



LIFEFORTE INTERNATIONAL SCHOOLS

STUDENT SUPERVISION POLICY AND PROCEDURES

2025/2026 SESSION

This policy is the responsibility of the Executive Director of Mentoring and Child Support to review and update annually. It is a whole School Policy and as such applies from Playgroup to Sixth Form.

Scope

This policy provides guidance and procedures for the proper supervision of students by staff at Lifeforte International Schools. The Oyo State Child's Rights Law 2006 provisions are clear that during the time students are in school, staff are under a legal duty to exercise reasonable care to ensure that all students are kept safe. This policy applies to all staff – both teaching and non-teaching.

Introduction

The extent of the supervision is affected by:

- The ages and numbers of student supervised
- Whether they have any impairment or injury (emotional or physical)
- The environment of the school, i.e. particular risks assessed at that location.

The School demonstrates

- A systematic approach to safety and risk assessment taking into account reasonably foreseeable risks.
- The School Code of Conduct is made available to parents at the start of every session. Parents are encouraged to go through it with their children. A signed copy is kept in each student's file.
- Staff are appropriately trained and aware of their supervisory responsibilities, both during lessons and when the student are out of class.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular students in specific circumstances.
- Where there has been an accident or incident the circumstances will be fully investigated and current procedures reviewed. Where appropriate, measures will be put in place to reduce the possibility of a re-occurrence.
- Boarders require additional arrangements for their supervision outside the normal school day. Pre-nursery pupils require additional supervision and protection, both on site and during visits.

The Normal School Day is as follows:

Daycare to Playgroup 7:15am – 5:00pm

Nursery 1 to Grade 5 8:00am – 3:00pm

(Pupils in Junior School are encouraged to participate in extra lessons/After School activities. Care is provided until 6:00pm)

Grade 7 to Grade 12 8:40am - 5:00pm

Sixth Form 8:40am – 5:00pm

Supervision Times in Junior School are:

Break	10:00am – 10:20am
Lunch time	12:35pm – 13:00pm & 13:00pm – 13:35pm
After-school	16:00pm – 18:00pm

Supervision Times in High School are:

Before school	7:30 to 7:45am
Break	12:00 – 1:00pm
Lunch time	3:00 – 4:00pm
Tutorials	4:00 – 5:00pm
Sports	4:00 – 6:30pm

Supervision whilst travelling to and from School

Ordinarily parents are responsible for ensuring that their child travels safely to and from school. Students are not supervised by staff once they are in custody of their parents. At the high school, parents pick up their children in person or consent to the school making arrangements for them to travel by rail or by air. Two members of the leadership team assisted by administrative and support staff travel with and supervise students travelling by rail. Staff wait till the last student is picked up. A senior member of staff accompanies students travelling by air. They also wait until the last student is picked up from the airport by the authorized person.

Junior School Arrival and Pick-up

Students are not allowed on site without supervision and therefore must not arrive at school before this is in place at Junior School. Pre-nursery students arrive from 07:15am and are received by assistants (non-teaching junior staff attached to the lower classes) and led directly to class. Nursery students are received by nursery assistants and guided to class. Preparatory and Grade level students walk into school unassisted to their respective classes where teachers wait to receive them.

Students are collected by their parents from their classrooms in Junior School. This allows a member of the leadership team as well as assistants or teachers to verify (from the moment of entry into the school building) the identity of the individual picking them up. Those involved in extra lessons or after-school activities are guided into the designated location by the teacher or coach involved. Those who are not involved are required to move to the playground where at least two staff members oversee them on the playground till their parents arrive.

Senior School - Arrival and Departure

All high school students are boarders and travel a very short distance to school by bus. No boarder is allowed to walk to school. Arrival at school is from 07:30am. They are expected to be seated in the school auditorium for morning assembly. This is supervised by a member of the Mentoring Department assisted by security staff and continues till 07:55am when all boarders should have arrived to school.

Once the bell is rung bringing the school day to an end, boarders are guided to the pick-up/drop-off point according to their year groups by staff of the mentoring department assisted by school prefects. Another member of the team oversees their boarding the buses in a safe and orderly manner. Students involved in sports during the week are ushered to the sports complex by members of the PHE department. Students who are staying back for any reason are supervised by a designated member of staff until they are ready to leave.

