

SUPERVISION POLICY

Written:	October 2017
Reviewed by:	JM June 2018
Reviewed by:	BM, MW, SV
Applicable to:	Primary and Main School Teaching, Boarding Staff and Learning Support Staff
For review:	June 2019

Slindon College is committed to safeguarding and promoting the welfare of the pupils/students in its care. The Headmaster, supported by the Senior Leadership Team (SLT), is required to ensure, as far as possible, that adequate supervision of pupils/students takes place throughout the school day and that it is a safe place for pupils/students and staff.

All members of staff have a duty of care to all pupils/students and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required, in view of the age and the needs of the pupils/students and the nature of the activity they are engaged in. It is the staff's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

CHILD TO STAFF RATIOS

Supervision of pupils/students takes into account the age, maturity, needs and numbers as well as the location and type of activities in which they are engaged. Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the College premises, or attending educational visits or offsite sporting fixtures.

Appropriate staff duty rotas are in place during break and lunchtime. This ensures there are at least 5 members of staff on duty, led by a senior member of staff. There are also staff on duty to supervise students before school registration takes place and after either lessons or enrichment activities have finished.

ABSENCE

Slindon College has staffing ratios that are generous and are deliberately designed to ensure that every child is supervised whilst they are in our care. However, if a child is found to be missing, the procedures in place are detailed in the Missing Child and Child not Collected policy. This policy also deals with the procedures for pupils/students who are absent due to illness/other reasons or who are arriving late/leaving early.

ARRIVAL AND DEPARTURE

A member of staff is on duty in the ground floor area from 08.00 to welcome boys to school. Prior to that Matron is on duty for boarding and she will be supervising breakfast which take place next to the entrance hall.

After school has finished, teaching staff on the day's duty team, are expected to supervise the departure of students, including supervising outside in the Oval area. The school is situated away from any public transport system therefore all pupils and students arrive and depart by private vehicle, taxi or minibus.

Key Stage 2	<p>Early arrivals (08.30 - 08.50). Pupils are admitted via primary reception gate and a member of primary staff will meet them. Breakfast is available if needed.</p> <p>Arrivals from 08.50. - 09.00. Pupils and their parents are met by primary staff and supervised in classrooms until registration.</p> <p>Late Arrivals (after 09.00). Pupils are taken to main office and primary staff are informed of their attendance.</p>
	<p>Lessons finish at 15.30 and pupils are taken to the primary gate to meet their parents by a member of primary staff.</p> <p>Pupils who are taking part in enrichment activities will finish at between 16.00 - 16.30. Pupils will be taken to parents by a member of staff.</p> <p>Late departures. Pupils will remain under the care of a member of primary staff until their parents have come to collect them or until boarding staff have come on duty if there is a prior arrangement for a pupil to stay with boarding staff. Supper is available if needed.</p>
Key Stage 3 and 4	<p>Early arrivals (08.00 - 08.30): Students are expected go to Main Hall or Peglar Room where they are supervised until registration. Breakfast is available for students if needed.</p> <p>Arrivals from 08.30 - 08. 40. Students to go straight to form rooms, where they are supervised, ready for registration at 08.40.</p> <p>Late arrivals after 08.40. Students go to main office to report in and then to form room or first lesson dependent upon time.</p>
	<p>Students are expected to attend enrichment activities on Mondays, Tuesday and Wednesdays on these days they will be ready to leave school at 16.30.</p> <p>Thursdays and Fridays students leave school at 15.30.</p> <p>All students are expected to stay in school grounds until collected either by their parents, their expected representatives or by the LA approved and arranged taxi.</p> <p>If pick -up is delayed, the duty staff inform student and/or parent as necessary. If they are delayed supper is available if needed.</p>
Key Stage 5	<p>Early arrivals (08.00 - 08.30): Students are expected to go to Main Hall, Peglar room or sixth form room until registration. Breakfast is available for students if needed.</p> <p>Arrivals from 08.30 - 08. 40. Students to go straight to sixth form room, where they are supervised, ready for registration at 08.40.</p> <p>Late arrivals after 08.40. Students go to main office to report in and then to sixth form room or first lesson dependent upon time.</p>

