

SUPERVISION POLICY – Day & Off-site

(note there is a separate policy for Boarding supervision)

Last reviewed: November 2017
Next review date: November 2018
Reviewed by: Charles Irish (Assistant Head)

Purpose

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils during the school day.

Legal Obligations

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school.

The Headmaster is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of loco parentis. This can be thought of the standard of care expected of prudent parents in the care of their children.

Supervision Before School

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school.

- The school will inform all parents of the starting time of the school day and indicate that no formal arrangements are made for the supervision of the children earlier than 0815 on a school day.
- Supervision of children before school begins will form part of the school's rota of supervision. Senior staff are on duty from 0815.

Responsibility During the Day

Unexplained Absence: The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by form tutors and during period 1. Parents are asked to contact school, early in the morning, if their child is unable to attend school.

Leaving the school site: Year 7-11 students are not be allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian.

Errands: Students should not be sent off site on a personal errand on behalf of a member of staff. This includes students collecting items from cars parked in the school car park.

Illness: When students are taken ill during the school day, the school will contact the parents or guardian whether at home or at work. Students who are unwell will, in the meantime, be looked after by the Health Centre staff until collection and must not leave the school site of their own accord.

Emergency: No class of students in Years 7-11 should be left unsupervised for any reason. In the case of an emergency please phone or send a student to the School Office or the nearest teacher to seek help.

Lesson and Activity Time: Year 7-11 students must be supervised at all times in lessons and should not be left in classrooms unattended. Similarly, students attending clubs and extra-curricular activities should not be left in school unattended. L6 & U6 may be allowed unsupervised private study if a member of staff is not available to cover the period.

General Supervision requirements

- There must be adequate supervision both indoors and outdoors throughout school break and lunch times.
- A duty rota for break time supervision will be displayed in the common room and in termly information packs.
- Duty teachers will "patrol" around the school in their designated areas.
- Guidance on break and lunch time supervision is found in the termly information packs.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty teachers should begin supervision promptly
- Staff should leave the common room promptly to supervise the students back into class in periods 4 and 7.
- Staff should work as a team to support one another in this process. We expect students to enter the classroom in the appropriate manner to ensure a positive start to the each lesson.
- Staff should support each other in maintaining adequate levels of supervision.
- Year 7-10 students can stay in their yeargroup tutor rooms at the time of their normal break-time and lunch time if they behave sensibly.
- The teachers on duty will patrol and supervise the pupils until the bell goes whereupon they will make their way to the next lesson.

Morning Break –1050-1110

The members of staff on duty must be in the designated site areas or supervising the tuck shop area from 1050 and remain there until 1110 when break ends. It is not possible to supervise a large number of students without vigilance and concentration and, to this end the members of staff on duty should not indulge in protracted conversation with other members of staff that may distract them.

Lunchtime Cover – 1300-1335 or 1335-1410

The lunchtime duty rota explains clearly the roles of staff at different times within the lunch break. The classrooms, dining hall and designated site areas will be supervised by staff from 1300 until the end of lunch in two 35 minute shifts.

Staff on the first shift supervising the lunch queue and dining hall will need to be on duty promptly from 1300 when the Year 7 & Sixth form arrive.

Only Sixth Form may be allowed off-site at lunchtime.

Pastoral care and health and safety issues regarding incidents need to be followed up with tutors or HoY.

At 1405 duty staff must ensure that students are making their way to lessons, except on Tuesdays when they will be expected to be in House Assemblies by 1350.

Supervision after School

- Teachers should be satisfied that students have left the school site appropriately by 1600, unless they are in a club/activity or supervised prep.
- Any day student left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home, school would contact the parents, register and note the concerns.
- Students in Years 7-11 on the school buses are expected to remain on site until 1700 under supervision.

Parents should be given notice of students who will be late home through participation in after school activities, detentions or revision lessons. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

Supervision of Special Activities

Physical Education

The same general principles of care apply during PE and Games as to other school activities. It is very important that the teachers and coaches should consider all factors in the Sports Department risk assessments.

Students not taking part in games or PE remain the responsibility of the teacher taking the lesson.

Art and DT / Science and Technology

Teachers should consider the organisation of the students involved in practical activities. Consideration should be given to the number of students who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions according to their departmental risk assessments.

Being Alone with a Child

These are some of the contexts where it is, at least, sensible to consider the associated risk:-

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a student to an office for disciplinary or administrative reasons.
- Offering a lift home to a stranded student at the end of the day or after an extra-curricular activity.
- Visiting the toilets as part of a duty responsibility.

Please consult the Safeguarding / Child Protection Policy and the Staff Code of Conduct for detailed guidelines. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment.

Changing

Students are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur.

This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed Staff Code of Conduct guidelines, and be mindful of the needs of the pupils.

This means that adults should:

- avoid any physical contact when students are in a state of undress.
- avoid any visually intrusive behaviour and where there are changing rooms.
- announce their intention of entering.
- avoid remaining in the room unless pupil needs require it.

After School Clubs

Staff should take particular care when supervising pupils in the less formal atmosphere of an after-school activity. During school activities that take place off the School site or out of school hours, a more relaxed discipline or informal dress code may be acceptable, but levels of supervision must always stay high.

Staff remain in a position of trust and need to ensure that their behaviour remains professional. Health and Safety arrangements require members of staff to keep the school aware of their whereabouts, especially when involved in an out of school activity. Staff must be aware of and follow the guidance for all off-site activities in the relevant policies.

This means that adults should:-

- always have another child present in out of school activities, unless otherwise agreed with senior staff in School.
- undertake risk assessments.
- have parental consent to the activity.
- ensure that their behaviour remains professional at all times.
- when in a remote locations, staff must have with them a mobile phone and keep this switched on and the number left with the School Office or on duty staff.

Coaches

New coaches will be supervised in their first year of working at the school but if considered fully competent will be allowed to work with groups of students in class and games sessions independently.

Visiting Speakers and Volunteers

All visiting speakers and volunteers should be researched before being invited in to the school and once on-site should be accompanied and escorted at all times. They should not be allowed to supervise pupils on their own. Anyone who then visits the site more frequently and enters 'regulated activity' should gain DBS clearance and should not be left alone with students until that clearance has taken place.

Graduate and Gap Assistants

Graduate Assistants are allowed to coach students in small groups or 1:1 within their specialism, such as strength and conditioning, but are not permitted to teach curriculum classes.

Gap Assistants must be supported by a member of staff at all times while on duty or involved in a lesson or activity.