the servery. Boarders in Zetland House tell staff when they are leaving the dining room to go to the bathroom and acknowledge staff on their return. A member of staff returns with the boarders to their respective Houses. The dining room is supervised until the last pupil leaves at 7pm. Boarders have free time or organised activities in-house
9.00pm	All boarders are in their House unless participating in a supervised school event or on a trip. Boarders are signed in at night prior to their respective bedtime.

Supervision of Boarders

Years 12 – 13

Boarders in the Sixth Form are given greater freedom: with it comes responsibility. We are preparing the boarders for the next stage in their lives. Supervision is still in place but is discreet.

If a boarder is accepted into Sixth Form aged 15 years she will abide by the guidelines set out for boarders in Year 11 until she reaches the age of 16.

Weekdays

Before school Breakfast	Sixth Form are responsible for getting themselves up. Year 12 + 13 register at line-up at 7.25am and attend breakfast in the dining room. Y13 can stay in house for breakfast and have the House mobile number in case of emergency. House staff are aware of the boarders in the dining room. All boarders are supervised in the dining room by House staff and a member of staff stays until the last boarder leaves at 8.00am. Year 12 return to their House unaccompanied. There is staff supervision in the House until all boarders have left for school at 8.20am. Boarders are checked out of the House to school.
2.45 – 7.00pm	The House is staffed from 2.45pm onwards and a signing in and out system operates from that time for those with study periods during P7&8 and they can go off site once they have signed in and then out again. The signing in system starts for those that have lessons until 4.00pm and they can leave the site once they have signed in and then out again. Boarders return to the House from school at 4.00pm. A signing in and out system operates so staff are aware of a boarder's whereabouts at all times. Boarders can access the school grounds, unaccompanied, within the boundaries shown on the site map. Outside of the boundaries they are accompanied by boarding staff. They may attend extra-curricular clubs. They may use the Resource Centre which is supervised by a member of staff until 6.00pm. Year 12 &13 can use the Fitness Suite at allocated times. This is under the supervision of RMS staff. BoardersPupils aged 16 and over are allowed to use the free weights. Usage is following a gym induction delivered by the PE department. Boarders in Y12 and 13 may attend after school activities or leave the school premises, however, they must always sign in and out from the House and let staff know where they are going, returning for school supper at 6.00pm. Permitted music boarders may use the piano in Alex House for practice unsupervised. They may use Alex House for music practice 7-8pm Monday-Friday when it is supervised. Sixth Form boarders are observed in the dining room during supper and should arrive no later than 6.15pm unless participating in an extra-curricular activity or taking an 'Out 'till 8'. The dining room is supervised until the last boarder leaves at 7pm. The Sixth Form may take one 'Out 'till 8' Monday – Thursday and are required to sign the 'Out 'till 8' form before 5:30pm with all their details.
7.00 - 9.00pm	Boarders must continue to sign in and out of the House. Y12+13 have prep time and may study anywhere in the House. Boarders may attend supervised boarding activities or paid extra-curricular activities.

9.00 - 10.00pm	Boarders must continue to sign in and out of the House. All Boarders are required to be in the House by 9.30pm unless they are participating in a school event or on a trip. Boarders sign in with the member of staff on duty by 10pm.
Friday nights	Y12 are allowed off site and must return to site by 10pm, and sign in with a member of staff by 10.30pm Y13 are allowed off site and must return to site by 10:30pm and sign in with a member of staff by 11.00pm

Weekends

Saturday	Sixth Form boarders are required to sign in and out of the House at all times. All Sixth Form must sign in with a member of staff by 11.00am. If they are going off site any earlier than 9.00am they must inform the member of staff on duty the previous evening and see the member of staff before they leave. Sixth Form are allowed off site during the day and are required to sign in and out at all times. Sixth Form boarders are observed in the dining room during supper and should arrive no later than 6.15pm. Y12 are allowed off site and must return by 10pm and sign in with a member of staff by 10.30pm. Y13 are allowed off site and must return by 10:30pm and sign in with a member of staff by 11.00pm
Sunday	Sixth Form boarders are required to sign in and out of the House at all times. All Sixth Form must sign in with a member of staff by 11.00am and are then accompanied to a Gathering and brunch by House staff. They are observed in the dining room by House staff. They may use the Resource Centre between 2.00 – 5.00pm, which is supervised. Sixth Form boarders are observed in the dining room and should arrive no later than 6.15pm. Y12 and 13 are allowed off site and must return and sign to a member of staff by 9.00pm

CADOGAN HOUSE

Supervision of pupils during the School Day at Cadogan House including EYFS in Reception

Before School 8.00 – 8.20am	Cadogan House offers supervision by a member of the leadership team outside Cadogan House from 7.45-8.00am. This is followed by a drop off facility from 8.00am – 8.20am for Pre Prep and Prep pupils. Pupils are directed into Cadogan House through the three front doors and go to their Form Rooms. Staff in each year group arrange supervision until **Registration at 8.25am**.
Break time 9:55 – 10:10am	A duty rota of staff is displayed in the staffroom and Cadogan House Office; this details the supervision of pupils during playtimes. There are at least three members of staff on duty to supervise the pupils in designated areas. One member of staff is assigned specifically for supervision of the adventure playground. A qualified member of staff is always available for First Aid. The School Nurse may be called as appropriate. When it is wet, children stay in Form rooms and each Year group team arranges supervision as appropriate.
Lesson Time 8:30am – 3.20pm	Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency teachers might: ● summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;