Sixth Form students will not be directly supervised during their free time at school. At the discretion of the pastoral head or deputy pastoral head they are able to leave school using the bus if they have no further school commitments

Attendance

Formal attendance is taken at the beginning of the day in Junior School. Parents are responsible for notifying the school if their child is absent for any reason. The school will always try to contact the parent if a pupil is missing from school without an explanation having been formally received. For further procedures, see the Attendance Policy.

For students in Senior School, attendance is taken on morning assembly and formally taken at the beginning of each lesson to verify attendance for each lesson. If a student is unable to attend lessons due to ill health, a notification will be sent on the student's behalf by the medical department to the curriculum team. Students who are officially permitted to be out of school will be logged in as absent until they resume.

Assemblies

A member of the leadership team assisted by Principal Teachers are responsible for the supervision of students on Assemblies.

Break and Lunchtime

At the Junior School, the first break takes place between 11:00 – 11:40am in the Pre-Nursery and Nursery classes. Lunch is served from 1:40 – 2:00pm. For the older students (Grade classes), break time is from 12:00 – 12:10pm while lunch is from 1:30 – 2:00pm.

Students have lunch in class and are supervised by helpers and teachers respectively. There is at least one staff member on duty during break at any time.

Procedure for break:

- Staff on duty will supervise students as they have their snacks and move around the classroom.
- No student is allowed to use the playground during break
- Students are permitted to use the bathroom before break time is over.

Lunchtimes:

Lunch time is from 1:30 – 2:00pm. Staff will sit with their pupils during lunchtime in the pre-nursery classes while teachers supervise lunch in grade classes. Once this is concluded, pre-nursery students are led to their playground for supervised playtime. Nursery students also follow this routine but use a different play area. Grade level students are allowed to move to their playground as a member of staff monitors access to and from the playground. A second staff member moves around to monitor activities on the playground to ensure they are safe at all times. One staff member who is a qualified First Aider must be on duty and accessible. The school keeps a well-stocked First Aid kit which is easily accessible. There is a Risk Assessment in place for general playground use.

In the event of an emergency, additional staff members inside are called upon immediately. Two staff members will supervise the removal of all uninvolved pupils from the playground, whilst the other staff members will deal with the emergency following incident procedure as appropriate

Break/Lunchtime in Senior School

In Senior School, break time is between 12:00 – 1:00pm. Helpers are on hand to serve students and senior administrative staff oversee this process. Students are allowed to move freely within the school premises for the rest of their break period. Students are not permitted to leave the school building during break.

Lunch time is supervised by a senior administrative officer, the head of catering services and two student affairs officers. During lunch:

- Students remain seated on their tables.

- To maintain order students are expected to indicate their needs they by raising their hands while remaining seated. Helper assistants are assigned to wait on groups of tables.
- Table heads (most senior student on each table) supervise serving and ensure that all students have enough to eat.

The student affairs officers actively monitor the lunch process and ensure decorum and compliance to rules during this period.

Junior School – Class Supervision

For all lessons from Playgroup to Nursery, a teacher is present assisted by two helpers. Preparatory Grade have one teacher and one helper present while other grades are supervised the class teacher who is expected to be present at all times.

Procedure for School lessons:

- Class teachers take attendance at the beginning of the school day.
- Teachers are at all times responsible for the safety of the students within their charge.
- There is a Risk Assessment in place for general classroom use.
- Risk Assessments for different activities will be completed by the teacher where necessary.
- Classes must never be left unsupervised.
- Teachers must be aware that they will be called to account if a pupil is injured whilst unsupervised.

Teachers of specialized subjects such as Music, Art, Computer Studies and French teach students in their classes. These classes may take place out of class once proper risk assessment has been made. Students in grade classes can attend lessons in the laboratory, library and computer room without a member of staff to escort them. For practical lessons that take place out of class, the subject teacher leading that class is responsible for ensuring that students arrive safely at their regular classes.

For younger pupils, subject teachers conduct practical lessons in their regular classrooms. The helpers are always available while the class teacher may also assist. All class teachers are responsible for escorting pupils to PE lessons with the instructor and back to class at the end of the lesson.

In the event that a teacher is ill or unavailable to teach their class or fulfil their responsibilities, another teacher will be assigned by a member of the leadership team. If this is not possible, cover will be provided directly by a member of the leadership team.

