

Supervision of Pupils Policy

Responsible person: Matthew Potger

Last review date: September 2022

New review date: September 2023

“Burlington House School” refers to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

THE WELFARE, HEALTH & SAFETY OF PUPILS STANDARD 3.

Aims

Burlington House School is committed to providing a safe environment for the pupils of the school, through the supervision that we provide during the school day. Burlington House School has put in place procedures and guidance for all staff, regarding the proper supervision of pupils in school and on educational visits and trips.

All staff have a duty of care to all pupils in the school. It is the Senior Leadership Team’s (SLT) responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the SLT’s responsibility to ensure that there is effective supervision of the school and that the school is secure.

Children are supervised in the following ways:

- Duties (before, after and during the school day; see Duty Rota for detail)
- During timetabled lessons
- Risk assessments are carried out to ensure ratios are correct when off-site visits occur (see Risk Assessment policy)
- If a member of staff is supervising any activity in a remote location, they must have use of the school mobile phone.
- Extra-curricular activities are supervised by dedicated staff members.

Staff who supervise are aware of our Child Protection and Safeguarding, Anti-Bullying and Health and Safety policies.

No person may smoke, consume alcohol or be under the influence of drugs at any time whilst supervising pupils.

Before School

The school gates and doors will be opened at 8:00am. The school provides gate duty and main playground pupil supervision from 8:00am. Pupils arriving before 8:00am will remain

in the Common Room area until they can move to the Main playground until 8:25am when they will be directed to their registration class. Please note that there is no direct pupil supervision before 8:00am and parents/carers are required to remain with their children should they arrive on site before this time.

Registration

An electronic register is taken at the start of the day, at 8:25am and again in the afternoon at 2:45pm. Authorised absences owing to sports fixtures or academic trips, or for medical reasons, will be recorded on Schoolbase. Any pupil absent from registration without a prior explanation from parents should be reported to the School Secretary by 8:15am, who will then follow this up with the parents and notify the teacher of the reason. The form teacher or tutor should then add this reason to Schoolbase.

Should a teacher not take the register and update the information then the Deputy Head - Academic will be notified. If this persists then SLT will be informed. Disciplinary action may be taken, as registers are a legal requirement.

Parents are responsible for notifying the form tutor and/or School Office by email or phone call if their child is absent for any reason. Pupils who are late for registration are asked to register in person at the Reception desk.

Supervision during lesson times

Children should be supervised at all times by the teacher who is teaching them for that session. No class should be left unsupervised for any reason. In cases of emergency another member of staff can be called to supervise the class while the difficulty is dealt with. Learning Support Assistants (LSAs) can supervise and work with groups of children, but the responsibility of those children remains with the teacher. Class teachers establish classroom behaviour contracts and provide guidance for their pupils.

Physical Education

The same principles of care apply during physical education lessons as to other school activities. Please see **Health and Safety Policy**, **Risk Assessment and Educational Trips Policy** and **site specific PE Risk Assessments**.

Arrangements for cover of absent colleagues

When a member of staff is absent from lessons, the Academic Administrator organises a cover teacher for classes. If a teacher is called from the classroom for a short period of time, the LSA or another colleague will supervise the pupils.

Break and lunch times

All members of the teaching staff form part of the rota for Break and Lunch time supervision. 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 morning and lunchtime breaks is vital. To that end a rota for all areas is prepared by the Academic Administrator at the start of the academic year, which is on display in the staff room and shared with staff electronically. Updates are emailed when

necessary. 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 they ring the bell. No pupils should be in the school building, unless they have been given permission to do so by a teacher, are attending a class or are visiting the school medical room. In the event of a serious incident that needs support, the teacher on duty should send for a member of the Senior Leadership Team.

Indoor Play/Lunch Times

Whenever possible breaks should be outdoors, and pupils are expected to go outside; however, there will be times when weather conditions will prevent that. If it is necessary to remain inside then pupils are supervised by members of staff according to the normal duty rota. All responsibilities attached to an outdoor break time still apply though emphasis and location will differ. Pupils must stay in their respective areas. Wet Play will be decided by a member of SLT.

