

# **SUPERVISION POLICY**

The purpose of this policy is to offer guidance to all staff regarding appropriate supervision of all pupils throughout the school day.

## **LEGAL OBLIGATIONS**

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, that 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 pupils, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their pupils. 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 all the information they need in order to carry out their professional duties effectively
- supporting all staff in ensuring the maintenance of good order and discipline at all times during the school day (including all breaks) 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 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, 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 pupils before school. Our responsibility begins when the pupils arrive at school.

- The school writes to all parents stating the time of the start of the school day and indicate that no arrangements are made for the supervision of the pupils earlier than 7.30 am on a school day;
- Duty staff are responsible for the supervision of the pupils' arrival from 7.30 am.

## 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 pupils are absent from school without notification.

**Leaving the school site:** Pupils should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian. They should always be signed out at the school office.

**Walking home:** it is the duty of the parents or guardians to inform the school if their child / ward is allowed to walk home from school unaccompanied. A consent form is sent out to parents at the start of the year.

**Errands:** Pupils should not be sent off site on a personal errand on behalf of a member of staff. This includes pupils collecting items from cars parked in the school car park.

**Illness:** When pupils 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 on iSAMS (pupil details). Absence must be informed for registration purposes.

**Emergency:** No class of pupils should be left unsupervised for any reason. In the case of an emergency, please send a pupil to the school office.

**Lesson Time:** Pupils must be supervised at all times. Pupils attending clubs and extra-curricular activities should not be left in school unattended. Pupils should not move equipment unless they are supervised.

**Visitors in school:** All visitors to the school are expected to sign in and out, at the school office. 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 pupils from other families to sort out disputes or arguments. Staff should report any concerns to the Deputy Head, pastoral.

### **Supervision at Breaktimes**

- There must be adequate supervision both indoors and outdoors through school break times.
- A duty rota for break time supervision will be displayed in the Common Room.
- Duty teachers will "patrol" around the school.
- Guidance on breaktime supervision is found in the Common Room Handbook.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty staff should begin supervision promptly.
- Staff should leave the Common Room promptly to supervise the pupils back into class once break is over and support the duty staff in this process. We expect pupils to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising pupils through the changing room areas.

- During wet breaks, staff are asked to maintain a higher profile around the school and to encourage the younger pupils in particular to use the 'Wet Breaktime' games and puzzles. A member of the duty team should go to the Wyatt Hall to supervise activities there.
- Staff should support each other in maintaining adequate levels of supervision during wet breaktimes.

### **Lunch Supervision**

- There is a duty rota for staff supervision at lunch. This appears on staff's individual timetable.
- Members of Common Room are expected to sit with the pupils at lunch. See also the Common Room Handbook.

### **Supervision after School**

- The duty team is on duty until 8.30pm when they hand over to the boarding team.
- If for any reason a pupil has not been collected at the end of the day (6pm), he/she will wait in reception whilst parents are contacted. If parents are unable to arrive after 6.00 the pupils join the boarders until collected. On a Wednesday an late pick up option is run for parents due to matches.
- Parents should be given notice of pupils 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.

## **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL ON THE LONDON BUS**

Parents and pupils themselves are responsible for ensuring that their children/themselves travel safely to and from school.

A number of boarders travel to school on a Monday morning and back to London on a Friday afternoon, at the end of school day, using a bus service provided by Gastonia. Pupils are not supervised by a member of staff when travelling on the bus to and from school [with the exception of the driver who have all been DBS checked] pupils are expected to behave responsibly. They are issued with a set of rules and expected to abide by them and behave responsibly at all times. Pupils are reminded of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is judged to merit that intervention.

Parents and pupils both sign a Gastonia Consent Form (see appendix 1 and 2) that clearly highlight the expectations of behaviour whilst travelling and the consequences if the rules are not adhered to.

## **SUPERVISION WHILST BEING TRANSPORTED BY SCHOOL MINIBUSES AND COACHES FOR FIXTURES/ SCHOOL TRIPS.**

When children travel by school minibuses or independent coach companies the pupils will be supervised by staff at all times.

## **Supervision of Special Activities**

### **Physical Education (Games)**

The same general principles of care apply during Games as to other school activities. It is very important that the teacher should consider factor, 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 pupils
- whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

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

Pupils not taking part in Games should report to the Member of Common Room in charge of NTC. Pupils not taking part in a dance lesson remain the responsibility of the teacher taking the lesson. Pupils not taking part in swimming should accompany the class to the pool, if appropriate. If they do not travel to the pool they will be supervised at school.

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 pupils involved in practical activities. Consideration should be given to the number of pupils 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
- Make pupils aware of potential hazards

Please follow the procedures listed below:

- Pupils 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
- Pupils should not have direct access to craft knives and sharp tools

- Teachers should make sure that pupils know how to use tools correctly
- Teachers should ensure that there is an appropriate level of supervision when using glue guns
- Pupils should be supervised directly when handling glass objects
- Where at all possible the use of glass containers should be avoided

## **SCHOOL VISITS**

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

Staff should use the guidance written in the Trips and Expeditions Policy when organising off-site school visits. This is downloadable from 'Policies' on the network or read in the policies file in the Common Room.

