

Pupil Supervision Policy

Moon Hall School, Reigate

Governor responsibility	All Governors
Governor Lead	Chair of Governors
Status & review cycle	Statutory Annual
Policy details (date & version)	March 2018 (version i)
Next review date	February 2019

The purpose of this policy is to offer guidance to all staff as to the appropriate supervision of our pupils when in our care.

This policy applies to teaching staff at Moon Hall School, Reigate.

Introduction:

All adults employed have a duty of care to all pupils in the School. It is the School's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities out of school. It is also our responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure. Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Our aims are to

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health, safety and well-being of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

Legal obligations and the duty of care

The Governing Body and the Headmistress have specific obligations to ensure, as far as is practicable, that Moon Hall School, Reigate is a safe place for all pupils, employees and others who enter the School when they are in our care.

All members of staff are responsible on a day to day basis for ensuring that pupils at school are safe.

Related policies for specific reference include; safeguarding, H & S, staff code of conduct, anti-bullying and risk assessment policy.

In order for teachers to carry out their duties effectively, the school leadership and management including governors have certain responsibilities.

These include:

- Develop the overall aims and objectives of the school and policies
- Ensure that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Ensure the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present at school and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere.

- Make arrangements for the security and effective supervision of the school buildings, their contents and the school grounds.

In defining the measures in place to ensure the adequate supervision of pupils, we have developed:

- our policy in line with the ages and capabilities of our pupils and their special educational needs.
- a systematic approach to safety through risk assessments in the light of foreseeable risks. Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.
- school rules to eliminate or significantly reduce anticipated risks (risk assessments), and these rules are known to all pupils. (Pupils are made aware of these rules during form tutor meetings, in assemblies and classroom discussions).
- a staff code of conduct so that all staff are aware of their supervisory responsibilities in relation to the health, welfare and safety of our pupils

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.

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 take action as a matter of urgency and contact parents when children are absent from school without notification.

Monitoring of absence this will be checked when the registers are taken by Form Tutors and they will notify the school office to confirm any concern if this has been prolonged (as per 'Children missing education policy'). School absence will also be regularly monitored by the school office and SMT. Any specific concerns will be followed up as a matter of urgency in line with our safeguarding policy.

Parents are requested to contact school, early in the morning, if their child is unable to attend school. Specific reasons for the absence will be requested by the school office member receiving the call.

Leaving the school site:

Pupils should not be allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian and that this has been authorised. A verbal request eg by visit or telephone call to request absence must be followed up by the school office to ensure the school has received a written request and authorisation prior to the pupil's

absence. However, in the case of emergency the decision to confirm any authorised absence will be made on the day by the headmistress.

Supervision before the start of the new day

On arrival before registration time

Junior pupils are met at the door and directed to the Dining Room and supervised by a TA, senior pupils are directed to the gym and supervised by a Teacher.

Senior pupils on assembly days, are registered in the gym by the form tutors at 8:20 a.m. On non-assembly days pupils report to the gym on arrival and are dismissed at 8:20 a.m., to be registered in their form rooms.

Supervision during the School Day:

There are high levels of supervision for all of our pupils. Teachers are asked to be vigilant throughout the day to ensure pupils move around the school in an orderly way.

Break times:

Junior pupils are supervised by 2 adults on duty at break times in the mornings and afternoons outside. In the case of bad weather, the staff on duty will confirm the indoor area to be used normally the school gym if available or junior classroom areas.

Senior pupils are supervised at break by 2 adults on duty, in the case of bad weather they are escorted and supervised on the top landing and in their form rooms.

Pupils must remain within the designated areas. Out of bound areas inside include Science, Kitchen, DT workshop and ICT rooms.

Supervision on zip wire:

Pupils must seek permission from the member of duty staff before using the zip wire. Duty staff will need to be particularly vigilant if this item of play equipment is being used. A prefect must also be in attendance to help monitor behaviour. Any pupil not behaving safely will be stopped from using the equipment. A separate risk assessment has been completed.

Supervision in Dining Room:

Junior pupils have family style service with all junior school staff in attendance.

Senior pupils have 2 sittings supervised by 2 members of staff. All duty staff supervise seating arrangements and access to food service. Pupils are then dismissed when finished either to go outside for lunchtime break or return to registration.

Supervision between lessons:

Pupils are closely supervised by a combination of staff including Teachers and TA's between lessons and break times. Senior pupils move between lessons independently and line up outside the classrooms where they are welcomed by their teacher.

Supervision during lesson time:

All pupils in class must be fully accounted for in case of fire emergency etc. Pupils are not allowed to leave your classroom for extended periods of time without being supervised or in line of sight.

Supervision across to the Maths block:

Pupils wait outside the gym area and are met by their teacher and must be chaperoned across the road.

Regular Offsite Activities:

Our pupils take part in many offsite activities including swimming, sport fixtures and cross-country runs.

Swimming:

Junior pupils are always supervised by a member of staff, a minibus driver and the swimming coach. A register is completed on arrival and departure.

Supervision at the end of the school day:

Registers are kept for all afterschool activities. Junior pupils are signed out at 15:50 and handed over to the parents or to the minibus drivers. Senior pupils are dismissed at 16:00 and supervised by a senior member of staff outside. Registers are taken for any after school activities.

Written notification is required for pupils before they are released to any other adults other than their parents or guardians.

Supervision for School Trips:

Refer to External Educational Visits Policy., Risk assessment policy and H & S policy

Missing Child Procedure:

If in the event of a pupil missing from the school premises, all efforts will be made to locate those using staff available. Parents will be notified at once and police and social services will be contacted where necessary.

If the pupil is lost out of school, the staff at the venue will be contacted to monitor the exits and search the whole site. (Reference Missing Child Policy).

Uncollected Pupil Procedure:

If parents have not collected their child by 16:15, they are escorted to the reception to be supervised by the receptionist and parents are contacted. If a child is not collected by 18:00 when the reception is closed, a member from the SMT will wait with the child until collected.

Pupils' attending after school clubs are supervised by the teacher in charge until the pupil is collected.

Supervision on minibus:

Please refer to the separate minibus policy.

Duty Staff Guidelines:

Duty is an essential part of the school functioning safely and it is important that duty takes priority.

Staff on duty must be outside immediately at the beginning of break time.

It is essential that supervision at break time is pro-active. Pupils must be aware that members of staff are alert and observant, ready to intervene to prevent any potential disputes or to assist if there is an accident.

Staff on duty may also monitor pupils who might have a specific reason eg bullying allegation

Staff on duty should be aware of the areas for which they are responsible

Staff who are on duty together should not stand together but patrol as much as possible and interact with pupils to maintain line of sight of pupils.

If you are on a planned absence from school on your duty day then please ensure you swap the duties with other staff. Unplanned absences will be covered under the normal system of cover.

The outside bell should be controlled by the duty staff and will be used to give the children a 5 minute warning of the end of break or a change in weather status to come indoors.