



Supervision Policy

Please see [Brighton College Dubai Policies and Guidelines](#)

1. Policy Statement

Brighton College Dubai makes every effort to supervise pupils at all times and ensure that they are safe and happy. Teachers must take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when pupils are on the school premises during school time, and during all school-related activities, including off-site activities and trips.

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

2. Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play or while engaged in school-related activities.
- To observe and monitor behavioural patterns outside the confines of the classroom.
- To contribute to effective school management and comply with relevant legislation.

3. School Procedures

Time of Day	Procedures
Arriving to school	<ul style="list-style-type: none">• Pupils are taught and reminded on a regular basis about road safety and safe routines in the car park.• Members of staff are allocated outside the school entrances to ensure the safe management of traffic and the safety of all children.
Beginning of the day	<ul style="list-style-type: none">• Staff have a rota for early duties in the Prep School (FS1-Yr6) from 7.15 for pupils who may be dropped early.



	<ul style="list-style-type: none">• For Senior pupils, those who are dropped before 7.40 go to the House rooms or wait outside their form classroom.• Senior staff duties are assigned from 7:10• All Prep staff assume a duty of care at 7.35• If a teacher has organised for children to come in earlier than this time for any reason (training, CCAs, trip departure etc.) they then have a duty of care from this point.
Break and lunchtimes	<ul style="list-style-type: none">• Staff are assigned duties in every section of the school that pupils are permitted to access during break and lunchtimes.• The staff member on duty must be a visible presence and be actively moving around their allocated area.• If weather conditions prevent the pupils from using the outside areas, staff must follow the procedures for 'indoor play' that is communicated by SLT.
During lessons	<ul style="list-style-type: none">• Teachers are responsible for the supervision of pupils during lessons.• If pupils need to leave a lesson, they must get permission from the teacher. Where possible, the teacher should complete a Clinic Pass for visiting the nurse.• Throughout the College, if a child is going to the toilet or the nurse, they are required to ask for permission.• In the event that a child is unaccounted for, all staff are to follow procedures outlined in the Missing Pupils Policy.
Lesson transitions	<ul style="list-style-type: none">• Pre-Prep children are led to specialist lessons by a teacher and their teaching assistants.• In Years 3 – 6 specialist teachers should collect the children from their class and lead them to their classroom. Pupils should walk on the right-hand side of the corridor.• All staff members have a responsibility and duty to encourage good behaviour between lessons.
Clubs and activities during the school day	<ul style="list-style-type: none">• Teachers or external providers are responsible for the supervision of pupils during their allocated time.
After school (3.30pm to 4.30pm)	<p>Pupils who are collected:</p> <ul style="list-style-type: none">• In the Prep School (FS1-Y6), pupils should be collected from their designated areas by their parent/carer/driver under the supervision of their year group teacher between 15.00 and 15.10.



	<p>Any remaining pupils will then be supervised in the library by assigned staff members.</p> <ul style="list-style-type: none">• For late pick-ups any Prep School pupils who have not been collected by 16.10 will be supervised by a member of the Prep Leadership Team in the atrium and a phone call to the parents will be made.• In Senior School pupils are released from class at 15:20. Any remaining pupils not collected by 15:30 will be supervised by the member of staff on 'Atrium Supervision'. Depending on the number of pupils involved, they will be supervised in the atrium or brought to the GF dining room.• Once handed over to parents/carers/drivers, they are responsible for supervising the pupils, even if they stay on site. However, it is expected that they will follow school rules about where they can play, and they should avoid getting in the way of any clubs and activities taking place. <p>Pupils using school buses:</p> <ul style="list-style-type: none">• All pupils who are taking school transport will meet the bus nanny in the GF dining room and be brought to their respective bus by the bus nanny <p>Pupils who attend clubs and activities from 15.00/15:20 to 16.00 /16:20</p> <ul style="list-style-type: none">• Teachers or club providers are responsible for the supervision of pupils during their allocated time.• Teachers or club providers are required to keep a register of the attendees of their activities.• If going off-site for a club or activity, including sports fixtures/other inter-school events, an off-site register must also be completed and left in the relevant reception areas.• In Prep School, when after-school activities end at 16.00, the provider or teacher must lead all pupils who have not been collected to the atrium area and wait with them for parents/sibling/drivers/carers to pick up.• Senior school pupils independently make their way to their pick-up point or wait in the atrium to get collected.
Prep - After 16.10	<p>Prep</p> <ul style="list-style-type: none">• A member of the Prep Leadership Team will supervise any pupils not collected in the Atrium.



Senior – After 16.20	<ul style="list-style-type: none">• A phone call will be made to parents to enquire regarding a timeline and reason for late collection. <p>Senior</p> <ul style="list-style-type: none">• A member of the SLT Leadership Team will be on duty for late pick-ups from 16:20 onwards.• The staff member will check with the pupil on how they are getting home and provide guidance if needed. If parents are delayed picking up, a phone call will be made to enquire regarding a timeline and reason for late collection. <p>General</p> <ul style="list-style-type: none">• In the event that pupils are at school beyond 16:45 for any school-related activity, the member of staff responsible for the pupils have a duty-of-care until they are collected by their designated adult.• This is the same for activities that take place over the weekend or during the school holidays.
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4. Day to Day General Supervision

- A rota for supervision during the school day is drawn up by SLT and PLT, and this rota is shared in notices and displayed in all relevant areas. Staff are responsible for arranging cover for their duties if they are absent for any reason. Members of the leadership team circulate to ensure duty areas are covered.
- If a particular child has any medical or pastoral concerns all teachers timetabled for duty are informed of the concern through staff briefings and emails.
- All staff are encouraged to question pupils that they see around the school site on their own and communicate with relevant staff members.
- Children with injuries/complaints are dealt with directly by the teacher on duty and sent to the nurse for first aid, if necessary.
- The school nurse will record incidents and treatment given.
- Parents sign consent forms for out of school activities/trips etc.
- Parents may request for their child to leave during the school day due to health appointments etc. The Parent/Guardian must inform the class teacher and will be issued with a gate pass from the reception to be signed by a member of SLT, which must be handed to the security guard on the gate.



- If the normal driver or carer is unable to collect a child, it is essential that the school office is informed (preferably in writing) of who the adult/driver is, a copy of their Emirates ID shared and the vehicle registration. Children will not be released to adults that the school does not know. In instances where clarification is required, parents will be called (this applies to Uber etc. as well)
- In the rare event that a child is not collected and no word has been received, the emergency contact (on iSAMS) will be used to inform a family friend or relative of the circumstance.
- In the event that the child cannot be collected, they will remain in the College where suitable care is available.

6. Approved by

Head Master on behalf of the College:

Simon Crane

Chair on behalf of the Governors:

Craig Lamshed, Board Member

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Policy written	JDO KCO SBR	03/04/2025

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Verify that this is the correct version before use



2.0	Review and edits made to timings to reflect new timings of the day	JDO KCO SBR	20/06/2025
3.0			

Brighton College Dubai Policies and Guidelines

Policy Statement

Brighton College Dubai policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Academic Plan written for KHDA approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.