



Scarborough College

SUPERVISION OF PUPILS POLICY

This is a whole College policy, including EYFS and the boarding community.

Scarborough College takes seriously its responsibility to ensure that pupils are supervised effectively to make certain of their safety whilst on school premises or school visits. Staff who supervise are mindful of our Child Protection policy, our Anti-bullying policy and our Health and Safety requirements.

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 children are allowed to exercise some personal responsibility, e.g. individual use of the library, delivering a message, 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.

Legal Obligations and the Duty of Care

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, that Scarborough College is a safe place for all pupils, employees and others who enter the school when they are in our care. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

All members of staff are responsible on a day to day basis for ensuring that pupils at the school are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

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 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 breaks) when pupils are present on the school campus and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The College bounds are clearly understood. Pupils are regularly reminded which areas are out of bounds.
- Regard for the ages and capabilities of our pupils.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- Rules and a Code of Conduct have been drawn up to seek 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 pastoral meetings and are regularly cross referenced in assemblies and classroom discussions.
- Teachers have a responsibility to be aware of their supervisory responsibilities
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of 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.

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 College 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

The College provides supervision from 8.00 a.m. for early arrivals as part of our 'wrap around care'.

Key workers within the Pre-school will welcome their children in the morning.

Prep teachers should ensure that their class is in-line and quiet before proceeding to form rooms ready for registration at 8.30 a.m.

Senior School Form Tutors should ensure that they are in their form rooms ready for registration at 8.30 a.m.

Senior School students are not normally under direct supervision before 8.30 a.m. unless they are engaged in an activity organised by the school such as sports, music or drama.

Supervision During Class Lessons and Registration

All pupils are registered at the start of the day (8.30 a.m.) and once again at the beginning of the afternoon teaching session (2.20 p.m.). Pupils are also registered at all games lessons and at co-curricular activities before school begins, at lunch times and after school. They are also registered during co-curricular activities that take place at weekends.

Planned absences are marked within the College's MIS in advance. Parents and guardians make the College aware of a pupil's absence by communication with the Reception team. Should a pupil be unaccounted for then staff are expected to refer to the College's *Missing Pupil Policy*.

If a pupil has to be sent home unwell, he/she will not be allowed to leave the school premises until their parent or guardian has been contacted with arrangements in place for their departure. In almost all cases, this will involve collection of the pupil by a nominated adult in person. Sixth Form students may be given leave by a parent to depart unaccompanied. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or member of the house staff arrive and assume responsibility.

Children should be supervised at all times by the teacher who is teaching them for that session. The teacher should not leave the room unless an emergency occurs, and in such cases Reception should be notified so that a cover teacher can be sent to supervise the class.

Pupils in the Sixth Form can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds to unsupervised pupils for reasons of Health and Safety.

In the Senior School at certain times 'remote supervision' may be appropriate if students are working independently and are not engaged in high risk activities or that require direct teacher supervision (such as outdoor practical Art work).

Teaching assistants can supervise and work with groups of children, but the responsibility of those children remains with the teacher.

All staff and pupils are aware of the need to check strangers on the premises and report immediately to the school office wherever there is a concern.

The 'Code of Conduct' notices are displayed in each classroom. Class teachers establish classroom behaviour contracts and provide guidance for their pupils.

Physical Education, Games and Extra-curricular Activities

The same principles of care apply during Physical Education and Games lessons as to other school activities. All staff must read the Health and Safety policy at the beginning of each academic year. It is the class teachers' responsibility to consider such factors as safety of apparatus being used, the condition of the floor, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the children.

As part of the curriculum, some pupils will have swimming lessons. The class teachers/learning assistants accompany the pupils and remain responsible for their supervision. Only qualified staff can take responsibility for the pool sessions, although additional members of staff should be used to ensure good order and to assist with changing for the younger pupils.

If a child is not taking part in a PE or games lesson, the child should work in a different class or remain with the class with a non-participant activity. Senior School pupils may be allowed to work in the library, at the discretion of the Librarian and the Director of Sport.