Senior School – Class Supervision

Teachers must always be present for their lessons. Should a teacher fail to arrive for a lesson 5 minutes or more after the lesson is due, it is expected that the student leader/class captain will go to look for the teacher at their staff room and notify the Principal if they are unavailable. The appropriate record is entered by the student in their class attendance register for that day. Once it is established that a teacher is unavailable, another teacher from the department will cover the class in Grades 7 - 9. For Grades 10 – 12, set work will be made available to students for that period while the teacher is contacted to ensure no other classes are affected. Teachers are expected to notify the Principal at least 24 hours ahead of any possible disruptions to their schedule so adequate adjustments can be formally put in place and affected classes notified. Sixth Form classes will be given set work and are expected to complete it independently with minimal supervision.

If a student is ill and cannot participate in lessons, he/she must notify the class teacher before going to the Healing Bay. Professional evaluation from the Healing Bay will determine if the student returns to class or is excused from classes and the mentoring department informed.

Co-curricular activities post lessons

Tutorial classes

Students in Grades 7 – 11 participate in Tutorial lessons which take place in the auditorium. They are seated according to grades and supervised by respective teachers on duty for that day. Supervising teachers and subject teachers on duty are responsible for ensuring the safety of students assigned to them until school is over at 5:00pm.

Sports

School coaches are expected to supervise movement of students involved in sports after school on Wednesdays and Fridays. Grades not involved in sports move to the pick-up point under supervision of staff of the student affairs sub-department. After sports, coaches ensure all students leave the sports complex with their belongings and hand them over to student affairs officers who put them on the bus to be taken to the hostel. Bus drivers are responsible for ensuring that students remain seated during the short drive to the hostel and have a phone to report any misbehaviour observed during the trip. Policemen are responsible for external security and are stationed along the bus route for security purposes. More information on this can be referenced in our Health and Safety Policy.

Procedure for Prep in the Senior School

- Every student attends prep at the designated period after dinner in the hostel. It takes place in the prep room within each hostel. The hostel attendance taken at the point of students' return from school must be checked to confirm all students are seated for prep.
- House staff supervise the prep process for year groups in their hostel.

After School activities

All staff supervising clubs and other co-curricular activities are expected to register students involved with them. This enables the mentoring team official on duty to easily ascertain the whereabouts of each student. A final check is done at the hostel to ensure all students have returned.

Medical Support in Junior School

When a pupil is unwell, they must notify a member of staff who will take them to the administrative office where a staff member trained in First Aid attends to each child. Depending on nature of ill health, the student can be taken to hospital and their parent immediately notified. A number of teaching and support staff are trained and qualified as First Aiders able to give first aid.

Medical Support in Senior School

Students who are unwell in Senior School report to a member of staff and are allowed to visit the Healing Bay in school or to wait for the nurse on duty if this occurs at the hostel.

Nursing rounds take place twice a day in the hostels to ensure quality care is available and students have access to it.

Restricted access

We ensure that students do not have unsupervised access to potentially dangerous or deserted areas, such as the Swimming Pool, the Science Laboratories and the Sports Complex. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Students are expected to follow all reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Security, access control and workplace safety

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to all other school buildings. We also have CCTV cameras covering classrooms but not rooms in the hostels. Please refer to our Health and Safety Policy for more information on this.

Supervision during Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of school involve the use of adequate number of supervising staff with a ratio of one member of staff for six students. Frequent register checks are also done each day during the trip to be sure of the whereabouts of each child.

School Holidays

During the holidays there is always a member of Senior Leadership Team (SLT) on-call. In addition, the Child Protection Officer or a Deputy Child Protection Officer is on-call for safeguarding issues that may occur.

Supervision in Hostels

Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. Staff are on duty in boarding houses at all times when boarders are in the House. Boarders are able to call on a member of staff at any time if necessary.

House Staff must know the whereabouts of boarders (or how to find their whereabouts) in their care at all times. Only sixth form students are allowed mobile phones and their numbers are recorded by House Staff. Attendance is taken immediately students arrive from school. House Staff notify the deputy pastoral head immediately they are unable to locate any student who in turn notify pastoral heads. Pastoral heads regularly monitor attendance registers kept by House Staff. During the weekend, house staff check on all boarders' whereabouts during the day.

Boarders who are unwell are taken care of in their hostel by nursing staff summoned by the House staff. The medical Director does a daily check on all medical cases under the supervision of the Healing Bay.

All new members of the teaching and support staff with relevant responsibilities receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times and is available in the Staff Handbook.

Links to other policies

- Health and Safety Policy
- Physical Contact and Reasonable Force Policy
- Staff Behaviour and Code of Conduct
- Safeguarding Policy

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