UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA

SUPERVISION OF STUDENTS POLICY

Mission Statement

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

Date of policy	September 2026
Next review date	September 2027
Frequency of policy review (annually, every two years)	Annual
Policy owner	Caroline Cook – Head teacher
Published policy	Yes ☐ No ☒
List of connected policies	Safeguarding policy, Risk Management Policy, Health and Safety Policy, External Trips and Visits Policy, Lone/Alone working Policy, SEND Policy, Staff Code of Conduct, Relational Policy, Anti Bullying, Parental contract, Student ECHP's/IEP's, First Aid policy, Administration of medication policy, Supporting children with medical needs policy, Staff Absence Management Policy

Approved by	Governing Body

This policy covers all premises known as The Levels School.

The Board of Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.
The Board of Governors ensures the establishment of familiarity with and the effective operation through monitoring, of school policies, approving those requiring GB sign-off in line with a regular cycle of school policy reviews. This occurs through a cycle of governor committee meetings and full board meetings.

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Intent

To keep our students safe at all times when under the care of staff at The Levels School. To model good communication strategies to help promote increased social communication, foster friendships, encourage play and turn taking, promote inclusivity, support resolution of conflict and raise self-esteem.

To ensure that The Levels School is aware of all of the individuals on site and that all remain safe on site with respect to Health and Safety and Supervision.

Introduction

The initial part of the policy outlines the security/sign in procedures for staff employed at The Levels School. Visitors and contractors are covered and this is also addressed within the Health and Safety policy.

Staff on site

Etonhurst site and car park and Ashcott House will be accessible from 7.45 am. Staff are to park at the rear car park and access through the back gate. This will be locked other than at the times specified. Staff have a key card that is their named ID card.

All staff are required to sign in on the sign in sheet at the reception desk. This sign in sheet will be used in the case of any evacuation. Staff are required to sign out at the reception desk when leaving the site. The Etonhurst site and car park will be locked from 6pm. Staff can stay later or arrive earlier in consultation with the Head Teacher.

Visitors and contractors at The Levels School are by appointment only. Any entry via the front gate is controlled by electronic gates and an intercom system through the receptionist. Visitors/contractors will be met by the relevant staff member as they arrive on site and will sign in/out at reception. All visitors/contractors will be given a lanyard to wear to make it clear that they have business on the school site; those without a DBS check will wear a red lanyard and be always accompanied by a staff member while students are on site. **Students and staff are encouraged to challenge anyone on site not wearing a lanyard or wearing a red lanyard unaccompanied.**

Students on site

The remainder of the policy is with respect to the supervision of students while attending The Levels School and on, entering or exiting The Levels School site. Supervision while attending The Levels School but offsite, falls within the External trips and visits policy.

Students are the responsibilities of parents until they have been checked off by a member of staff upon entering The Levels School site through the rear gate or front reception if using the accessibility entrance. Students travelling to and from school are covered under the Transport Policy until they enter The Levels School site.

The Levels School site has two points of entry one at the rear and one at the front of the Etonhurst building. Both are secure. Students will be dropped off by parents or their taxi at the rear entrance. Students on The Levels School transport use the front entrance. A minority of other students will have drop off and pick up at the front. This is the accessibility

entrance. There will be staff supervision in place at these times to ensure that students are safe and entry into and out of The Levels School site is managed effectively.

Many of our students at The Levels School have social communication difficulties which present challenges to them at less structured social times. Support with developing friendships and resolution of conflict as well as regulating emotions is often stipulated within their EHCPs. Staff supervision will be in place for students at less structured times of the day.

These will be:

- Between entry to school and tutor time.
- Break time – morning.
- Lunch time.
- End of school

Between lessons students are moving through the Etonhurst property, staff will maintain a visible presence throughout the stairs and hallways. Some students move from Etonhurst site to Ashcott House site. This is always with staff supervision. Post 16 students are able to move freely between the two sites following an induction period and any relevant risk assessment.

If you are taking a lesson with a register, you do NOT take the register for any students who are NOT present.

If you know a student is in that day, but has not appeared to your lesson, email callout@thelevelsschool.co.uk with the following statement:

- "**[STUDENT NAME] not present in class and so not registered in lesson**" (or words to that effect).

Callout will then find their whereabouts and either work to return them to class, or if they are refusing to (or cannot) return Callout will take responsibility for that student but may ask staff member to register as present. A comment in Wellbeing or Negative, citing reasons for non-attendance will be required.

If you are in an area with an unattended child, please check in with them and ask: **"Have you been registered yet?"**
This will support the child in understanding where they need to be, and callout can then be emailed following this interaction if required.

It is important we track where, when and why these children are not attending lessons, as this will support conversations with parents and LAs as and when required.

Arrival to school

There will be a member of staff at the rear gate from 08.15-08.30. This will be run on a staff duty rota system. Students will be recorded as having arrived onto site using a check list.

Students in Year 7 and above will be allowed to make their own way into school following the path to the front entrance.

Prep school students will be asked to wait with the duty staff member at the gate at the top of school. They will remain visible to the staff member on duty at the entrance gate. Prep students will be accompanied into school by an additional staff member. Gate staff will radio down for students to be collected/met if necessary. Students in the Prep School will make their way to the wooden gate between Etonhurst and Ashcott House where a member of the Prep School staff team will be waiting for them.

At 08.30 the gate at the rear of school will be locked by the duty member and any remaining Prep school students will be accompanied along the path into school through the entrance. The member of staff will remain on duty until tutor time at 08.40.

Students arriving through the front entrance, will be recorded as arriving at school by the staff member on the front desk. The two registers will be amalgamated by 08.50. Students will be registered with the tutors on the MiS by 9.10 am.

