



## **Policy Statement: Supervision of Students on Site Outside of Standard School Hours**

### **Purpose**

This policy outlines the safeguarding responsibilities and supervision expectations for students who are present on school premises outside of the standard school day and not participating in a school-arranged activity.

### **Scope**

This policy applies to all staff, volunteers, and visitors across the Trust and its academies.

### **1. Safeguarding Commitment**

The Trust is committed to safeguarding and promoting the welfare of all children and young people. This duty extends to all times when students are on school premises, including periods before and after the formal school day.

### **2. Definition of Out-of-Hours Presence**

Out-of-hours presence refers to any time a student is on school premises:

- - Before the official start of the school day (before 8:35am)
- - After the end of the school day (after 3:10pm)
- - During weekends or holidays, unless attending a school-arranged activity

### 3. Supervision Responsibilities

- - During School Hours: Supervision is provided by designated staff in accordance with the school timetable and duty rota.
- - Before and After School:
  - Where students arrive early or remain late without being part of a supervised activity, the school retains a duty of care while they are on site.
- From 8:10am students are supervised in the school hall by duty staff.
  - Staff who become aware of unsupervised students must take reasonable steps to ensure their safety, including notifying the Designated Safeguarding Lead (DSL) or senior staff.
  - Site staff and reception teams should be briefed on procedures for managing early or late student presence.

### 4. Risk Mitigation Measures

- - Site Access: Schools should review access arrangements to discourage unsupervised early or late presence.
- - Communication with Parents: Parents and carers should be informed of the school's supervision hours and advised not to drop off or leave children unsupervised outside these times.
- - Designated Supervision Zones: If early arrivals are common, John Mason School designates a supervised area (main hall breakfast club with duty staff).

### 5. Reporting and Escalation

Any concerns about a student's welfare during out-of-hours presence must be reported immediately to the DSL or deputy DSL. If a child is persistently arriving early or staying late, this will trigger a safeguarding conversation with the family.

### 6. Review and Monitoring

This policy will be reviewed annually or in response to changes in statutory guidance, including Keeping Children Safe in Education.

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| Approved By      | Cally Batcheldor |
| Date             | October 2025     |
| Next review date | October 2027     |