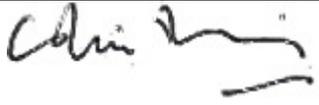




MOUNT HOUSE SCHOOL

SCHOOL POLICIES

SUPERVISION

Review	Date	By
Last Reviewed	August 2018	
Next Review	August 2019	

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Principles

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

Links with other school policies

- Anti-Bullying policy
- Behaviour Policy
- Bringing Your Own Device to School Acceptable User Policy
- Rewards and Sanctions policy
- Educational Visits policy
- Equal Opportunities policy
- First Aid Policy
- Health & Safety policy
- Internet Usage policy
- Safeguarding and Pupil Protection policy
- SEN and Disabilities policy
- Prevent policy
- Pupil Welfare policy

Legal Framework

This policy will have consideration for and be in compliance with the following legislation and statutory guidance:

- Children's Act 2004
- Education Act 2011
- Every Child Matters, 2003
- Sexual Offences Act, 2003
- Education (Health Standards) (England) Regulations 2003
- Safeguarding Vulnerable Groups Act 2006
- Education (PRUs) (Application of Enactment) (England) Regulations 2007
- School Staffing (England) Regulations 2009
- Education (Independent School Standards) (England) Regulations 2014
- Equality Act 2010
- Education (Non-Maintained Special Schools) (England) Regulations 2011
- Protection of Freedoms Act 2012
- Children and Families Act, 2014
- SEND code of practice: 0-25 years, 2014
- Working Together to Safeguard Children 2015 (February 2017 dated 2015)
- The Prevent Duty Advice for Schools and Childcare Providers June 2015
- Counter-Terrorism and Security Act 2015
- Behaviour and Discipline in Schools, January 2016
- Keeping Children Safe in Education, DFE, September 2016.
- Sexual violence and sexual harassment between children, December 2017
- The use of social media for on-line radicalization (July 2015)

Legal Obligations

The Directors and the Principal have specific obligations to ensure that, as far as is practicable, a safe place of work is established for all pupils, employees and other people who 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 children. In order for teachers to carry out their duties effectively the Principal 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 information they need in order to carry out their professional duties effectively.
- ensuring the maintenance of good order and discipline at all times during the school day (including before school, between lessons, breaks and after school) 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 and other areas and venues used by the school from time to time.

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 - 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 informs parents of the starting time of the school day but that the school is open at 7.30 am. The reception is manned by a member of staff from 7.30 am onwards.

- This statement will be included in the school brochure.
- The morning duty teacher, a member of SLT, will be responsible for the supervision of children from 8.15am – 15 minutes before the school day begins.
- This supervision of pupils before school begins will form part of the school's rota of supervision.

Supervision - 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 are not allowed off site during school hours unless there is clear evidence of a request from the parent(s) or guardian. This is dealt with by the reception staff (see staff handbook). The pupil must sign in on return to school at reception.

6th form pupils may leave the school at lunch time and with the permission of the Head of 6th Form for various reasons. They must always sign in and out in reception.

Pupils do not venture outside the school security perimeter on any business either personal or on behalf of a member of staff. Parents must meet them in reception.

An exception to this rule is made during external and mock examinations, when pupils sign in and out and leave school unaccompanied but with the permission of the parent(s) or guardians.

Illness

see Staff Handbook

Emergencies

No class of pupils should be left unsupervised for any reason. In the case of an emergency the member of staff in charge must send two pupils to reception following the guidelines found in the staff handbook and request support / cover.

Lesson Time

Classes must be supervised at all times. Pupils should not be left in classrooms without supervision. Pupils attending clubs and co-curricular activities should not be left in school unattended. If a teacher does not arrive on time for the lesson, 2 pupils should go to Reception to get a cover teacher. Pupils must not be used to transfer / transport furniture / equipment. Pupils may use their Form Base during break and lunch. The Duty teacher should enter the classroom and check on the pupils as part of the duty responsibility. – see the Duty File in reception.

