



Supervision Policy

Autumn Term 2024

Aims and Principles

St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.

The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.

Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.

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I Aims

- 1.1 This is the supervision policy for pupils of St Paul's Cathedral School
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to ensure the proper and effective supervision of pupils through appropriate deployment of School staff;
 - 1.2.2 to ensure that pupils are safe, that the School is reasonably orderly, and that emergencies can be dealt with promptly, while leaving adequate Supervisors to supervise other pupils;
 - 1.2.3 to ensure that the School meets its duty to supervise pupils to the required standard of a reasonably careful or prudent parent;
 - 1.2.4 to ensure that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level;
 - 1.2.5 to promote a culture of safety, equality and protection;
 - 1.2.6 to actively promote the well-being of pupils and ensure their health, safety and welfare.
 - 1.2.7 Although this policy is necessarily detailed, it is important to the School that our supervision and related safeguarding policies and procedures are transparent, clear and easy to understand for staff, pupils, parents and carers. The School welcomes feedback on how we can continue to improve our policies

2 Scope and application

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**) and Boarding.
- 2.2 This policy applies at all times when a pupil is:
 - 2.2.1 in or at School;
 - 2.2.2 travelling on authorised journeys;
 - 2.2.3 on School-organised trips.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 *National minimum standards* for boarding schools (Department for Education (**DfE**), September 2022)
 - 3.1.3 *EYFS statutory framework for group and school-based providers* (DfE, January 2024);
 - 3.1.4 *Early years qualification requirements and standards* (DfE, December 2023);
 - 3.1.5 *Working together to safeguard children 2023* (DfE December 2023) (**WTSC**)
 - 3.1.6 *Keeping children safe in education* (DfE, September 2024) (**KCSIE**)
 - 3.1.7 Education and Skills Act 2008;
 - 3.1.8 Children Act 1989;
 - 3.1.9 Childcare Act 2006;
 - 3.1.10 Equality Act 2010; and
 - 3.1.11 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**).

3.2 The following School policies, procedures and resource materials are relevant to this policy:

- 3.2.1 First aid policy;
- 3.2.2 Educational visits policy;
- 3.2.3 Health and safety policy;
- 3.2.4 Child protection and safeguarding policy and procedures;
- 3.2.5 Risk assessment policy for pupil welfare;
- 3.2.6 Visitors and security policy;
- 3.2.8 Missing pupil policy;

4 Publication and availability

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Office during the School day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions

5.1 Where the following words or phrases are used in this policy:

- 5.1.1 References to the **Proprietor** are references to the Governing Body.
- 5.1.2 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website.
- 5.1.3 **Authorised journey** means transport arrangements made by or on behalf of the School for the purpose of transporting pupils to and from School or on educational visits or trips. It does not include private arrangements between parents or pupils.
- 5.1.4 **Boarder** means a pupil enrolled at the School, other than a day pupil, who is accommodated overnight at the School.
- 5.1.5 **Employee** means anyone who works under a contract of employment at the School.
- 5.1.6 **External Provider** means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.
- 5.1.7 **Instructor** in relation to the Early Years Foundation Stage means a person at the School who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (1) special qualifications or experience or both are required for such instruction; and (2) the Proprietor is satisfied as to the qualifications or experience (or both) of the person providing the education.
- 5.1.8 **Ratio** means the number of Supervisors to pupils.
- 5.1.9 **Supervisor** means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: Teachers, teaching assistants, lunchtime supervisors, dinner ladies, temporary or agency workers, peripatetic tutors, sports or activity instructors (including those engaged by External Providers) and volunteers.

5.1.10 **Supervision** means the effective arrangements for the management and care of pupils whilst under the care of the School, whether on the School premises or otherwise.

5.1.11 **Teacher** means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.

5.1.12 **Transport Provider** means a bus, coach, taxi company or other external transport provider which has been authorised for use by the School.

5.1.13 **Visiting Pupil** means a pupil who is not enrolled as a pupil of the School, but who is on the School premises and / or otherwise accommodated overnight at the School. It does not include circumstances where the School has let the accommodation and / or premises to another organisation and that organisation has assumed responsibility for the Supervision of the pupils whilst using the School accommodation and / or premises.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated To	When/frequency of review
Keeping the policy up to date and compliant with the law and best practice	Caroline Heylen, Deputy Head and DSL	As required and at least annually.
Monitoring the implementation of the policy including relevant risk assessments and any action taken in response to those risk assessments	Caroline Heylen	As required and at least termly.
Formal annual review	Full Governing Body	Annually, Summer Term

6.3 The Head has formal oversight of arrangements for the supervision of pupils, including ensuring that:

6.3.1 there are suitable arrangements for the proper and effective Supervision of pupils at all times whilst they are under the care of the School;

6.3.2 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the School's Supervision arrangements generally;

6.3.3 Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively;

6.3.4 Supervision arrangements are properly risk assessed in accordance with the School's health and safety and risk assessment for pupil welfare policies.

