

# **Supervision Policy**

## **Purpose of this policy**

The purpose of this policy is to ensure that pupils are properly supervised through appropriate deployment of school staff.

Supervisory duties during the daytime and evenings are split as equally as possible amongst the staff. Individual circumstances may be taken in to account when sharing out the duties.

Part time staff will negotiate duty ratios with the Headmaster.

All duties outside of academic time are organised by the Head of Pastoral Care and all queries should be directed to him.

Teachers who are unable to do carry out their academic duties through school matches, business or illness etc. need to submit a request for cover form to the Director of Studies.

## **Legal Obligations**

The Governors and the Head teacher have specific obligations to ensure, as far as is practicable, 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 children, which is based on the principle of loco parentis. This can be thought of the standard of care expected of 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:

- a. Formulating the overall aims and objectives of the school and policies for their implementation;
- b. Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively;
- c. Ensuring the maintenance of good order and discipline at all times during the school day (including midday 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.

- d. 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, 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 during lesson times**

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that older children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

When member of staff is supervising in a remote location a mobile phone may be advisable.

If for any reason a teacher needs to leave the classroom for any length of time, the Head teacher or another appropriate adult should be summoned.

### **Duty Requirements**

Members of staff who are on duty must ensure that they take the responsibilities seriously and that the health and safety of the pupils is paramount at all times.

When on patrol or break duties staff should:

- be on time for their duty.
- be vigilant at all times ensuring sensible behaviour both inside and outside.

- patrol actively and not stay in any one place for too long.
- ensure that pupils move back to their classrooms as soon as the bell rings to signal the end of break.
- report any incidents of misbehaviour etc. to the appropriate staff immediately, and record such incidents on the incident sheet situated in the staff room.
- be aware of pupils who need particular monitoring.

During the evening (5.30pm – 7.30pm) duty staff should follow the procedures as detailed in the boarding handbook.

Prep 5.30pm – 6.30pm

All staff should be familiar with the prep policy and members of staff taking prep should be consistent when applying the policy.

Fire procedure between 5.30pm – 7.30pm.

All staff should be familiar with rules, responsibilities and procedures as stated in the staff handbook.

### ***Inclement Weather***

The safety of the children and staff is paramount.

Children are expected to go outside for break times unless the member of staff decides that the weather is too wet or dangerous.

Common sense will be needed to assess whether children are adequately dressed for the weather conditions as this will affect any decision as to whether it is appropriate for children to be outside. Extreme wind and severe frost/ice are examples of weather conditions when it is likely to be inappropriate for children to be outside at break time.

During Games sessions staff will need to take a similar approach in assessing the children's safety.

The potential for a Lightning strike is possibly the hardest weather condition to judge. Staff should not feel embarrassed to conclude an outdoor activity if they judge there is an imminent possibility of lightning.

Current guidelines suggest

*If the "Flash-To-Bang" delay (length of time in seconds between a lightning flash and its subsequent thunder) is 30 seconds the lightning is five miles away. If the time is 30 seconds or less between seeing the flash to hearing the bang, you are too close, and need to find shelter.*

Children should not use the showers during a thunderstorm due to the slight possibility of the copper pipes conducting the lightning to earth.

### Timing of Duties

The following times stated are those that require a duty cover:

- 8.15am – 8.30am Classroom Block
- 10.30am – 11am Reception, Year 1 and 2 Breaktime
- 11.00am – 11.20am Outdoor Patrol including an adult presence in the Adventure Playground (Classroom block when wet)
- 12.30pm – 1.15pm Nursery, Reception, Year 1 and 2 lunchbreak
- 1.15pm – 1.40pm Outdoor Patrol (Classroom block when wet) (1.20pm - 2pm on a Wednesday and 12.40 – 1.30pm Saturday)
- 2.50pm-3.05 Outdoor Patrol (Classroom block when wet) (Mon, Tues, Thurs & Fri)
- 3.30pm – 5.20pm After school club for PrePrep
- 3-30pm – 5pm Outdoor patrol (Wed & Sat)
- 5.00pm – 5.30pm Tea Duty – Dining Room
- 5.30pm – 5.45pm Signing out desk
- 5.30pm – 6.30pm Prep Duty
- 6.30pm onwards Boarding duties as appropriate
- 7.30pm – 8.00pm Lock up.

Staff Responsible	Headmaster
Last reviewed	Autumn 2017
Date of next review	Autumn 2018