Study Lessons

It is the policy at Mount House that the Lower and Upper 6th form pupils are encouraged to take increasingly more responsibility for their own learning. They will be nurtured towards Independent Study. Their study time will be unsupervised initially and they will enjoy more freedom as they progress and display the skills needed for such independent work. This may also progress to study leave when there is sufficient evidence to support this move. Parents are always consulted before such decisions are made.

Visitors

All visitors to the school are expected to sign in and out and familiarise themselves with our safeguarding procedures, which are available at reception. Visitors are required to wear a visitor's badge. It is the duty of all staff to check strangers on the premises and report to reception if there is a concern. (See Visitors, Guests and Enquiries Policy on K:drive).

Guests to the school will have their details taken by the receptionist. A risk assessment form will be filled out by the person inviting the Guest to the school.

Supervision at Break

- There must be adequate supervision both indoors and outdoors through school break times.
- A duty rota for break time supervision is displayed in the staff room and held at reception.
- Duty teachers will "patrol" around the school following the duty guidelines – see Duty File at reception.
- Guidance on break supervision is found in the Staff Handbook Appendix, on the school staff network and in the Duty Files at reception.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- The lunch queue is supervised from 12.45-1.30pm
- Duty teachers should begin supervision promptly, collecting the appropriate duty file from reception.
- All staff should leave the staff room promptly to be in class ready to start the lesson on time – see Staff Handbook.

Supervision after School

- The school day ends at 5.15pm. Members of staff will be expected to make a reasonable contribution to the supervision of pupils from 4pm – 5.15pm. Staff taking activities will supervise the pupils attending and there will also be a requirement for staff to supervise homework clubs in the after-school time. A member of the SLT team will perform the after-school duty as part of the teams responsibility for supervision that day. The duty teacher should be satisfied that the pupils have left the school site appropriately. A member of the pastoral team will supervise the pupils getting on to the bus at the end of the day. The Homework club runs until 5.15pm and is supervised until 5.15pm.

- If for any reason pupils have not been met at the end of the day they should wait in the reception area rather than stand outside school. Pupils may use their mobile phones in reception after school hours (unless they are engaged in an after-school activity where the teacher in charge will decide what is appropriate).
- Parents should be given notice of any situation where a pupil 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 pupil must remain at school until the agreed time of collection. Under no circumstances should a member of staff transport a pupil in his/her car. For exceptional circumstances, a member of the Senior Management Team should be contacted for advice.
- Pupils remaining in school after 4 pm must register in reception so that the staff are aware of their presence in school.

Reception is covered daily from 7.30am-12.30pm (ERA); 12.30pm-5.30pm (SLA).

Use of the Common & off-site lessons/activities

The pupils involved should receive a risk assessment briefing prior to departure. This must be done each time the group prepare to leave the School site. Teachers walking groups of pupils to activities, e.g. the common, should wear school safety jackets when supervising the crossing of the road.

Any suspicious behaviour encountered during off site activities should be reported to the school reception immediately on return or immediately via the telephone, if concerned. A member of the Senior Leadership will be contacted to consider action. Generally, this will involve informing the police. Pupils should be brought back into school immediately any danger is suspected.

The member of staff in charge of any off-site activity (this includes PE in the fields and on the Common) must take a school mobile phone with them. Pupils are registered before leaving the school on line and the list is therefore available for reception. For activities other than on the common a list of pupils and staff on the activity is left at reception.

Supervision of Special Activities

All co-curricular/ special activities/events must be supported by a full risk assessment, carried out by the member of staff in charge. This must be kept with the teacher in charge and be available at all times for consideration by management. In the case of a special event the Risk Assessment must be attached to the Event Proposal Form when submitting for approval.

Subject Specific Supervision requirements

Teachers should consider the organisation of the pupils involved in practical activities in relation to their subject areas. The department handbook should contain full details of all risk assessment procedures for the subject. New staff must be given full induction into the issues surrounding supervision in the subject area.

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. See Educational Trips Policy. All staff organising a visit will be asked to sign that they are familiar with and adhere to the policy and procedures.