Staff assigned to co-curricular activities are expected to follow outlined procedures in respect of the registering and supervision of pupils in their groups at lunchtimes and after school.

Supervision at Break Times

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

To ensure the most secure play environment for all pupils, adequate teacher supervision of mid-morning and lunchtime breaks is vital. To that end a rota for all Key Stages is prepared at the start of the academic year.

Members of staff are required to go out on duty promptly (at the start of break and lunch). The members of staff 'on duty' then supervise the children until the end of break when the bell rings.

No children should be in the school building, unless they have been given permission to do so by a prefect or by a teacher, are attending a class or are visiting the school nurse. The Sixth Form and Year 11 pupils are exceptions to this rule.

In the event of an incident that needs support, the teacher on duty should send for one of the Heads of Tier, or a member of the Senior Management Team.

Inclement Weather

- Whenever possible breaks should be outdoor, however there will be times when weather conditions will prevent that.
- The duty team leader will decide whether outside conditions merit a break being declared as an 'In Day'. In the Prep, a message should be sent, in plenty of time, to other teachers. Different decisions may apply for pupils of different ages. In the Senior School, the IN DAY/OUT DAY notice by reception should be changed to indicate the current situation.
- In the Prep, supervision will differ in that the playground duty rota is suspended, and form tutors will take their tutees to their form rooms.
- All responsibilities attaching to an outdoor break time still apply though emphasis will differ.
- Children must stay in their respective areas and again ask permission to go to the toilet or carry out any tasks.
- On 'In Days' in the Senior School, staff and prefects on duty must circulate to ensure good order is maintained in the library, corridors and form rooms.

Responsibilities of Teachers on Duty

- To be present in the area for which they are responsible.
- To patrol visibly the various indoor and outdoor areas, separately from the other teachers on duty to ensure that all areas are covered.
- To observe pupils' activity to detect in so far as possible any individual or group action which might:
 - 1 Be considered intimidating (bullying)
 - 2 Give rise to injury
 - 3 Cause damage
- Enforcement of such rules as may apply to play areas.
- To be aware of such individuals whose presence on school premises is not justified, and challenge them accordingly.
- In the event of an accident take appropriate action.
- Supervision of orderly lines on return to the main building.

Responsibilities of Staff at the End of Breaks

At the end of break and lunch, teachers will proceed to their rooms promptly to welcome the children to class.

Timing of Breaks and Lunch – see *Senior and Prep Daily Timetables*.

Absence of Duty Teachers

In the event of the absence of a duty teacher another member of staff will need to take their place and assume their duty.

The Heads of Tier, or members of SMT, will organise cover for short-notice absences.

Supervision at Lunch Time

The lunchtime duty rota is displayed on the noticeboard outside the dining room, as are the timings for each Year Group.

The management of behaviour at lunchtime is co-ordinated by the duty teachers.

At lunchtime there are always members of staff on duty in the dining room. Duty staff are responsible for ensuring that students are behaving appropriately, that tables are wiped, and that there is no unsafe activity occurring.

Supervision at the End of the School Day

Lessons finish at 4.10 p.m (Infants 3.35pm)

Pupils can remain in supervised activities up to 5.15 p.m. (Senior School) and 6.00 p.m. (Prep) as part of our 'wrap-around care'.

Between 4.15 p.m. and 5.15 p.m., if students in Year 11 and below are on the school site they should be in a staff-led activity.

Certain boarding pupils may choose to return to their houses at this time.

Sixth Form pupils may be in the Sixth Form Common Room, Study Centre, Café or the Library.

Between 4.15 p.m. and 5.15 p.m. any student who needs the assistance of a member of staff should go to Reception, from where the member of staff will be contacted.

Pupils should not be in school after 4.15 p.m. unless under the direct supervision of a member of staff.

All EYFS, Infant and Junior pupils who are not collected from school remain in supervised care until they are collected by a parent or guardian (*see also, Missing Child Policy*).