7Supervision

7.1 All Supervisors should be aware of and abide by the School's Supervision procedures.

7.2 Pupils must follow the instructions of Supervisors at all times.

7.3 The School will ensure that pupils are aware of the Supervision arrangements at all times and, in particular, that pupils know:

7.3.1 who is responsible for their supervision;

7.3.2 who to contact in an emergency;

7.3.3 what to do in an emergency.

7.4 Supervision may be close or remote: in some instances the School may not require pupils to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should have the means to call for back-up help as required.

7.5 Where there are EYFS pupils in the School those pupils must usually be within sight and hearing of Supervisors and always within sight or hearing. Whilst eating, EYFS pupils must be within sight and hearing of a Supervisor.

8 Security

8.1 The School will take all reasonable steps to ensure that there are suitable arrangements in place for the Supervision of anyone who is not an Employee or Supervisor and who may come into contact with pupils whilst they are on School premises or under the care of the School.

8.2 The School has a policy of restricting access to the premises in order to ensure the safety and security of Employees, pupils and other authorised visitors to the School.

8.3 The School has specifically considered the Supervision arrangements in relation to any shared premises such as the Cathedral where members of the public are usually present and will ensure that pupils will be appropriately supervised when visiting these areas.

8.4 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

8.5 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

8.6 Visitors

8.6.1 The School has a visitors and security policy which should be adhered to at all times.

8.6.2 Unless otherwise agreed or determined as part of its risk assessment, all visitors to the School should report to the School Office upon arrival and must wear the badge with which they are then issued.

8.6.3 Any person without a badge on the School site will be asked to accompany a member of staff to the School Office.

8.6.4 Any refusal to adhere to the terms of this policy will be reported immediately to the Bursar or the Head or to the police in an emergency.

8.7 Contractors

8.7.1 All contractors who work at the School will be risk assessed in accordance with the School's child protection and safeguarding policy and procedures and/or safer recruitment procedures and appropriate measures will be put in place to safeguard pupils.

8.7.2 All contractors are required to comply with the appropriate provisions of the School's code of conduct and child protection and safeguarding policy and

procedures, including the requirement to report any safeguarding concerns to the DSL.

8.7.3 The School will ensure that there are suitable arrangements for the proper management of contractors at all times whilst on the Premises in accordance with its child protection and safeguarding policies and procedures. The School will take into account the relevant circumstances in determining the appropriate level of Supervision.

8.7.4 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor.

8.7.5 Any refusal to adhere to the terms of this Policy will be reported immediately to the Bursar.

8.8 Visiting Pupils

8.8.1 Visiting Pupils who are on the School premises or staying in School accommodation will be regarded as temporary pupils for the purpose of this policy and the School will liaise with the Visiting Pupils' staff to ensure that they will be adequately supervised at all times when on School premises.

8.8.2 If Visiting Pupils are accompanied by their own staff, those staff may be taken into account in the Supervision Ratios.

9 Ratios

9.1 The School will ensure that there is an adequate Ratio whilst pupils are under the School's care.

9.2 All Ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time (except for pupils aged under five where it is determined by statute and summarised below)¹.

9.3 Where a Supervisor is also a parent of a pupil at the School, they should not usually count in the Ratio, unless a risk assessment has been undertaken and it has been deemed that there are sufficient Supervisors to meet the needs of all those pupils.

9.4 Supervisors remain in overall charge of pupils and will be readily available to prefects and senior pupils at all times.

9.5 There will be adequate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of pupils within classrooms or reorganising activities.

9.6 Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.

9.7 Reception classes

9.7.1 The School will ensure that there are appropriate Supervision arrangements to meet the specific requirements of the EYFS statutory framework for group and school-based providers and will inform parents about Supervisors' deployment.

¹ The Statutory guidance *Early years qualification requirements and standards* contains information about the qualifications that staff must hold to be included in the specified staff:child ratios at levels 2, 3 and 6 of the early years foundation stage (EYFS).

9.7.2 Children aged three and over

(a) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification, an instructor, or another suitably qualified (or overseas trained teacher, is working directly with the children:

- (i) for classes where the majority of the children will reach the age of five or older within the school year, there must be at least one member of staff to every 30 children;
- (ii) for all other classes, there must be at least one member of staff for every 13 children;

The EYFS allows for changes to the ratios and qualification requirements where the quality of care and safety and security of children is maintained .