There will be additional staff members on duty on the ground floor of the Etonhurst building and a member of staff on duty with the Prep students at Ashcott House. Students will be able to access the following areas before tutor time:

- Main reception seating area and downstairs hall areas
- Dining Room

At 08.40 all students will be directed to their tutor rooms by the duty staff. Tutors will meet the students outside of their designated tutor rooms. Year 11 students may have permission from their tutors to access their tutor rooms on arrival to school.

Morning break

All students will be on break mid-morning at the same time.

Prep school students will be given fruit in their classroom and access the secure area outside their classroom, weather permitting. Prep school will have their break in this area. Prep School can also access the grass area outside of Ashcott House – weather permitting and when the grass is not wet. A member of the Prep School staff will supervise the Prep Base.

Year 7-11 have access to the main hall area downstairs. Weather permitting, they can also access the main field area adjacent to the dining room. They also have access to the seated area in front of the reception area by the main door and the patio area outside OB1.

Year 11 have access to an outside classroom OB2 as an additional space that is exclusively theirs.

There will be duty staff on duty in the downstairs area of school and the outside area. Duty staff outside will have a walkie talkie. The duty rota follows a zoning system which all staff are aware of. Each member of SLT has a separate walkie talkie as well.

Students are encouraged to wash their hands in accordance with good hygiene before, and after their lunch. Students will bring in packed lunches. Students will eat lunch only in the dining area, the seated area adjacent to the field, the quiet room, and reception area.

A member of duty staff ensures all students have sat down eaten something in the first 15 minutes of lunch time.

Students will be allowed to play around the seated area, or on the main field, where there will be a member of duty staff present. During wet play students go into the designated classroom areas for their year group, which will be supervised by a member of duty staff.

Lunch

Students in the prep school will have a movement break following the morning sessions and before lunch. They will wash their hands in accordance with good hygiene before, and after their lunch. Students will bring in packed lunches. A member of the Prep School staff ensures all students have sat down eaten something in the first 15 minutes of lunch time.

During wet play Prep school students will remain in the classroom areas downstairs as Ashcott House as directed by the Prep School staff team. They will be supervised by a member of the Prep School staff team.

All other students are encouraged to wash their hands in accordance with good hygiene before, and after their lunch. Students will bring in packed lunches. The dining area will be set up with tables. Students will eat lunch only in the dining area, the seated area in front of reception, the seated area adjacent to the field or the seated area in the Courtyard, quiet room and reception area. A member of the staff duty team will supervise these areas on a rotation. A quiet room is available for students that need a quieter environment to each lunch. This area is supervised by a member of staff. There may be the need in line with a student's SEND or in response to managing social situations to create and use additional classroom areas for individual students to eat. This will be managed on a needs basis and with the agreement of the Head Teacher and/or SENDCo.

Lunch time Clubs - Students will be encouraged to go to several supervised areas where staff will provide the opportunity for some structured activities. This includes but is not limited to – Activities on the tennis courts, Minecraft, drawing/colouring, Music, board games, card games, quiet spaces. A member of duty staff will be available in designated club areas for the second twenty minutes of a 40-minute lunch break.

A member of staff will be on duty on the ground floor area of school. Duty staff outside will have a walkie talkie.

Staff are expected to eat their lunch with the students in the various lunch areas. This is so that good communication skills can be modelled. Lunch is a community event. Eating together fosters positive relationships and models good behaviours.

Break time at the end of the school day/end of school

Following the end of lesson 6 at 4.00 students will meet in areas designated according to how they travel home. Those on The Levels School transport are supervised in the dining hall. Their bus driver will collect them from here. Students that leave by car from the rear gate meet in Maths 2 classroom and are supervised here. They are taken up together to the rear gate by a member of duty staff and checked off as they are collected by parents/taxis.

Any student not collected by 4.15 pm as expected will be taken back into school. A member of staff will wait for the student until parents arrive to collect them.

At all other times

Any students who are late for school and arrive after the rear gate is closed will be directed to the front gate. Parents will be notified if this occurs frequently (more than three times in a half term). The student will need to sign in at the front desk.

Any student who is collected for a pre-arranged medical appointment or needs to leave school for any other authorised reason or illness will do so at the rear gate at a pre-arranged break/lunch time or if this is not possible via the front entrance. Parents will need to sign the student out at the front desk, or the member of duty staff will sign the student out if exiting by the rear gate.

A duty rota has been drawn up for the staff team so that they are aware who is responsible in what areas and at what time. The Etonhurst school site is divided into supervision zones so staff are aware of the areas that they are responsible for.

Staff and students accessing Ashcott House – In line with this policy any individuals leaving the Etonhurst site and accessing the Ashcott House site are required to sign out of Etonhurst at the front desk and sign in at Ashcott House. There is a sign in book at the front entry to Ashcott House. Any students that access Ashcott House are supervised.

Post 16 – Post 16 students access Ashcott House and sign in when entering the site. Should they enter and use Etonhurst site then they sign in as outlined within this policy. Post 16 students have access to the Ashcott House site and areas they have access to is outlined to them by Nicky Wood, Post 16 Lead.

Medical Supervision

Should a student feel unwell during the school day they should alert:

- A teacher/therapist/teaching assistant, if during lesson time or a club session.
- A member of the duty staff, if before school, break times or lunch time.

After an initial discussion to ascertain the nature of their illness they will be directed to reception (escorted or collected if needs be) where Emily Finn/Holly Clark or another qualified First Aider will decide on the next course of action. This could entail administering medication, and/or contacting parents. The student may need to sit/lie down in the first aid/medical room while they wait for symptoms to pass and/or parents to collect them. The student may also sit in the reception area.

Students who are unwell and in the medical room will be supervised by a member of staff at all times.

Policy reviewed September 2026 – C. Cook