Pupils attending a school event beginning after 6.00 p.m. should wait in the dining room, unless otherwise directed by a member of staff.

Teachers who are running co-curricular activities, in particular evening and weekend fixtures, activities and events, know that they are responsible for all pupils engaged in them until the point that all pupils have left the campus safely.

Buses depart at 5.30 p.m. Monday to Thursday, and at 4.30 p.m. on a Friday. Prep pupils are escorted to the buses by classroom assistants and teachers on a rota basis. Prep pupils are supervised and checked by Prep teachers and are then directed to the buses where Senior School duty teachers are available to help.

All children who travel by school bus are supervised on to the school bus by the duty teacher.

Areas Permanently Out of Bounds

Some areas are out of bounds to unsupervised pupils in all year groups. These include the science laboratories, the Lisvane Hall, the sports hall, the maintenance department, the Estates corridor, the Boarding Houses (except for boarders who have been given permission) and the kitchen areas.

Supervision out of School on Trips or Residential Visits

Scarborough College staff are responsible for the safety and welfare of Scarborough College pupils at all times on both day trips and residential trips, however the level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. All trips require the Headmaster's approval and a full risk assessment form. These forms, together with how to complete them and the guidance required for trips and visits can be found in the *Educational Visits Policy*.

Management of Pupils in Transit between Home and School

A significant number of pupils travel to and from school each day using the bus services provided by the College. Pupils are reminded by the Deputy Head 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 be unruly or dangerous in any way.

Pupil behaviour on buses is usually excellent and the effective supervision of departures each day by duty staff promotes an orderly atmosphere on each bus. Misbehaviour is reported to the Heads of Tier and followed up by the Deputy Head.

The senior pupils on the bus are asked to promote good behaviour and to report any concerns to the Deputy Head. The bus drivers also have daily access to the Business Manager to voice any concerns they may have. All bus pupils are briefed on the appropriate action to be taken in an emergency. Drivers conduct a pick-up register daily and are informed in advance whenever there is a planned absence of a pupil.

The College has procedures in place to manage the non-collection of pupils by an appointed adult at the agreed collection points, and for the supervision of pupils should there be an accident or breakdown. Please refer to the *Bus Passenger Emergency Procedure Policy* and *Minibus Policy*.

Supervision of Pupils on the College Campus during Weekends

(See also the Boarding Handbook for Staff)

To ensure their safety, pupils should not be in school unsupervised at the weekends and during the school holidays. We advise parents that we cannot assume responsibility for their children during these times unless they are involved in a specific teacher-led activity. Pupils may be invited to visit their friends within our boarding community on-site, but only with the expressed permission of the Housemaster or Housemistress.

Being Alone with a Child (Advice for Staff and Volunteers)

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a child to an office for disciplinary or administrative reasons.
- Offering a lift home to a stranded child at the end of the day or after an co-curricular activity.
- Visiting the toilets as part of a duty responsibility.

Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Deputy Head, as appropriate.

In addition there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown.

Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:

- avoid meetings with pupils in remote, secluded areas of school.
- ensure there is visual access and/or an open door in one to one situations.
- inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- always report any situation where a child becomes distressed or angry to a senior colleague.
- consider the needs and circumstances of the child/children involved.

Changing Rooms

Young people are entitled to respect and privacy when changing for activities. Staff should supervise the changing room areas, being on-hand for pupils when necessary, and staff of the same gender as the pupils may enter the changing room for a purpose. However, unless the children are very young or there are concerns over pupils' behaviour, remaining in the changing room for lengthy periods of time is not recommended and staff should be sensitive to the pupils' right to privacy.

Every Child Matters

Supervision of Pupils plays a major contribution to the Every Child Matters (ECM) five outcomes for children: be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing.

Policy Prepared by:

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| Person Responsible for Updates | Date Last Reviewed | Next Review Due |
|---------------------------------------|---------------------------|------------------------|
| Tim Cashell | January 2020 | January 2023 |