(iii) at least one other member of staff must hold an approved level 3 qualification.

(b) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no Instructor and no suitably qualified overseas trained teacher working directly with children:

- (i) there must be at least one member of staff for every eight children;
- (ii) at least one member of staff must hold an approved level 3 qualification; and
- (iii) at least half of all other staff must hold an approved level 2 qualification.

9.7.3 There must be at least one Supervisor with a current paediatric first aid (**PFA**) certificate on the premises at all times when pupils are present and must accompany children on any School arranged visit or activity.

10 Risk assessments

10.1 This policy should be read in conjunction with the School's risk assessment procedures. Supervision arrangements and Ratios will be considered as part of the overall risk assessment process.

10.2 The Head has overall responsibility for risk; responsibility for ensuring that the School's risk assessments adequately cover the required Supervision arrangements and for ensuring that the relevant findings are implemented, monitored and evaluated is delegated to the Bursar.

10.3 The relevant Supervision arrangements are likely to be a key factor in many School activities and the responsibility to carry out the necessary risk assessment will be delegated to those Employees who have been properly trained in, and tasked with, carrying out the particular risk assessment in relation to the relevant School activity or arrangement.

10.4 Factors which they may consider include:

- 10.4.1 the sex, age, abilities, behaviour and any special needs or disabilities of pupils;
- 10.4.2 the nature of the activities in which they are engaged;
- 10.4.3 the location, environment and conditions in which the activity will take place;
- 10.4.4 the number, competencies and qualifications of available Supervisors;
- 10.4.5 the availability of first aid cover;
- 10.4.6 contingency arrangements for staff absences and illness;
- 10.4.7 contingency arrangements for other incidents or emergencies;
- 10.4.8 travel, transport and accommodation arrangements.

11. Supervision during the school day

11.1 During the school day, pupils will not be allowed off-site (apart from at lunch time or during break time, see 11.3 below, or unless they are on a School arranged educational visit or trip) unless the School has received a written request from the pupil's parent or guardian, or approval has been given by the Head of Boarding.

11.2 During the School day, staff are deployed as follows:

11.2.1 the Head or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School;

11.2.2 all lessons will be supervised either by the relevant Teacher, supported by classroom assistant(s), or other Supervisor(s) (as determined by the risk assessment);

11.2.3 in the Early Years Foundation Stage pupils will be supervised in accordance with paragraph 9.8 above.

11.3 Break times and lunchtime

11.3.1 The School will ensure that there is an adequate number of Supervisors on duty to supervise pupils during break times (both indoors and outdoors), including Supervisors who will be specifically responsible for Supervision in the playground and the dining room with reference to the appropriate rotas.

11.3.2 No pupils are routinely permitted to leave the School premises during break time or lunch time. Only the Head, Deputy Head or Head of Boarding may exceptionally give this permission.

11.4 PE, Games & Swimming

11.4.1 Specialist PE staff are timetabled to lead all practical lessons, with enhanced supervision when necessary, e.g. when swimming.

11.4.2 When pupils are changing or showering, staff should be sensitive to pupils' need for privacy, while balancing health and safety requirements.

11.5 First Aid

11.5.1 The School nurse is responsible for ensuring that pupils are adequately supervised whilst they are attending the First Aid Room.

11.5.2 Unwell boarders are usually supervised in the First Aid Room; they may be supervised by a member of residential staff in the Boarding House at the discretion of the School nurse, who will consult with the Head of Boarding.

12 Supervision arrangements for day pupils

12.1 Day pupils are allowed on the School site from 8:30 am and they should go directly to their classroom. If arriving before this time, e.g. to attend a choir practice, they should wait to be admitted by the supervising member of staff.

12.2 At the end of the school day, arrangements should be made to collect day pupils between 3.25 pm (Pre-prep) and 3.40pm (Prep) unless this is not possible, e.g. in the event of a late return from an educational visit.

12.3 All pupils will be appropriately supervised when on the School premises and when entering or leaving them during these times.

12.4 Day pupils will not be supervised on the School premises outside of these times, except with prior agreement between the parent(s) and the School, or if the pupils are attending School for pre-arranged extra-curricular clubs and / or are on educational visits.

12.5 All EYFS pupils will only be released into the care of parents / guardians of those who have been notified to the School by parents and will not be permitted to leave the premises unsupervised.