	<p>Students are expected to attend enrichment activities on Mondays, Tuesday and Wednesdays on these days they will be ready to leave school at 16.30.</p> <p>Thursdays and Fridays students leave school at 15.30.</p> <p>All students are expected to stay in school grounds until collected either by their parents, their expected representatives or by the LA approved and arranged taxi.</p> <p>If pick-up is delayed, the duty staff inform student and/or parent as necessary. If they are delayed supper is available if needed.</p>
All Boarders	<p>Boarders are expected to arrive down in main hall area from approximately 08.30: Students to go to Main Hall or Peglar room until registration.</p> <p>Or they may go straight to their form rooms at 08.30 - 08.40 where they are supervised, ready for registration. Matron supervises tall boarders until school begins.</p>
	<p>Students are expected to attend enrichment activities on Mondays, Tuesday and Wednesdays on these days they will be ready to go to their boarding accommodation at 16.30.</p> <p>Thursdays and Fridays students finish day school at 15.30 and are either collected to go home for the weekend as arranged by boarding house staff or they go to their boarding rooms.</p> <p>Boarding staff are on-duty and available from 16.30 Monday, Tuesdays and Wednesdays and from 15.30 on Thursday and Fridays.</p>

REGISTRATION

A register of pupils/students at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

We make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

LESSONS

Class teachers and their learning support assistants are responsible for the supervision of the class. Classes should not be left unsupervised. Should the need arise, staff should summon help from a teacher in an adjacent classroom or use the telephones in the classrooms.

From time to time, it may be desirable that pupils/students are allowed to exercise some personal responsibility (e.g. delivering a message elsewhere). Each teacher, however, has a responsibility to ensure the safety and good conduct of all pupil/students under his/her care at any particular time and should always be aware of the whereabouts of each boy.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils/students are not supervised by a member of staff when travelling on the school minibus; but are expected to behave responsibly. We would always investigate

complaints about poor behaviour. Any transport provided by the Local Authority (LA) is the direct responsibility of the LA.

Breaks and Lunchtimes

Key Stage 2	Pupils have snacks in the dining room at 10.30 and lunch at 12.15 - 12.30 both of which are supervised by Primary staff. Play is either in primary area or within school grounds and is supervised by Primary staff. Wet play is supervised within the primary classrooms. After school snack at 15.30 is served in the dining room to both primary and secondary children.
Key Stage 3, 4 and 5	Students have snacks in the dining room at 10.50 and lunch from 12.40. These sessions are supervised by the day's duty team. Break is either in designated and staffed indoor areas or within school grounds and is supervised. Wet break is supervised within the classrooms and the main hall. After school snack at 15.30 is served in the dining room to both primary and secondary children.

YEARS 12 AND 13

Students from Years 12 and 13 may leave the school premises to go into Slindon Village at lunch-time if they have parental written consent. They must sign out using the register outside the front office and in on their return. All pupils/students from other year groups are expected to remain on site throughout the school day.

MEDICAL SUPPORT

There is a school Matron on duty in the Medical Centre from 0630 to 1700 every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. First aid boxes are in all potentially high risk areas, as well as in the School Office. Matron regularly checks and replenishes the first aid boxes.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils/students during educational visits and trips out of schools are described in our policy: "Educational Visits."

UNSUPERVISED ACCESS TO RESTRICTED AREAS.

Pupils/students are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or other equipment without supervision. Pupils/students are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any activities.

We ensure that pupils/students do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science prep room, design technology rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils/students do not have access to the Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Our policy: "Security and Access" describes the arrangements for safety of the entire school.

STAFF INDUCTION

All new members of the teaching and learning support staff receive induction into the school's expectations of the appropriate levels of pupil/student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked or supervised when on duty outside normal lesson times.

Monitoring by:	Head Teacher Deputy Head Teacher Assistant Head Teacher SENCO Heads of Upper and Lower School
Evidenced by:	Speaking to Pupils and students Speaking to staff Staff duty rotas School notices
Policies are subject to continuous monitoring, refinement and audit by SLT. The Chairman of Governors (or his representative) undertakes an annual review of policies and of the efficiency with which the related duties have been discharged by the date stated or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.	