

14a Supervision Policy

Persons responsible for Policy	<i>Amanda Kirby & John Sample Joint Heads</i>
Ratified by	Joint Heads
Version Number	V1.1 AK JSa
Date Approved	December 2018
Review Period	1 year
Next Review Date	September 2019



14A SUPERVISION POLICY AND GUIDANCE

Supervision Policy

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

Legal Obligations

The Governing Body and the Heads have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. The staff have a duty of care to the children, which is based on the principle that they are in loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively they have certain responsibilities.

These include:

- formulating with the Heads the overall aims and objectives of the school and policies for their implementation
- ensuring that they are aware of school policies and obtain the information they need in order to carry out their professional duties effectively
- ensuring the maintenance of good order and discipline at all times during the school day (including morning and lunch breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere.

Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff may incur some legal liability.

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 has informed all parents of the time of the start of the school day and indicates that no arrangements are made for the supervision of the children before the start of the school day

Responsibility During the Day

Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school office will contact parents if children are absent from school without notification.

Leaving the School Site

Children are not allowed off site during school hours unless there is clear written evidence of a request from the parents or guardian. A telephone call or email to a teacher or the school office is also acceptable. Pupils leaving the site during the day must be collected from the School Office and signed out from the Schoolbase system via the Inventory screen.

Illness

When children are taken ill during the school day the school will, if required, contact the parents or guardian whether at home or at work in order that they can be collected. Information about contacts is kept in the school office and on Schoolbase.

Emergency

In the case of an emergency please send a pupil to the main office or adjacent classroom to seek help if a teacher is alone. Do not leave the class unattended.

ICT and Science

Pupils in the Main School are not allowed to use the computers without a teacher present. Children should not be allowed in the IT room unsupervised. Classes should wait outside for a teacher to arrive.

No pupil should enter a science lab without direct supervision of an adult.

Supervision of pupils in activities

A professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. When a member of staff is supervising in a remote location a mobile phone is advisable. Upper School pupils should not have sole supervisory responsibilities for pupils, there must always be a member of staff readily available and in overall charge.

Undesirable People

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and report to the school office if there is a concern. Fire evacuation procedures and Safeguarding protocols are covered as part of the Inventory signing-in system.

Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the relevant Deputy Head.

Supervision at Break and Lunchtime

A number of staff will be on duty each morning break and at lunchtime. If staff know that they will be absent on their duty day it is their responsibility to arrange their own cover.

Ball games are at the discretion of the staff on duty.

The staff on duty should blow a whistle or ring the bell five minutes before the pupils are due inside to give them time to change footwear.

There must be adequate supervision outdoors throughout school break times. Staff should patrol the different areas of the school. Our experience of the school has led us to note the following areas of awareness for staff.

Areas That May Need Additional Supervision and Awareness:

- Form 1 and 2 Playground (ensuring children do not play behind the buildings)
- All changing rooms
- Cricket Nets
- Skateboard Park
- All ball games and recreational games pitches

A duty rota for break and lunchtime supervision will be available to staff at the beginning of each term and then subsequently displayed in the staff room. A named member of staff coordinates the staff on duty each day.

Duty staff should begin supervision promptly.

Staff should leave the staff room promptly to supervise the children back into classrooms.

Children from Pre-Prep to Form 6 (Y8) should not be left in classrooms during normal break times.

If the duty staff designate the break as being *WET* the children will be supervised in each classroom by the designated Prefect. Staff should continue to patrol the classrooms, maintaining adequate levels of supervision.

Lunchtime Supervision

The legal duty of care over pupils at school during the midday break still exists.

Staff who have been teaching period 5 should accompany the class to lunch in the Dining Room. This may mean waiting for a short while to enter the Dining Room. Children should be reminded at all times of common courtesies and table manners

The procedure for wet lunchtimes is the same as for break times

The level of supervision provided will ensure the health and safety and welfare of the children.

Supervision at the end of the school day.

At the end of the school day children should be accompanied to the car park by the members of staff teaching Period 10 or those supervising the assembly or house that pupils have been attending. Alternative arrangements are in place for the collection of children in Forms 1 & 2 both at the early collection time and the normal end of day.

Staff should not leave the car park until all pupils from their session have either been collected or have been sent to prep by the member of staff on duty in the car park.

Children in Forms 1 – 4 should not be allowed to cross the car park but should be collected from an appropriate gate by an adult.

After the Prep session children should be collected from the car park. A member of staff should wait with the pupils. Any pupils left by 6.10pm should be escorted to the main school building.

Supervision of Special Activities

It should be noted that if pupils are to be supervised in a remote location then a mobile phone should be taken.

Physical Education

The same general principles of care apply during PE as to other school activities. It is very important that the Teacher should consider factors, such as:

- The safety of apparatus being used
- The suitability of pupil's clothing
- Whether the exercises and activities are within the capability of the children

Please follow the procedures listed below:

Staff should wear appropriate clothing.

Children should not be allowed to wear watches or jewellery.

Studs in ears should be removed or taped over.

If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.

Children should not be handling PE equipment without direct supervision.

If students are used as helpers in games lessons there must always be a member of staff with overall responsibility in charge of the children.

Children not taking part in Games sessions should be sent to the member of staff on 'Off games' duty.

The members of staff taking the games sessions are responsible for the pupil's behaviour whilst in the changing rooms.

In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that they had employed reasonable care.

Art and Craft/ Science and Technology

Art teachers will follow their standard practice and be aware of any substances or procedures that are likely to cause a problem

Design and Technology guidance is offered to all pupils entering the DT Room

The Science Staff will issue safety information for pupils using the laboratories.

Teachers should consider the organisation of the children involved in practical activities. Consideration should be given to the number of children who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including:

- wearing masks and goggles
- training in the use of tools
- carrying glass objects
- carrying hot substances

Children should be supervised carefully when using sharp equipment such as scissors
All equipment should be accounted for at the end of the activity and stored in a safe place

Main School children should not have access to craft knives and sharp tools

Teachers should make sure that children know how to use tools correctly

Teachers should ensure that there is an appropriate level of supervision when using low melt glue guns

Where at all possible the use of glass containers should be avoided and where necessary children should be supervised directly when handling glass objects.

School Visits

Staff should make themselves aware of the Trips policy.

When children are taken from school on organised visits the same duty of care arising from being in loco parentis 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 for the collection of the children at the end of the visit.

A risk assessment for ALL trips is required. Completing and handing to the relevant Head two weeks before the trip.

A list of ALL pupils attending the trip must be handed in to the School Office before going on the trip.

Private arrangements between parents who agree to pick up other pupils are acceptable if confirmation is sought from the parent of the pupil being transported.

Revised December 2018