



SHEBBEAR COLLEGE

SUPERVISION OF PUPILS POLICY

Whole School Policy

Please note that EYFS have their own Supervision of Children policy.

Reviewed by SLT: March 2022
Next Review: October 2023

Policy Review at Shebbear College

The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

PREP & SENIOR SCHOOL

Introduction

A key principle underlying this policy is that all staff, whether officially 'on duty' or not, have a duty of care and therefore an ongoing responsibility to intervene if pupils are in need of supervision, or where pupils are at risk or bad behaviour and disorder are witnessed. In extreme circumstances, this might necessitate the involvement of a senior member of staff. All other employees are encouraged to attract the attention of a teacher to deal with issues which need immediate attention. Where there is a major school activity, either at weekends or evenings, the staff directly involved have responsibility for the supervision of these pupils.

This policy should be read and considered in conjunction with the:

- Uncollected Child Policy
- EYFS policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Emergency Lockdown Policy
- Missing Pupil Policy

Legal Requirements

The Board of Governors are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

Duty of Care

All staff have a duty of care to all pupils in the school. It is the Head's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Head's responsibility to ensure that there is effective supervision of the school and that the school is secure.

Policy statement

Shebbear College is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the risk assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils 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 school premises, or attending educational visits offsite.
- Supervision of pupils in remote locations is secure.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- No senior pupils have supervisory responsibility for other pupils but may assist with staff who are on duty.
- Mandatory staffing ratios for EYFS provision are enforced.

Shebbear College is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010. It follows guidance from Keeping Children Safe in education and Working Together to Safeguard Children.

1. Site security

1.1 There are locks and keypad locks across the campus to enhance the security of the pupils. The Pre-School pupils are constantly supervised, and all locking procedures are considered alongside road safety, fire doors, fire exits and fire safety.

1.2 All visitors to the School are asked to report to the School Office to collect a badge. All staff are prepared to challenge anyone who is not recognised as having a legitimate reason to be at the school.

1.3 There is clear signage to let visitors know they must report to the School Office and to let pupils know that they must not go into the car park without adult supervision.

1.4 Pupils in the Pre-School and Key Stage One have their own secure areas within the Prep School. When they need to leave the Prep School campus to go on trips, swimming or to lunch they are always escorted by an adult(s) and they are constantly supervised.

1.5 Pupils Key Stage Two are supervised for the majority of their day at school, but they (mainly Years 5 and 6) are also expected to move around the wider campus at times, without direct supervision, although in reality an adult is never very far away. It is considered to be an important part of growth and development for pupils to gain a sense of responsibility and an awareness of danger and to learn appropriate behaviour in a relatively safe and secure environment.

1.6 Pupils in the Senior School are given more responsibility to move freely around the school campus between lessons. Teachers are on duty at break time, lunch time and at the end of the school day to supervise buses.

2. Supervision in lessons

2.1 Teachers are responsible for the discipline in their classes. If help is required, a member of SLT can support the teacher to ensure a good learning environment is maintained.

2.2 Supervision of the lessons of absent colleagues is organised by the Head of the Prep in the Prep School and the Senior Deputy Head in the Senior School.

2.3 Teachers can be expected to be at their lessons promptly. If, after 5 minutes the member of staff has not arrived, a pupil or pupils should go to the Head of the Prep School, the adjacent classroom or the main school reception to seek assistance.

3. Supervision and security at breaktimes

Prep School

3.1 All break times and lunch times are covered by duty staff. *See separate rota for more details.*

3.2 Pupils must always ask for permission before leaving the playground to collect a ball or go to the toilet.

3.3 Staff on duty are required to patrol around the Prep School playground to ensure order and good behaviour. In wet weather the pupils are allowed to stay indoors. In fine weather everyone should be outside.

Senior School

3.4 All break times and lunch times are covered by duty staff.

3.5 Pupils must stay within the bounds outlined to them. In essence this means staying within site of the main school building, therefore the all-weather pitch and Friends Trail are out of bounds to pupils at these times.

3.6 Staff on duty are required to divide their duties, under the direction of their HsM to cover the dining hall, external areas and house common rooms.

4. Supervision of pupils on the wider campus

4.1 Shebbear College is a large campus, and Upper Key Stage Two pupils and above are allowed to move to various locations in the Senior School, including the Science Labs and Music Block for lessons. Prep School pupils are instructed in how to move about the campus by their class teachers and in assemblies.

4.2 Trusting pupils to move sensibly around the campus is an important part of their education. If this trust is abused it is important for a member of staff to report the matter to the child's teacher and for action to be taken.

4.3 If a child is missing from your lesson who you expect to be there, it is vital that the teacher follows the missing child policy in order to start to locate them. (See *Attendance, Missing Child and Uncollected Child Policy* and *Missing Pupil Policy*).

5. Supervision on School Buses

Prep School

5.1 Pupils in the Prep School are taken from the Prep School to the buses by Prep School staff. They are registered before leaving the Prep School. They must not board a bus until they have been told to do so by the staff on duty. The Prep member of staff is responsible to ensure safe loading of the buses ready for departure at 1700 (or 1600 on Fridays). All pupils must wear seatbelts and sit near the front of the bus.

5.2 Bus prefects on buses are tasked to ensure good behaviour. They report any incidents to the Head of the Prep School for further action.

5.3 If there is a security incident on the bus, the Prep School pupils are expected to follow the guidance of the Bus Prefect, the bus driver and any other responsible adult travelling on the bus. The safety and security of the pupils is paramount and must always be considered before any action is taken.

Senior School

5.4 Senior School pupils wait outside Tower until instructed to move safely onto the buses by the staff on duty.

5.5 Senior pupils register pupils as they embark on the buses and inform the duty staff when everyone is present.

6. Supervision of an off-site activity

6.1 Reference should be made to the integrated whole school '*Educational Visits Policy*' document.

6.2 The Head of Prep is the Educational Visits Co-ordinator (EVC) for the Prep School and has responsibility for all off-site activity for the Prep School (liaising with the School Senior Deputy Head who is EVC for the Senior School). Advice can be obtained from these colleagues, or reference can be made to the document mentioned above. Those staff who are not experienced in taking school trips or who are planning complicated residential and foreign trips should use the EVC to help plan their offsite activity.

Day visits

Age Range	Ratios
5 to 7 Years 1 to 2	1 adult to 6 participants with a minimum of 2 adults
7 to 9 Years 3 to 4	1 adult to 10 participants with a minimum of 2 adults
9 to 11 Years 5 to 6	1 adult to 15 with a minimum of two adults
11+ Years 7-13	1 adult to 20 participants as a minimum dependent upon the activity being undertaken.

Residential visits

Age Range	Ratios
5 to 7 Years 1 to 2	1 adult to 6 participants with a minimum of 2 adults
7 to 9 Years 3 to 4	1 adult to 10 participants with a minimum of 2 adults
9 to 11 Years 5 to 6	1 adult to 15 with a minimum of two adults
11+ Years 7-13	1 adult to 20 participants as a minimum dependent upon the activity being undertaken.

7. Before school

7.1 Pupils are supervised in their classrooms by their class teachers on arrival in school in the Prep School

7.2 Senior School pupils should wait in their house common rooms under the supervision of their HsM or duty staff.

8. Early Years Foundation Stage (EYFS)

8.1 Please refer to the separate policy and procedures for our Pre-School pupils.

9. Staff Induction

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.