



SILCOATES

Independent education for boys and girls aged 3-18

Supervision of Pupils Policy (Senior School)

The purpose of this policy is to explain how pupils in the Senior School are supervised during normal school hours.

Our aims are to:

- Provide sufficient supervision measures to maintain an orderly, respectful and positive school environment.
- Promote the health and safety of pupils at the School.
- Demonstrate how staff are deployed to ensure the proper supervision of pupils.

Staff are given additional instructions with reference to the supervision of pupils through their induction into the School and via the Staff Handbook. Any specific issues with regard to supervision are also addressed through email and staff briefings.

Legal obligations and the duty of care

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, that Silcoates School 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 order to ensure the adequate supervision of pupils, the following measures are in place:

- The School bounds are clearly delineated. Pupils are regularly reminded which areas are out of bounds. Students are not allowed into areas that are out of sight of the duty rounds.
- Duty staff are given a mobile phone so they can contact reception if they encounter any issues in more remote locations.
- There is a systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules 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 tutor time 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.

Protective measures

The following measures in place to protect pupils:

- All pupils are registered at 8.35am on SIMS. Parents inform Reception of absence from School, which is recorded as authorised absence with an appropriate code. Pupils are assigned as 'Out of School' for authorised absences. If pupils are late to school and miss registration, they sign in at Reception. If any pupil fails to sign in for the morning registration without satisfactory explanation, a call is made to the pupil's home by Reception to establish their whereabouts. This information is then recorded on SIMS and the tutor and Head of Section informed.
- Members of staff register all pupils in lessons using SIMS. Use of the registration system is tracked by the Heads of Section, the **Attendance Officer** and the Deputy Head (Pastoral).
- All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil is ill or injured and visits the School Nurse, this is recorded on SIMS so that the class teacher is aware. If a pupil cannot be found, the School will instigate the procedure explained in the Staff Handbook and a member of SLT will be contacted immediately. Senior staff will search the site and speak to peers for any information on the possible whereabouts of the missing student. If the student is still not located, parents will be informed.

- Pupils in Years 7 to 11 are not allowed to leave the School premises without permission from the Head of Section, the School Nurse or a member of the SLT.
- Students in Years 12 and 13 may only leave the School site with permission of the Head of Sixth Form, the School Nurse or a member of the SLT. Some Sixth Form students have a Period 5 and 6 'privilege' and this is recorded on SIMS.
- If a pupil has to be sent home unwell, they will not be allowed to leave the School premises until their parent or guardian is aware of the situation. 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 arrives and assumes responsibility.

School hours

- Pupils should not be in school before 7:30am, as they will not be supervised.
- The Dining Hall opens for breakfast at 7:45am. The Sixth Form Study Centre opens at 7.30am.
- Between 4.10pm and 6.00pm, the Library is open every day for pupils to work under supervision.
- Various activities that may occur each day after school are supervised by a member of staff. At the end of these activities, pupils are collected up by parents.
- If a pupil in Years 7 to 11 is in school after 4.30pm, they should either be supervised in an activity or in the Library.
- Pupils should not be in school after 6.00pm unless they are being directly supervised by a member of staff.
- The Reception will be staffed between 8.00am and 5.00pm if contact with the School is needed.

Staff duties

- The Deputy Head (Pastoral) and the Heads of Section draw up a rota of staff duties. These duties are designed to ensure a suitable level of supervision before school, at break time, lunch time and after school. The rota is displayed in the Staff Common Room and on Firefly.
- All areas that are 'in bounds' to the pupils are supervised by staff during the break and lunchtimes. These areas include classrooms, corridors, the Dining Hall, outside areas and other designated areas, such as the Chapel.
- After school, staff are on a rota to supervise the dispersal of students by the parents' cars and buses.
- For all duties, the priority is to maintain a safe environment for the pupils and this is often best achieved by a vigilant, proactive presence that engages with the pupils and has the added benefit of building relationships and reducing the likelihood of problems occurring.
- Where particular issues are noticed, staff should deal with them immediately, if appropriate (for example, assisting a pupil who has hurt themselves playing football and needs medical attention), or contact a member of the SLT.