If pupils are being transported by parents to school activities using their own vehicles, the parents must ensure that they have appropriate insurance and that their vehicle is road worthy. The parents of pupils being transported by other parents must be notified and permission must be given.

Staff transporting pupils on school activities, using their own vehicle, are covered by the school insurance.

## **SUPERVISION FOR AFTER-SCHOOL ACTIVITIES**

Parents are informed of finishing times after school clubs and extra-curricular activities.

Parents will collect their children from the pickup area following an after-school club or prep session. Staff will wait with pupils until they are collected. If after ten minutes the pupils have not been collected, the staff are to escort the pupils to the duty staff, inside the school, who will then take responsibility for them.

Where after-school club provision is provided by an external organisation, it is the responsibility of that organisation to implement the appropriate process for the collection of the children, and that the above protocol for late collection is adhered to.

In all cases of late collection, all staff must ensure that the situation is resolved whilst causing as little distress as possible to the pupil. No child at any point is to be left unsupervised; a member of school staff must remain with them.

**See also:**

**Security of Site policy**

**Visitors and Security of Boarding Houses Policy**

**Trips and Expeditions Policy**

**Policy reviewed by:**

**Emma Lewis**  
**Deputy Head Pastoral**

**June 2023**

**Appendix 1 – Parental Consent Form**

## **WIMBLEDON BUS SERVICE**

Child's Name:	Form:
Mother's contact telephone number:	Father's contact telephone number:
Other emergency contact numbers:	Parents email for correspondence:
Names of other people who may collect your child (parents/relatives/guardians etc.):	

### **RULES OF CONDUCT FOR STUDENTS**

- Normal school rules apply whilst travelling on the coach.
- Pupils may board or alight from the coach only at the designated stopping places and in an orderly way without pushing. They must never approach a moving coach. They must not attempt to join or leave the coach when, for example, it is brought to a halt at other places by traffic conditions.
- Tampering with any part of the coach or its equipment is forbidden.
- Boisterous or inappropriate behaviour towards fellow passengers or the public will not be tolerated.

- Inappropriate behaviour towards drivers, or any attempt to distract them from driving, will not be tolerated.
- If any child feels unwell or suffers from travel sickness they must inform the driver immediately.
- Musical instruments, games kit and other property are the responsibility of their owners. The coach company cannot accept any liability for their loss or damage. Pupils should take care on every journey to make sure that they do not leave any property on the coach.
- Seat belts are fitted on all coaches and these must be worn **AT ALL TIMES** when the coach is moving and pupils must remain seated. Standing or moving in the aisle is strictly prohibited.
- Pupils must adhere to the Code of Conduct produced by Cranleigh Prep School.
- There may be occasions when Gastonia has to subcontract to another transport company with suitable vehicles and qualified drivers with DBS clearance. By agreeing to use the bus service you are confirming that you accept this arrangement.
- If parents are unable to collect their child at the designated time the driver will wait for up to 30 minutes and will then return the child to Cranleigh Prep School. If this looks a possibility please contact Mr Batchelor on 07796 260858 or 01483 542053. Parents are encouraged to have a back-up plan in place for situations such as this.
- Cranleigh School has the right to withdraw the service at any time should it be deemed necessary.

### Permission to Travel

I agree to the rules of conduct and give permission for my son(s)/daughter(s) to travel on the Wimbledon Coach Service. I understand that, as places have to be reserved, I will be required to contract for and pay for a full academic term whether travelling or not. I also understand that payment will be charged in advance and no refunds will be given

Signature Mother	
Signature Father	
Date	

## WIMBLEDON BUS SERVICE

### CODE OF CONDUCT FOR PUPILS

- Normal school rules apply whilst travelling on the coach.
- The use of mobile devices (phones, tablets etc.) is not permitted. Any device must be kept in your bag until you reach your destination.
- You may board or alight from the coach only at the designated stopping places and in an orderly way without pushing. You must never approach a moving coach. You must not attempt to join or leave the coach when, for example, it is brought to a halt at other places by traffic conditions.
- Tampering with any part of the coach or its equipment is forbidden.
- Boisterous or inappropriate behaviour towards fellow passengers or the public will not be tolerated.
- Inappropriate behaviour towards drivers, or any attempt to distract them from driving, will not be tolerated.
- All pupils must follow the driver's instructions at all times.
- If you feel unwell or suffer from travel sickness you must inform the driver immediately.
- Musical instruments, games kit and other property are the responsibility of their owners. The coach company cannot accept any liability for their loss or damage. You should take care on every journey to make sure that you do not leave any property on the coach.
- Seat belts are fitted on all coaches and these must be worn **AT ALL TIMES** when the coach is moving and you must remain seated. Standing or moving in the aisle is strictly prohibited.

**By signing this form I agree to abide by the code of conduct for pupils.**

Pupil name:	Signature:
Date:	