



### St. Clare's School

#### Mission Statement

Achievement, Challenge, Excellence

*'A place where the best teachers ignite your child's passion to learn. Where your child will be challenged to attain academic excellence in a stimulating, caring and supportive environment, so that they will become independent, critical thinkers with knowledge and confidence to succeed in life'*

Name of policy	<b>Supervision Policy</b>
Author of policy	<b>Simon Antwis</b>
Date adopted by St. Clare's	<b>1 March 2014</b>
Date of last review	<b>October 2016</b>
Date to be reviewed	<b>October 2017</b>

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

Cognita 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 employer 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 *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 the Headmaster has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and policies for their implementation
- ensuring that teachers at the school receive 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 when pupils are present on the school premises and whenever the

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pupils are engaged in authorised school activities whether on the school premises or elsewhere

- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

### **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.

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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 could 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 will inform all parents of the starting time of the school day and indicate that no arrangements are made for the supervision of the children earlier than 8.00 am on a school day.
- Supervision of children before school begins will form part of the school's rota of supervision. Staff are on duty from 8.00 am. Nursery to Year 2 go to the Nursery to be supervised and pupils from Years 3-11 go to the dining hall until 8.30am to be supervised.
- Signs are posted on all entrances to the buildings reminding senior school pupils to attend the dining hall if they arrive before 8:30am.

### **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. Parents are asked to contact school, early in the morning, if their child is unable to attend school.

#### Leaving the school site:-

Children should 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. All pupils are required to sign out at reception prior to departure if leaving school during the day.

#### Errands:-

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

#### Illness:-

When children are taken ill during the school day the school will contact the parents or guardian whether at home or at work. Information about contacts is kept in the school office.

#### Emergency:-

No class of pupils should be left unsupervised for any reason. In the case of an emergency please send a child to the school office or to the Deputy Head / Head of Prep

#### Lesson Time:-

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended. It is acceptable to use a TA to supervise a class if a teacher needs to leave the classroom.

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### 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. Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

### **Supervision during Break times**

- There must be adequate supervision both indoors and outdoors throughout school break times.
- A duty rota for break time supervision will be displayed in the staff room.
  - For the senior school there will be 3 LBSs plus a member of SLT
  - For the Prep School there will be one LBS and a member of teaching staff
- Duty teachers and other duty staff, if appropriate, will "patrol" around the school.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise the children back into class.
- There are clear routines to supervise children from break time back into class. Staff should work as a team to support one another in this process. We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in the locker room and other congested areas.
- Children should not be left in classrooms during break times unless a member of staff is present.
- Staff should support each other in maintaining adequate levels of supervision during wet break times.

### **Wet Break-Times :-**

- All children will stay in their designated areas at the time of their normal break-time and behave sensibly.
  - Prep School – Prep Hall
  - Y7-9 – Senior Hall
  - Y10-11 – Humanities classrooms
  - Y12-13 – Sixth Form Common Room
- The teachers on duty will patrol and form staff will supervise the pupils.

### **Morning Break:-**

The members of staff on duty must be in the play area from 10.30-10.50am (Prep School) or 10:45-11:05am (Senior School) and remain there until break ends. It is not possible to supervise a large number of children 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. A duty member of staff will ring the bell (Prep) outside at the end of break and together with other duty members of staff will ensure that all pupils are moved on promptly to lessons.

Other staff will also be used for duties at morning break and at other times. These other staff need to be aware of their responsibilities.

### **Lunchtime Supervision:-**

- The legal duty of care over pupils who remain at school during the lunch break still exists.

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- The level of supervision provided will ensure the health and safety and welfare of the children.
- Supervision will consist of designated staff who are on lunchtime duty and Prep School teachers supervising on a rota in the Dining Hall
  - For the senior school there will be three LBSs plus a member of SLT
  - For the Prep School there will be one LBS and a member of teaching staff
- Where the behaviour of a pupil during the lunch break threatens the health and safety and welfare of others, the child may be suspended for lunchtimes.

### **Supervision after School:-**

- Teachers should be satisfied that children have left the school site appropriately. Staff are on duty at the Senior School gate at the end of the school day.
- Any child 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.
- Senior pupils and staff using cars are not permitted to leave school site until 4pm to avoid potential accidents whilst pupils walk down the drive.

### **Senior School gates:-**

- *The vehicle gates will be closed between the hours of 08.30 – 16.00 in order to restrict access of vehicles to the site during the day.*
- *The pedestrian gate will be open between the hours of 08.00 – 08.40 and 15.40 – 18.00.*
- *If pupils arrive late they will need to press the intercom in order to achieve access to the school.*
- *Pupils must at all times use the pedestrian gate.*
- *Pupils are prohibited from accessing or egressing the site via the vehicle gate.*
- *Pupils are not permitted to climb on the gates or at any time.*
- *If at any time pupils feel there is an issue or a fault with the gate they must report it immediately.*
- *Pupils must access and egress the school via the pedestrian gate in a safe manner.*

Parents should be given notice of children who will be late home through participation in after school activities 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:-**

PE staff should familiarise themselves with the guidance given in "Safe Practice in Physical Education and Sport," pp49-

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:

- safety of apparatus being used
- condition of the floor
- suitability of pupil's clothing
- whether the exercises and activities are within the capability of the children
- whether the activity is being taught properly, in particular gymnastics

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- The weather conditions

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Children should not be allowed in the hall before the start of a PE lesson without direct supervision.
- Children should not be handling PE equipment without direct supervision.
- Children should be trained to work quietly and to leave the hall in an orderly way.

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

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

### **Art and Craft/ Science and Technology:-**

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

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not have direct 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 glue guns.
- Children should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.

### **Being Alone with a Child:-**

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. 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 child to an office for disciplinary or administrative reasons.
- Offering a lift home to a stranded child at the end of the day or after an extra-curricular activity.
- Visiting the toilets as part of a duty responsibility.

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All of these are circumstances that many of us operate in daily and we are rarely concerned about them. 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 and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Deputy Head, as appropriate.

In addition there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown.

Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:-

- avoid meetings with pupils in remote, secluded areas of school.
- ensure there is visual access and/or an open door in one to one situations.
- inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- always report any situation where a child becomes distressed or angry to a senior colleague.
- consider the needs and circumstances of the child/children involved.

### **Changing:-**

Young people are entitled to respect and privacy when changing clothes.

However, there needs to be an appropriate level of supervision in order to safeguard young people, 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 young people concerned and sensitive to the potential for embarrassment. Staff, therefore, need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:-

- avoid any physical contact when children are in a state of undress.
- avoid any visually intrusive behaviour 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 and language code may be acceptable.

Staff are required to keep an "after school" register in case of fire /emergency.

However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity. Staff must be aware of and follow guidance.

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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.