	• summon help, by phone or walkie talkie, either by calling the School Office, a member of PLT or Head of Cadogan House; • send a pupil with a companion with the squirrel alert card to the School Office.
Lunch Time 12.00 – 1.10pm	Dining Room: Classes are accompanied to lunch by their Form teacher, a Learning Support Assistant or a specialist teacher if they have been teaching the pupils in period 5. Reception, Years 1 and 2 are supervised by three members of staff who eat with the children and monitor the eating environment generally including the serving area. Years 3 – 6 A member of PLT is on duty to supervise with two members of staff who eat in the Dining Room. These staff are all supported daily by Lunchtime Supervisors dedicated to supervising the Servery as pupils enter and exit, 'troubleshooting' and overseeing overall management of the process in the Dining Room. Lunchtime Play: A duty rota of staff is displayed in the staffroom and Cadogan House Office; this details the supervision of pupils during playtimes. Staff on duty escort the pupils from the Dining Room to the play areas outside of Cadogan House. There are four members of staff on duty to supervise the pupils in designated areas. A qualified member of staff with paediatric First Aid training is always available. The School Nurse may be called as appropriate. When it is wet, children stay in Form rooms and each Year group team arranges supervision as appropriate.
End of Day 3.20pm onwards	Pre Prep and Year 3 pupils At 3:20pm a member of Pre Prep staff escorts pupils to meet a known adult outside Cadogan House near their classroom areas. Pupils attending a Club are escorted to meet the relevant adult responsible for the activity. At 3: 30pm pupils attending After School Club are escorted to their dedicated area in Year 1 along with any pupils not collected on time. Prep pupils At 3:50pm there are 3 options supervised by a member of their Year group staff team: 1. **go home**/meet a known adult following the agreed procedure i.e. - Year 3-5 meet outside Cadogan House - Year 6 meet either outside Cadogan House or at the main gate by written arrangement 2. **go to a Club** in Cadogan House or to a PE activity 3. **go to Prep** in dedicated classrooms supervised by members of staff Pupils may attend all or part of prep sessions to enable participation in different Clubs. Those pupils from KS2, staying for tea, join the ASC in their dedicated room.
Clubs / After School Activities 3.30pm - 6.00pm	There are many activities offered to pupils between 3:30pm – 6:00pm. Pupils are supervised by the provider of the activity with appropriate consideration being given to supervision ratios. A register is taken at each activity. As well as considering appropriate supervision ratios, teachers also consider: • barring access to equipment without direct teacher supervision • the safety of any apparatus/equipment being used • the suitability of the pupils' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards, and mouth guards) • suitability of any teaching methods and resources used

	Any pupils finishing an activity at the Sports Hall are either collected by a parent in person or are escorted back to CH to join the ASC.
After School Club (ASC) 3.30pm – 5.15/6.15pm	Pupils in ASC are supervised at all times. There is a paediatric first aid qualified member of staff available. Teaching assistants and Gap students assist with supervision. All have due regard to the welfare and safety of the pupils. For Reception pupils, the EYFS guidelines are followed with respect to supervisory ratios. The supervisor is in contact with the School Office by walkie talkie. A senior member of the teaching staff is also on the premises until ASC ends and is contactable on a landline/mobile telephone. As necessary, this member of staff will supplement supervision. A register is taken of those pupils joining the After School Club for each session. A range of activities are provided both outdoors and indoors.
Cadogan House Tea 5.15pm-6.15pm	A hot meal is available for younger pupils at ASC and anyone in Years 3 – 6 who has stayed for clubs/prep. A member of staff from ASC is always on duty in the Dining Room in addition to their serving staff. This member of staff is accompanied by a teaching assistant or a Gap student. A senior member of staff is available to assist with supervision should it be required. Pupils are taken to meet parents at New Mark Hall after tea at 6:15pm.

RUSPINI HOUSE

Statement of Intent

At Ruspini House, every member of staff acts in the best interests of the children at all times. We recognise our duty to act *in loco parentis* and are fully committed to ensuring the safety, welfare, and well-being of all children throughout the day.

Supervision Structure

Structured supervision is provided for all children from 8:00am onwards. A detailed rota ensures that staff are aware of their responsibilities and that appropriate supervision is maintained at all times.

Children spend the majority of their day with their Key Person or other members of staff within their designated room. Room staff hold full responsibility for the welfare of the children and for implementing planned activities throughout the day.

Visiting specialists lead enrichment sessions such as Music, Games, and Spanish. These sessions are always conducted with an appropriate number of Ruspini House staff present to ensure full supervision and continuity of care.

Qualifications and Ratios

Children at Ruspini House are supervised at all times by suitably qualified staff. Staffing levels always meet, and usually exceed the statutory ratios outlined in the **DfE Early Years Foundation Stage (EYFS) Statutory Framework (2026)**.

Paediatric First Aid

All teaching staff at Ruspini House have undertaken accredited **Paediatric First Aid training**, ensuring that qualified first aiders are present on-site at all times.

Breakfast Club and Arrival

Breakfast Club operates in the Hall from 8:00am to 8:30am. It is supervised by an appropriate number of qualified staff, with ratios determined by attendance numbers. At 8:30am, children are safely escorted to their respective classrooms by staff members.

Classrooms, Outdoor Areas, and Garden

Children have daily access to their classroom outdoor areas and to the main garden. Room staff ensure appropriate supervision at all times in these spaces. All room staff are on duty during garden sessions. If a member of staff needs to leave the garden (for example, to attend to a sick child), cover is immediately provided by another staff member—typically the Head or Secretary of Ruspini House—to maintain safe ratios.

Snack, Lunchtimes and Sleep Times

Children are supervised and assisted by staff during all snack and lunch periods. Lunch is served in the Hall, where staff ensure a calm, supportive, and safe mealtime environment. A member of staff is always present when children are sleeping, ensuring their comfort and safety.

Late Club

Late Club operates from 3:45pm to 6:00pm. Children attending are supervised by a suitable number of qualified staff, in accordance with EYFS statutory supervision and ratio requirements.