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:
 - a. Be considered intimidating (bullying)
 - b. Give rise to injury
 - c. 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.
- To have read and understood any risk assessment in place for their areas of supervision.

Any incidents occurring during break and lunch times are recorded, and communicated to the appropriate member(s) of staff in a timely manner.

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 Academic Administrator will organise cover for short-notice absences.

End of the school day

Lessons finish at 3:40pm. There is a member of staff timetabled to be on gate duty until 4pm, or until the last pupil is collected.

Uncollected Child

If a parent or Local Authority taxi is late collecting, the pupil will be taken to the Reception and a member of SLT will look after them and contact the parents at home or work to establish the reasons why the pupil has not been collected.

All reasonable attempts are made to contact the parents or nominated carers. The child will be unable to leave the premises with anyone who is not directly nominated by parents either in writing or directly by telephone. The child will stay in care of members of staff until the parent or a carer safely collects the child. Under no circumstances will staff go to look for the parent, nor do they take the child home themselves. A full written report of the incident will be recorded in the child's file.

Supervision out of School on Trips or Residential Visits

Although no longer compulsory, the school adheres to The Secondary Heads Association (SHA) on guidance for staff to pupil ratios (minimum requirements)

- 1:10** for trips abroad with minimum of 2 adults of opposite sexes if the group is a mixed party
- 1:15** for other residential visits with minimum of 2 adults of opposite sexes if the group is a mixed party
- 1:20** for day visits outside the walking distance of the school with minimum 2 adults of opposite sexes if the group is a mixed party
- 1:25** for a short local visit (perhaps during a lesson) where one teacher might be sufficient even for a mixed party.

The Association of Teachers and Lecturers (ATL) recommends in general that a ratio of 1:10 is an absolute minimum. For some potentially hazardous activities it may be 1:5 and a judgement can only be made when all the risks have been assessed. Teachers should keep a written record of that assessment and the reasons for the final decision. ATL also advises that "if in doubt, increase the number of adult supervisors" and in mixed groups have at least one male and one female teacher.

It is the school's policy that staff will supervise all activity trips, parent or other volunteers will not be used.

Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

In these instances, the party leader should discuss the visit with the parents of pupils and the SENCo to ensure that suitable arrangements have been put in place to ensure pupil safety.

All supervising staff should be aware of a pupil's medical needs and any medical emergency procedures. If the pupil's safety cannot be guaranteed, it may be appropriate to make alternative arrangements for that particular child, for example in the case of a Ski trip,

parents may request one to one support where appropriate (at an additional cost to themselves). For further information, see **Risk Assessment and Educational Trips Policy**

For Residential Visits, issues to be considered include:

- The group should ideally have adjoining rooms, with teachers' quarters next to the pupils'; the leader should obtain a floor plan of the rooms reserved for the group's use in advance
- There must be at least one teacher from each sex for mixed groups

For further information, see **Risk Assessment and Educational Trips Policy**

Unsupervised access to facilities by pupils

Pupils are not allowed to be unsupervised in the school at any time.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, e.g. Science laboratories, Art rooms and cleaning cupboards. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Medical Support

If pupils are not well or receive an injury, they will report, or be taken, to the School Office and a First Aid trained member of staff will attend. The School Receptionist is the principal provider of First Aid on the school site and is able to deal with any accidents or emergencies or to help a child or visitor who is taken ill. Assistance will be provided which may, on occasions, lead to a telephone call home to inform parents of the situation. Parents may also be required to collect their child from school early. If a child is seriously hurt, then an ambulance will be called and parents informed immediately. Details pertaining to the incident will be recorded. Please see **Health and Safety Policy**

Security and access control

The school site is secured by locked gates and doors. All visitors are required to ring the bell for entry and to sign in upon arrival at the Reception desk. 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.

Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and all guidelines are in the staff handbook.

Safer Recruitment practices are followed at all times.