



St George's
School Edgbaston

SUPERVISION POLICY

Revised: January 2017

These procedures apply to Upper School

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils during the school day. The policy applies to all pupils in St George's Upper School. It should be read in conjunction with the following related policies.

- Safeguarding Policy
- Staff Code of Conduct
- Staff Guidance Policy
- Administering Medication Policy
- Supporting Students in School with Medical Conditions Policy
- Preventing Extremism and Radicalisation
- Fire Policy
- First Aid Policy
- Safer Recruitment Policy
- Attendance and Absence Policy
- Missing Child Policy
- Behaviour Management Policy
- Emergency Evacuation Procedure

Legal Obligations

The Board of Trustees and the Head Teacher have specific obligations to ensure, as far as is practical, a safe place of work 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 'loco parentis'. This can be thought of as the standard of care expected by prudent parents in the care of their children.

In order for teachers to carry out their duties effectively the Head Teacher 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

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. 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, if the cause could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability and may be subject to disciplinary action. 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.

New staff Induction

All new staff members will receive a detailed explanation of their supervisory responsibilities as part of the induction process.

Duties

All Upper School staff are required to do duties during the school day. Please make sure that you fulfil your duty by:

- Periodically checking the duty rota (at the beginning of every school term, and as and when directed to by the member of the Senior Leadership Team responsible for administering the duty rota).
- Arriving promptly to designated duties
- Being aware of members of staff on duty in the immediate vicinity, and those scheduled to relieve you.
- Reading the guidelines on staff duties to ensure familiarity of what is expected for each duty
- Arranging for another member of staff to carry out your duty if you know that you are going to be absent (e.g. on a trip) or otherwise engaged and ensuring

you inform the appropriate Duty Team Leader of any such temporary arrangements.

- Informing the member of the Senior Leadership Team responsible for administering the duty rota should there be any reason prohibiting you from doing your duty.

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.

The duty rota is displayed in the school Staff Room and is available electronically on the school network. Further guidance (including full descriptions of the location and requirements of each duty) can be found in the Staff Room alongside the duty rota (this document is also available electronically).

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 informs all parents of the starting time of the school day, and indicates that no arrangements are made for the supervision of the children earlier than 08:00.
- Supervision of children before school begins is part of the school's rota of supervision - staff are on duty in designated areas (Library and Dining Hall) from 08:00 to supervise students who arrive before Morning Registration (08:25).

Responsibility Throughout the Day

Leaving the school site

Students 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.

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 available through the school's Management Information System (SIMS).

Emergency

Classes of students should not be left unsupervised for any reason. In the case of an emergency please send a student to Reception.

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 Reception 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 Reception.

Lesson Time

Students must be supervised at all times. Students should not be left in classrooms or any other work areas without supervision.

Supervision During Break/Lunch Time

- There must be adequate supervision both indoors and outdoors throughout school break times in order to ensure the health and safety and welfare of the children.
- Supervision of students at break/lunch time will be provided by staff on duty, who will supervise students in specific locations, as indicated on the duty rota.
- Staff members on duty should arrive promptly and, where appropriate, patrol around the school
- At the end of break time any member of staff involved in teaching/supporting students the following period should ensure they arrive to the lesson on time in order to supervise the children back into class. Similarly at the end of lunch, staff should facilitate the movement of students to Form rooms for afternoon registration.
- 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.
 - Children are expected to enter school in the appropriate manner to ensure a positive start to the next lesson.

- Particular attention should be paid to the supervision of children as they move around school, particularly in congested areas such as stairways or corridors in which lockers are situated
- Children should not be left in classrooms during break/lunch times unless a member of staff is present.
- Any pastoral or health and safety issues occurring during break/lunch time need to be followed up.

Supervision During Wet Break/Lunch

In the event of significant rain (or other adverse weather conditions) in the run up to break/lunch a member of the Senior Leadership Team should make the appropriate call to cancel the utilization of outdoor space during break/lunch. In this event the bell will be rung twice at the beginning of break (10:40) or lunch (12:45) and students must remain inside the school buildings, and should be directed to the appropriate 'Wet-break' room(s). Supervision of students in these designated rooms is provided by members of staff who would ordinarily be on duty in outdoor locations, as stipulated on the duty rota. Staff on duty will supervise the students until the bell goes whereupon the teacher/support staff will return to the classroom promptly for the resumption of lessons/afternoon registration. Staff should support each other in maintaining adequate levels of supervision during wet-break times.

Supervision after School

Teachers should be satisfied that children have left the school site appropriately. Staff are on duty in the car park 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, the school would contact the parents, register and note the concerns.

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

The same general principles of care apply during Physical Education 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, particularly wet floors such as at a swimming pool
- suitability of student's clothing
- whether the exercises and activities are within the capability of the students
- whether the activity is being taught properly, in particular gymnastics and swimming

The following procedures should be followed:

- All staff delivering or supporting PE lessons should wear appropriate clothing.
- Support staff are expected to actively monitor, encourage and engage with the students in lessons.
- Children should not be allowed to wear watches or other jewellery with the exception of bracelets worn for religious reasons that cannot be removed. These bracelets should be covered with a sweatband and secured by tape where necessary.
- Earrings must be removed. If earrings cannot be removed, the member of staff in charge should take action to make the situation safe (e.g. taping over ear studs, adjusting the activity for the individual child or group). If the situation cannot be made safe, the individual child should not actively participate. Staff must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings.
- Long hair should be tied back.
- Those children who require personal effects, such as hearing aids or spectacles, in order to take part in PE, will be allowed to do so, under supervision of the staff member in charge.
- 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 gym before the start of a PE lesson without direct supervision.
- Children should not handle PE equipment without direct supervision.
- Children not participating in games or PE lessons remain the responsibility of the teacher delivering 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.

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 and where there are changing rooms announce their intention of entering.
- avoid remaining in the room unless pupil needs require it.

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:

- ensuring students wear masks and goggles when appropriate
- training students in the correct and safe use of tools and apparatus (including how to carry them safely)
- ensuring pupils do not carry glass objects
- ensuring pupils do not carry hot substances

The following procedures should be followed:

- 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 be able to access craft knives and sharp tools themselves.
- 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.

Extra-Curricular Activities and After School Clubs

Students attending clubs and extra-curricular activities should not be left in school unattended. It is the responsibility of the Activity/Club leader to ensure children are handed over to parents or at the end of each session. A register of this must be completed by the Activity/Club leader or member of school staff who is supporting with supervision.

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. 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.

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

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.
- Visiting the toilets as part of a duty responsibility.

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 Headteacher/member of SLT, 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.