12.6 Out of school care and extra-curricular clubs

12.6.1 Activities arranged by the School

Where the School arranges out of school care and extra-curricular clubs and activities to include breakfast clubs / after school clubs / holiday play schemes this policy will apply except in respect of EYFS pupils in which case the following ratio will apply: pupils of reception age or older at least 1:30;

The School's safeguarding and child protection policy and procedures and the School's out of term safeguarding arrangements will apply to all such activities which are arranged by the School.

13 Supervision arrangements for Boarders outside of teaching time

13.1 The School has a duty rota to ensure that there are adequate Supervision arrangements in place for Boarders at all times. Details of our Boarding Supervision arrangements are as follows:

13.2 Morning Supervision

13.2.1 Three residential members of staff are usually scheduled on duty during boarding time (other than where numbers are significantly reduced, e.g. during a weekend leave when the number may be reduced to two at the discretion of the Head of Boarding).

13.2.2 A duty team is normally comprised of a resident teacher, a member of the medical team (nurse/first aider) and a music assistant and/or the Head of Boarding.

13.2.3 The boarders are woken each morning by the members of staff timetabled to be on duty. The nurse/first aider will be primarily responsible for the supervision of the junior boarders (floor 2), and the teacher has responsibility for the seniors (floor 1). Once the staff on duty are satisfied the pupils are ready to leave the boarding house, they will be led to the dining room for breakfast.

13.2.4 The nurse/first aider should do a final sweep of the boarding house to check all pupils are clear, fire doors are closed and lights are switched off.

13.2.5 Once at breakfast the duty teacher will perform a head count to ensure all the pupils are present. After breakfast the pupils will have a short amount of time to use the toilet, wash their hands, collect coats and organise items for the day ahead.

13.2.6 Before departing for morning rehearsal, the Head Chorister will lead a roll call under the supervision of the duty teacher - this will require all the boys to line up and call out their individually assigned numbers in year group order. Once the teacher is satisfied everyone is present, the group will be led over to the Cathedral

with the teacher at the front of the line and the second member of staff at the back. This formation remains until all pupils are safely inside the Choir Practice Room.

13.3 Cathedral Supervision

- 13.3.1 In the Choir Practice Room the boarders are under the supervision of staff from the Cathedral Music Department. A chorister chaperone will also be present to offer support as required, and help to oversee the care of the boarders whilst they are engaged in rehearsals in the Choir Practice Room. The residential staff on duty are expected to remain in the Choir Practice Room until the chaperone and Cathedral music staff have arrived. The choristers should never be left unsupervised.
- 13.3.2 School staff will act as chaperones for services and rehearsals on the Cathedral floor or at School but not for rehearsals in the choir practice room.
- 13.3.3 The choristers will be supervised on their return to school by a member of the Cathedral music department and the Cathedral chaperone and/or a member of the resident duty team. Staff members should always be positioned at the back and front of the line to ensure the group are carefully monitored.

13.4 Dinner and Evening Supervision

- 13.4.1 The boarders will normally have dinner once they have returned from the Cathedral in the evening (c.1800 unless there is a change in schedule). At dinner the duty teacher will perform a head count to ensure all pupils are present.
- 13.4.2 There is a clearly published boarding timetable that outlines where boarders should be at different times in the evening. The duty staff work together in partnership to ensure that boarders are sufficiently supervised in different areas of the school. The duty teacher will ordinarily supervise prep sessions that take place in the ICT room. Graduate music assistants oversee instrument practice in the music corridor and the nurse/first aider will normally be expected to patrol in key areas of the school and be prepared to respond to any issues that may arise. Boarders will be familiar with the whereabouts of supervising staff as this forms part of the normal weekly schedule. Any changes to routines or staff supervision will be clearly communicated to the boarders in advance.
- 13.4.3 On Tuesday and Wednesday evenings boarding parents have permission to enter the school to assist their own children with prep and music practice sessions. These parents will be expected to sign in at the main school reception and wear visitor lanyards and name badges so they can be clearly identified. Parents are allowed to work with their own children in the dining room to complete prep (under the supervision of the nurse/first aider or Head of Boarding on duty) and in the music corridor to help with instrument practice (only if they have completed a DBS check).
- 13.4.4 At the end of the evening the duty staff will supervise pupils as they move across to the boarding house - this normally happens once the nurse/first aider has distributed laundry from the boys' lobby.
- 13.4.5 Once all the pupils are in the boarding house a final Fire Register is completed to confirm that all the boarders are accounted for. Duty staff will check all boarders are in their beds before lights out.

- 13.4.6 The duty teacher is also responsible for securing the school and carrying out a final sweep of areas (including turning out lights) to ensure the building is safe and secure.

