



SUPERVISION OF PUPILS POLICY

This Policy includes the Junior School and Senior School

Links to other policies:

Safeguarding Policy, Staff Code of Conduct, Anti-Bullying Policy,
Building Better Behaviour Policy, Visitors & Visiting Speakers Policy,
School Minibus Policy

Duty of Care

The 'duty of care', as a contractual obligation, places a specific responsibility on the Headteacher to ensure full and appropriate supervision of all pupils occurs throughout the day. A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. The principle has been upheld in the courts and it follows that the teacher must exercise such a standard of care as would be expected of a caring and prudent parent. It is a school policy and contractual obligation of staff that all efforts must be made by teachers to supervise the safety of children at all times. All staff are required to ensure that the pupils' welfare is uppermost in their supervision when carrying out their duties. This applies to all aspects of their work in classrooms, dining room, playground and any incidental off-site visits.

General Guidelines

Staff must at all times be aware of the need to act as a caring and prudent parent would when supervising pupils at work or play.

- Sensible use of tables, chairs and equipment should be maintained so that pupils use these items properly to avoid accidents.
- Pupils moving around the school should not be allowed to run and they should not be pushing etc other pupils in lines or groupings.
- Lunchtime supervision must be continuous and carried out with mobility so that staff patrol the play areas, toilet areas and those areas not deemed play areas e.g. any locker areas.
- Rough play should be stopped and challenged immediately.
- Play equipment should be used for the correct purpose and not abused where upon it might become dangerous.
- At wet lunchtimes, all designated areas for wet breaks (see Appendix I) must have an adult in attendance during the wet break.
- In the event of fire, it is the duty of all staff to raise the alarm should they be the first to discover the fire. Pupils should be led from the building to the fire assembly point in the Pre-School playground. At all times in such an emergency, the adults must remain calm and reassuring to the pupils. Once at the assembly point staff should ensure that all pupils are grouped into their Form so that a roll call can be made.
- If children are injured a description of the injury and circumstances should be written on an official Accident / Injury Form available in the staff room, signed and dated stating what first aid has been applied. This form should then be given to the School Office who will make and file the necessary copies. All head injuries should be notified to the office and they will then telephone a parent / carer

with the details. A letter should also be sent home with the child describing the nature of the injury. (see First Aid Policy)

- Any faulty equipment or damage to the school building e.g. a broken window that might be a health hazard must be reported immediately. If there is imminent potential (such as a trip hazard) danger the member of staff should make sure the hazard is safe before leaving.

Responsibilities

Supervision before school

Responsibility begins when pupils arrive at school, typically 15 minutes before the start of the morning session at 08.45am. It is the Headmasters responsibility to ensure the safety of pupils when they are on the school premises. This means that via staff duty rotas all areas of the school should be supervised from 08.30am.

Responsibilities during the day

A proper written scheme of supervision should be drawn up, that is put into effect and that is fully implemented by all teaching and non-teaching staff. The day to day responsibility for monitoring this lies with the Headteacher.

Registration

The Registers must be marked on ISAMs at the beginning and after lunch each day. The School Office will follow up any unknown absences by contacting home to ascertain the whereabouts of the child. Class teachers should check when a pupil returns to school from absence that a reason for absence has been obtained. In addition, registers should be taken by senior school staff at the beginning of each lesson.

Illness

In the case of pupils who are taken ill during the school day, the School Office will contact the parents or carers of day pupils, and will take care of boarding pupils until boarding staff come on duty.

No class should be left unsupervised for any reason.

All teachers should use Edmodo, Email or radio to summon help from another member of staff. It is important that another member of staff covers temporarily for the duration of the emergency. Staff ratios are critical (especially in the Early Years).

Lesson time

In the case of pupils excused normal lessons e.g. PE, the Headmaster should endeavour to ensure adequate supervision within available staffing resources. In essence, children unable to participate with a class lesson should be left in the care of another member of staff or accompany the teacher and sit out of the lesson in the same area as the rest of the class for the duration of that lesson.

Visitors on site

All visitors on site are expected to sign in at the reception desk and wear a Visitor's Badge. Where staff are uncertain of a person's right to be on the premises then they have a duty to challenge that person to attain why they are on site. If staff are unhappy about the response and they feel there is a breach of security then they must contact the school office immediately, escort the person to the office. (see Visitors & Visiting Speakers Policy for further details)

Supervision at Break times

There must be adequate supervision, both indoors and outdoors, through school break times. Every break is supervised by a duty teacher or Teaching Assistant. In the Senior School, Teaching Assistants will leave lessons 5 minutes before break or lunch, so as to make sure that there is a member of staff on duty as soon as the children are released from lessons.

Lunchtime Supervision

The Headmaster is responsible for ensuring the maintenance of good order and discipline at all times during the school day (including the lunchtime break) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on school premises or elsewhere.

Supervision after school

Any day child left on the premises after the end of the school day must wait in the school office until parents or guardians are contacted and arrangements made for his/her safe care.

Supervision of pupils travelling to and from school

The school is not responsible for the supervision of pupils travelling to and from school (except in the case of the school minibus). The minibus drivers are able to contact the school directly in the case of any problem.

Extra-Curricular Activities

The same level of supervision is necessary as for similar activities in normal school time. Whenever reasonably possible staff should give notice to parents of any cancellations or alterations to times of such extra-curricular activities.

Supervision on School Visits

When pupils are taken from school on organised visits, the same duty of care arising from being “in loco parentis” still exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements, where appropriate, for the collection of pupils at the end of the visit. Risk Assessments must be completed prior to any visit off site. (as per our Educational Visits Policy)

Reviewed by Jonathan Harrison, Headteacher, September 2020

Review Date: September 2021

WET OR INCLEMENT WEATHER PROTOCOL

Wet Break (or during extreme snowy conditions)

In the event of significant rain in the run up to break the senior member of staff will make the appropriate decision to cancel the use of outdoor space during break.

Pupils must be supervised during wet break, just as they would be on a normal outside break. Staff on break duty should fulfil their duty in the specified locations for wet break.

In the event of wet break being called, children will be directed to the following areas.

Department	Break	Locations
Woodlands	Morning Break	
	Lunchtime	
	Afternoon Break	
Senior School	Morning Break	
	KS3 Lunch	
	KS4 & 5 Lunch	

Children should be allowed to use the toilets in the Senior Building or Woodlands as appropriate during this time; however supervision of this area would be required by the staff on duty.

In the event of the weather improving over the period of lunchtime it is the responsibility of the senior member of staff to make the decision to end Wet Lunch and communicate this to the supervising staff who should direct students safely outside.