



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK

Supervision of Students Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:		Deputy Head of Primary & Secondary
Last reviewed:	September 2025	Head of Secondary/ Primary
To be reviewed:	September 2026	Head of Secondary/ Primary

Supervision of Students Policy

Rationale

It is the responsibility of all staff to be always vigilant throughout the school day and when they are in school or on school related business. The Senior Leadership Team are required to ensure, as far as is practical, adequate supervision of students throughout the school day to ensure their health, safety and welfare. All staff at DBSJP have a duty of care to all students in the school. It is their responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that students are present on the school premises, as well as during activities either on or off the site. It is the Operational Manager's responsibility to ensure that there is effective supervision of the school buildings, and that the school site is always secure.

Aims

Through the operation of this policy we aim to:

- protect the health and safety of students at the school
- ensure that there is clarity around how staff are deployed to ensure the proper supervision of students

Policy Procedure

Supervision before school

From 7.40 am students arrive on the premises and are supervised by staff members on a duty rota. Students who arrive at school before 7.40 am must be supervised by a parent or carer; otherwise, they will not be able to enter the school premises. Parents can remain on the playground until students enter classrooms (8.10 am). When bus students arrive, they are escorted to the classroom by the Bus Supervisors. Once the students have been dropped off at their classrooms, the bus supervisors go to assist at the Primary and Secondary Car Drop-off points. Year 1 and Year 2 students enter classes from the rear classroom door. Students in Year 3 to Year 6 make their own way through the Primary doors to their classrooms. Secondary students have their ECA programme in the mornings before school from 7:30 to 8:30 and make their own way to their form rooms for 8:30 am.

Supervision during morning break times

Teachers and Learning Assistants are allocated duties to supervise in the classrooms canteen and outside areas during morning breaks. In Primary they are supported by the Bus Supervisors who also supervise access to the bathrooms during breaks. The break duty rota is emailed to all staff and available at all times on the shared drive.

Supervision during lunch breaks

Teachers and Learning Assistants are allocated duties to supervise during lunch breaks. This includes the time students eat indoors and play in the playground. During red breaks, Students do not play outside and are supervised within classrooms and inside areas by the staff on the duty rota.

Supervision during lesson time

Teachers are responsible for supervising their class at all times. No class should be left unsupervised for any reason. In case of emergency, teachers should either summon a teacher from an adjacent

classroom to supervise both classes while the incident is dealt with or send two reliable students to the Reception desk with a note asking for assistance.

Supervision of PE and swimming changing rooms

It is the responsibility of the PE staff **and** the Primary Homeroom Teachers and Assistants to supervise the changing rooms, this is both before and after the lesson. Reference should be made to the PE and swimming supervision procedures.

Supervision during Secondary lesson change-over

All Secondary Teachers are expected to be vigilant during lesson change-over by being a presence in the corridors. Teachers should be outside their classroom doors waiting for students to arrive, ensuring students use lockers quietly and are lined up ready to enter classrooms.

Supervision of Primary students going to Specialist Lessons

Primary students should always be escorted to a specialist lesson by a member of staff. The expectation is quiet walking in a single line, with the adult remaining vigilant of behaviour at all times. The adult being at the end of the line, observing the line walk in front is an effective strategy. This requires students to be trained to stop at 'stopping points' along the route before they turn a corner.

Supervision of students attending lessons with Peripatetic Music Teacher

A bus supervisor has been allocated to collect Primary students from class and escort them to the peripatetic music teacher and return them to their regular class after the music lesson.

Supervision During Extra-Curricular Activities

Only school-based or registered and trained staff are allowed to run Extracurricular Activities. Secondary ECAs take place in the morning before school, sports fixtures after school from 3:30 p.m., and Primary from 2:40 p.m. For school-based ECAs, students line up in the Primary Sports Hall, where the ECA teacher takes a register. Collection points are designed to ensure the safe collection by parents at the end of the ECA. ECA teachers must remain with the ECA students until they have been collected.

Supervision During Field Trips and Sports Fixtures

All trips are subject to clear policy and procedures as stated in the Field Trips Policy. Registration must be taken before departure and at key points as set out in the Procedures.

Supervision at the End of the School Day – Collect and Go

Students on 'Collect and Go' are taken by Learning Assistants to the collect zone and are helped into cars, ensuring seatbelts are worn. Learning Assistants stay with Collect and Go students until they have been collected. If parents are late to collect, the students are brought inside to Reception and the parent is called. There are members of the Senior Leadership Team on a duty Rota daily to assist and supervise collection.

Supervision at the end of the school day – Collection by parent/carers

Students in Year 1 and Year 2 remain in their class until parents arrive to pick-up from the rear classroom door. Students in Years 3 to Year 6 are taken by their teacher to the collection point in the playground. Teachers stay until students are handed over. Secondary students make their own

arrangements to meet parents or make their own way home. There are members of the Senior Leadership Team on a duty Rota daily to assist and supervise collection.

Supervision at the end of the school day for waiting siblings

The school does not provide supervision for students who are waiting for older siblings to attend an ECA or who are waiting for older siblings for any reason. The supervision of students after the school day is the responsibility of parents. However, parents may wait in the canteen as long as they supervise their children carefully.

Supervision during internal exclusion

A rota for internal exclusion supervision is drawn up on a needs basis and is supervised between the Senior Leader and Middle Leadership team. Students who are internally excluded must not be left alone at any time. In Primary internal exclusions sit outside the Head of Primary office.

Supervision of classes for absent staff

Members of staff are required to cover for absent colleagues on a needs basis. A record of cover is maintained to ensure even spread wherever possible. Secondary Teachers are expected to provide cover lesson work. In Primary, the DHT organises cover and the class teacher will provide planning/resources for the day.

Roles and Responsibilities

All members of staff are responsible on a day-to-day basis for ensuring that students at DBSJP are safe. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

Applicable to

All staff

Related Documents

Trip Policy

Behaviour Policy

PE and Swimming procedures

Implementation Date: September 2018