13.5 General points about supervision of Boarders

- 13.5.1 Boarders will be appropriately supervised outside of teaching time (including during breaks, prep time, during evenings outside of prep time, at night time and before school and at weekends).
- 13.5.2 Boarders shall be at all times under the responsibility of an identified Supervisor who is suitably qualified and experienced. There is continuity of staff as far as reasonably possible such that boarders' relationships with staff are not overly disrupted.
- 13.5.3 The relevant Supervisor shall know the whereabouts of Boarders (or know how to find their whereabouts) in their charge at all times.
- 13.5.4 Supervising staff will be sufficient in number, training and experience for the age, number and needs of Boarders and the locations and activities involved.
- 13.5.5 The School will ensure that there are satisfactory contingency arrangements in place to cover in the event of unexpected resident staff sickness and absence.
- 13.5.6 Supervision may be close or remote.
- 13.5.7 Boarders temporarily away from the School premises remain under the overall responsibility of a designated Supervisor at all times. The School will ensure that Boarders are aware at all times of:
- the identity of their designated Supervisor;
 - how to contact their designated Supervisor, and have the means to do so;
 - the arrangements to contact an alternative member of staff in the event that their designated Supervisor is not available and / or in an emergency.
- 13.5.8 Boarders permitted to leave the School premises (e.g. for parent authorised unaccompanied travel) must follow the School's signing in and out procedures each time they leave or return to the School premises. Signing out records will be regularly monitored by the Head of Boarding.
- 13.5.9 The School will ensure that there are a sufficient number of Supervisors present and accessible to Boarders in the boarding house at night and pupils are made aware of how to contact night Supervisors when they enter the School. As a minimum, there will be at least one Supervisor sleeping or on duty in each boarding house at night, responsible for the Boarders in the house and able to meet their needs during the night.
- 13.5.10 Supervision in the boarding houses at night will be by means of appropriate patrolling and / or availability of Supervisors.
- 13.5.11 Supervisors will be sensitive to the need for privacy, particularly at times when Boarders are dressing, undressing or bathing or showering and will avoid intruding unnecessarily on Boarders' privacy, while balancing health and safety requirements.
- 13.5.12 Any role of spouses or partners of staff or other adult members of staff households within the boarding house is made clear to those individuals, staff and pupils.
- 13.5.13 No boarders have access to staff residential accommodation. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and Boarders.

- 13.5.14 All persons visiting boarding accommodation are kept under supervision by Supervisors and are not permitted to gain unsupervised access to boarders or to their accommodation.
- 13.5.15 All Supervisors are aware of and know how to implement the School's policy, and any local protocols in relation to pupils going missing and their role in implementing that policy. Staff will actively search for children who are missing, including working with the police where appropriate.

14 Missing pupil procedures

14.1 Where a pupil is believed to be missing, the member of staff in charge should follow the procedures set out in the School's missing pupil policy.

15 Educational visits

15.1 Details of the procedures and recommended ratios for educational visits, school trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips and host families are contained in the School's educational visits policy, which should be read in conjunction with this policy.

15.2 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.

15.3 The School will ensure that arrangements in respect of Supervision and the responsibilities for pupils are clarified in advance with External Providers, and that it is made clear from the outset whose instructions pupils should follow at all times.

15.4 For boarders' group outings, the School's Educational Visits Policy applies. When boarders are going on local visits (five pupils or fewer), they may be accompanied by one member of staff, with another on call back at the school site.

16 School arranged transport

16.1 The School will make adequate arrangements for the safety and Supervision of pupils on all Authorised Journeys.

16.2 The exact nature of the arrangements for the safety and Supervision of pupils on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies (such as the educational visits policy).

16.3 Only Transport Providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on Authorised Journeys.

16.4 As part of the School's vetting and approval procedure, the School will ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place and that they have undergone suitable child protection checks in accordance with the School's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.

16.5 The School does not arrange buses and coaches to and from School

16.6 The School is **not** responsible for the safety and Supervision of pupils whilst they are not on Authorised Journeys, for example if a private arrangement has been made between parents and a third party. In that case, it is the parents' responsibility to ensure that they are entirely satisfied with the arrangements. The School's responsibility will normally cease when the pupil leaves the school site or otherwise commence the journey.

17 Training

17.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

17.2 The level and frequency of training depends on role of the individual member of staff.

17.3 The School maintains written records of all staff training.

18 Record keeping

18.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

18.2 The information created in accordance with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

19 Version control

Date of adoption of this policy	16.9.24
Date for Full Governing Body review of this policy	November 2024
Policy owner (School)	Deputy Head, Caroline Heylen