



Supervision Policy and Guidance

Abstract: This policy is to be read in conjunction with the following policies:

- Behaviour
- First Aid
- Fire Safety
- Health and Safety

Purpose:

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

1. Legal Obligations:

The governing body and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others 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 Clifton Lodge Leadership Team (SLT) will make arrangements for the security and effective supervision of the school buildings and their contents.

The teachers have a duty of care to the children, which is based on the principle that they are 'in 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, they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline during the school day 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

2. 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. (For information regarding claims for negligence and disciplinary procedures etc, see the Staff Employment Handbook).

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in

the standard of the appropriate care, the member of staff may incur some legal liability. 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.

3. Responsibility During the Day:

a. Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school office will contact parents if pupils are absent from school without notification (see registration procedure below).

b. Illness

When pupils are taken ill during the school day the school will, if required and usually after discussions with the Form Teacher/Headmaster and/or trained First Aider where appropriate, contact the parents/guardians whether at home or at work in order that the pupil can be collected. Information about contacts is kept on the school's electronic system and in the school office. (See also the First Aid Policy: attendant policy for the administration of medication, for the procedures regarding sick pupils).

All pupils who are known to have a medical condition and/or allergies are known to staff members and a list of these pupils is retained by the office, displayed in the staffroom and in the dining room area.

c. Registration

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily (except where pupils are boarders). This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LEA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

Procedure of Registration:

Morning and Afternoon Registration is recorded following UK law and Government guidelines:

Morning attendance at Clifton Lodge School is taken at 08.45hrs and is recorded by the Form Teacher through the application of SIMS and is checked and monitored by the School Secretary. All Form Teacher attendance registers must be recorded by 08.55hrs.

In case of an emergency/fire/evacuation the secretary will provide hard copies of form lists. Should teachers receive any information on a pupil's absence, this information must be forwarded to the School Secretary and Form Teacher.

Any pupils arriving late into school should be marked as absent from their class, and on their arrival to school they should report straight to the school office where their attendance record will be updated.

The law in this country requires all children between five to sixteen who are educated at a school to attend so long as they are well. Permission not to attend school may be granted by the Headteacher up to a maximum of ten days. If permission is not given or the maximum is exceeded then the family is in breach of the law and the school is obliged to make annual return of such unauthorised absences to the Government.

d. Supervision in classrooms

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable, and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil will be deployed to seek assistance.

e. Before and After School

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school:

- The school has written to all parents stating the time of the start of the school day and indicates that no arrangements are made for the supervision of children earlier than 08.00 am
- There are also no arrangements made beyond 4.15pm unless there is an evening activity at the site
- (Refer to entry and exit procedures below for activities out of normal school hours)

After-school activities and clubs

The exception to the above is for pupils who are in a supervised after school activity. The daily class lists for after school activities are in a folder placed at the desk of the afternoon secretary. After school clubs should finish at 5.30pm. Teachers must ensure that their respective pupils are collected by a parent or carer in the normal way.

All staff members taking after school activities take attendance registers before the activity starts. The attendance list should then be returned to the school office.

f. Entry & Exit to Buildings and off-campus guidelines

It is essential that safeguards are in place and that staff are informed of the security and safety procedures by the Headmaster during the health, safety, security and fire evacuation presentations at the start of the school year in September. Right from the start and throughout the school year, it is imperative that all staff adhere to this policy. All staff must complete the sign in/out register by writing down the time every time they enter and leave the school.

g. Sports Activities

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of pupil clothing
- The suitability of the activities for the ability and age-range of the pupils

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches or jewellery during PE activities
- Ear-studs should be taped over
- If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
- Pupils should not be handling PE equipment without direct supervision

Pupils not taking part in a PE session should either accompany the PE class.

Clifton Lodge makes use of various sports facilities including Will to Win, St. Augustine's Priory, Old Actonians and Gurnell Swimming Pool. These are located off-campus.

All pupils using external facilities for curricular and extracurricular activities are accompanied to and from the site, via coach-service, by the teaching staff. A register of attendance is taken before leaving the school site, and once the party has returned to the school.

h. Practical on-campus activities

Teachers of practical subjects: Art, Science and PE will consider the organisation of the pupils involved in practical activities. Consideration is given to the number of pupils who can be suitably supervised when organising practical activities. Teachers will take all necessary precautions to include, where appropriate:

- Use of masks and goggles
- Training in the use of tools and other equipment
- Training in the carrying of glass and sharp objects
- Training in the carrying of hot substances

In addition, the following guidelines will be followed:

- Pupils should be closely supervised when using sharp equipment

- All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary
- Pupils should not have access to craft-knives or other sharp tools/blades
- Teachers should ensure that pupils are trained in the correct use of tools

Suitable safety information should be available for pupils e.g. posters on display in practical settings such as the laboratory and written guidelines issued.

i. ICT

Please see the Clifton Lodge Data Protection and ICT Policies for information on the supervision of pupil use of ICT.

j. Lunchtime supervision

Supervision of lunchtime periods is provided by one staff member in the dining room and one staff member in the playground who patrol the designated areas for pupils at that time.

k. Visitors

- Visitors buzz the call button on the external door to notify the school office that they require access to the building
- Visitors must present themselves to the school office, provide identification if requested and notify who they are visiting
- Visitors are signed in the visitors register book
- Visitors are requested to remain in the assigned waiting area until their Clifton Lodge host arrives
- All visitors remain with their Clifton Lodge host, and/or under supervision of another member of staff, for the duration of their visit

l. Community Events (During & After School)

- Open/closing times are shared with Cleaning Staff
- The main entry door for visitors is supervised by secretarial staff
- Health safety, security and fire evacuation procedure must be announced at the start of all events. This is done either by the designated Health and Safety officer or the host of the event
- The host is given health; safety and fire instructions by the Health and Safety officer
- In the absence of the Health and Safety officer a member of the Admin team will be briefed in these procedures

m. Emergency

In the case of an emergency please send a pupil to the main office or adjacent classroom to seek help if the teacher is alone. Do not leave the class unattended. In the event of a fire or other evacuation, please follow the procedures as outlined in the school Fire Safety Policy.

