

# COLCHESTER HIGH SCHOOL



# Supervision Policy

## **Supervision Policy**

The purpose of this policy is to give parents information and staff guidance about the appropriate supervision of all pupils throughout the day. It is important to us that a structured supervision plan exists, is known and understood by all involved, and that adequate care is exercised at all times.

The school has specific obligations to ensure, as far as is practicable, that a safe place of work is established for all employees, pupils and visitors to the school. We are required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

A professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. Pupils should not have supervisory responsibilities – there must always be a member of staff readily available and in overall charge.

The teachers 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, which include ensuring that:

- They are aware of school policies, aims and objectives of the school and suggest improvements where appropriate.
- They obtain the information necessary in order to carry out their professional duties effectively.
- Maintain good order and discipline at all times when pupils are present on the school premises, or involved in educational visits.

The SLT will make arrangements for the security and effective supervision of the school buildings, grounds and their contents.

### **Supervision before School**

Our responsibility begins when the children arrive at school. All pupils are supervised by staff in our Breakfast Clubs, until 8.25am when the gates are opened. At this time, Lower School pupils go to their form rooms, which are supervised by staff. All Senior School pupils are supervised on the playground until 8.35am when they go to their form rooms for form period. Staff on the playground between 8.25am and 8.35am will decide if the weather is sufficiently inclement that the pupils should be taken into the school Hall. If this happens, at least two staff members stay in the Hall, with another standing at the main entrance to the Hall to divert pupils into the Hall.

### **Responsibility during the day**

#### **Unexplained Absences**

The responsibility to ensure that a pupil attends school regularly is that of their parents/guardians. If pupils are absent without notification, the school will telephone home as early as possible – further details can be found in our Attendance and Registration Policy.

### **Leaving the School Site**

Children are not allowed off site during school hours unless there is clear written evidence from the parents/guardian. A telephone call is also acceptable. We would expect parents to come to school to collect their children.

Certain pupils in Year 11, such as prefects, have privileges which include leaving the school site during break or lunch times. A rota is used, and they sign in and out. Permission for any other Senior School pupils to leave the school site can only be given by the Principal or Head of Senior School, but this is rarely necessary.

### **Errands**

Children are not allowed 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, they are taken to the medical room. Admin staff are made aware of their presence, and check on them regularly. If necessary, the school will contact the parents whether at home or at work in order that they can be collected. Further details are given in our First Aid Policy.

### **Supervision in classrooms**

It is unavoidable given the configuration and layout of the school, the use of specialist teachers and the location of specific rooms, that pupils will, between lessons, be left unsupervised in classrooms. If possible, pupils should wait outside classrooms, but this is either impossible or impractical in many areas. It is therefore assumed that teachers will complete their lessons and aim to arrive at their next lesson in good time so as to minimise the time pupils are left unattended.

Pupils should never be left completing work with any form of equipment, such as scissors, that may cause them, or others harm.

Teachers should never leave a class during a lesson, unless this is unavoidable. In the case of an emergency, staff should send a pupil to the school office to seek help.

### **Clubs and extra-curricular activities**

Children attending clubs and extra-curricular activities should not be left in school unattended.

### **Visitors**

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's lanyard. If the lanyard is green, the visitor may walk around the school unattended. If the lanyard is red, the visitor must be escorted on the School premises at all times by a member of staff. All staff should check strangers on the premises and report to the school office if there is a concern.

### **Supervision during Breaks and lunchtimes**

Detailed duty rotas and maps of the school are used to show staff when they are on duty, and what the expectations are. Guidance is also given regarding where staff report during wet break or lunchtimes. Staff should support each other in maintaining adequate levels of supervision during wet break or lunchtimes. Further information is given in our List of Duties for the Current Year, School Duty Map and Playground Expectations documents.

Ball games and other equipment are to be used at the discretion of the staff on duty, but if used, time must be given to allow all equipment to be collected and stored away safely at the end of the break time.

All teachers should arrive promptly for the start of any duty.

Staff should ensure that they are in the classroom ready to start the next lesson promptly.

### **Supervision after school**

Pupils in the Senior School may leave the School premises unattended at the end of the School Day.

All pupils from Early Years to Year 5 in the Lower School must be collected by their parents at the end of the school day. Pupils will be released by their teacher only to named adults. Pupils will not be handed over to other adults unless the School has been informed by the parent that they have made this arrangement. If the child is not collected, they will remain in School and the parents contacted.

We highly recommend that Year 6 pupils be escorted to and from School, but recognise that some families believe this to be an important skill to build in readiness for transition to Secondary School. If a parent decides that their child is ready for this responsibility then they must complete the request form included in the Policy on Safeguarding Pupils Walking To and From School Alone. If a child's behaviour is found to not be acceptable, the parent will be asked to accompany them again until such time as they can be trusted again.

Lower School pupils who use the school bus are escorted to and from the bus by the bus driver. Senior School pupils can walk to the bus unaccompanied.

A register is taken for all pupils that attend after school extra-curricular activities. Four staff are employed to supervise the after school club, and they have access to first aid and emergency contact numbers. They are aware of pupils with special medical conditions.

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

When pupils return from fixtures or visits, or at the end of evening activities when no other staff are available, the staff responsible for the activity will ensure that adequate supervision is in place until all pupils have been collected.

### **Supervision of Specific Activities**

The same general principles apply in any school activities, but further care and consideration needs to be in place for the following specific activities:

#### **Physical Education**

It is very important that the teacher considers the following factors:

- Safety of apparatus used.
- Condition of the floor.

- Suitability of clothing for staff and pupils.
- Pupils should not wear watches or jewellery.
- Whether the exercises and activities are within the capability of the children.
- Whether the activity is being taught properly, in particular gymnastics.
- Children should not be handling PE equipment without direct supervision.

If pupils are used as helpers in games lessons there should always be a member of staff with overall responsibility in charge of the children. If pupils are too ill to attend Games lessons, arrangements should be made for them to be supervised at school. If the pupil is not ill and has for example forgotten their kit, the pupil should accompany the teacher and help out wherever possible. The pupil should have warm clothing in the winter.

The supervision of pupils during changing for PE and Games is vital. In the Lower School, pupils are supervised when changing with a member of staff in the room. In the Senior School, the member of staff taking the pupils is responsible for the pupil behaviour whilst they are changing. This member of staff should make their presence known on a periodic basis and then remain outside the room. The pupils should not feel that they are unsupervised, but care should be taken not to remain in the rooms for long periods, so that the privacy of the pupils is maintained.

### **Science and Design Technology**

Pupils should not be allowed access to the Science and Technology rooms without a teacher present.

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, where appropriate:

- Wearing masks/goggles.
- Training in the use of equipment/tools for staff and pupils.
- Very high levels of supervision when pupils are carrying glass objects, carrying hot substances, using sharp implements, or using glue.

All equipment should be accounted for at the end of the activity and stored in a safe place.

### **Educational Visits**

When children are taken from school on organised visits the same duty of care arising from being 'in loco parentis' whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the whole visit and should include arrangements for the collection of the children at the end of the visit.

Further information is given in our Educational Visits Policy. All staff involved with any educational visits should be aware of what is contained in this policy.

List other associated policies

- Senior School Day
- Policy on Safeguarding Pupils Walking to and From School Alone
- Attendance and Registration Policy

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- First Aid policy
- Educational Visits Policy
- List of Duties for the current year
- Playground expectations
- School Duty Map