- When staff are unable to do a duty on a particular day, it is their responsibility to organise a replacement for it.

School transport

- There are buses which provide a service to Silcoates from outlying districts. These are organised by the School or local transport companies with the support of the School.
- A Code of Conduct for the School coaches is sent to parents when a pupil starts to use the service. This must be signed by both parents and pupil, explained by the parent and followed. A copy of the Code of Conduct is available on request.
- In addition, a Sixth Form bus monitor is appointed for each bus. Their role is to assist with supervision on the School transport and report any instances of misbehaviour. In an emergency, the bus monitor can contact the School and the School can contact the bus monitor.

Wearing seatbelts in vehicles

- In order to ensure that all journeys by Silcoates pupils are undertaken in the safest possible manner, it is the School's policy that **seatbelts must be worn at all times by all staff and pupils in cars (including taxis), minibuses and coaches**. All staff and pupils are made aware of this and are asked to adhere to the policy strictly. We will do everything we reasonably can to enforce this policy.
- Members of staff do not travel on the School buses to and from school each day so it is not possible for us to guarantee that seatbelts are worn by pupils. There is a member of staff on car park duty each day and prior to travel they enter the coach to remind pupils to put on seatbelts. Depending on the age of the passengers, the current law does not insist that the coach driver is responsible for ensuring that everyone is wearing a seatbelt. We have asked the coach companies to make sure that all their drivers are aware of the School's policy, but ultimately each pupil is responsible for ensuring that he/she is wearing a seatbelt at all times.
- We therefore ask parents to help us to reinforce this message about the use of seatbelts to pupils, so that we can continue to ensure their safety when they travel in vehicles.

The role of Prefects

- The Heads of School organise a rota of Prefects who assist in the supervision of pupils at lunch times.
- The weekly Prefect rota is displayed in the Sixth Form Common Room, the main corridor and communicated via social media.
- Heads of School attend a weekly meeting with the Head of Sixth Form. This meeting will be used to discuss any difficulties with regard to the supervision of pupils.
- Prefects have additional supervision responsibilities such as the Dining Hall queue and at the entry to and exit from assembly.

Lessons

- During lessons, the supervision and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with their Head of Department or the Bursar.

Break and Lunchtime supervision

- At morning break (10.50am to 11.10am), pupils in Years 10 and 11 are unable to enter their tutor rooms and instead encouraged to go outside or to the Dining Hall or (if wet) to the Chapel. Pupils in Years 7 to 9 will also be required to go outside or into the Chapel. Members of staff will supervise the corridors and outside areas. An additional teacher supervises the Chapel. In the case of extreme weather, pupils will be given access to the classrooms. Staff will supervise from the corridor.
- At lunchtime, the lunch queue is supervised by SLT and the Heads of Section from 1.00pm to 1.15pm. Prefects take over from 1.15pm to 1.45pm, on a rota drawn up by the Head of Sixth Form and the Heads of School. During lunchtime, pupils will be outside, or taking part in supervised activities. In case of extreme weather, pupils will be given access to the classrooms. Staff will supervise from the corridor.
- Staff spread themselves throughout the Dining Hall to ensure good behaviour, appropriate table manners and politeness to the catering staff.
- Members of staff are on duty outside, including the MUGA and the Astro.

Trips and visits

- Members of staff planning to take pupils out of school for off-site activities must read the Trips and Visits Policy, which is published on the School's website. These contain advice with regard to the safe supervision of pupils on school trips.

Occasional events

- After school events, such as a concert or play, which start later in the evening and may result in significant numbers of pupils remaining on site, will be supervised either directly by the organising staff member, or delegated staff, or through the normal channels of the Library or an after school club. This applies before the event and after, until pupils have been collected by their parents or another appropriate person.
- If the event for which pupils are required does not begin until later in the evening, pupils remaining in school must be supervised in the Library or through a separate arrangement, where they are under the direct supervision of a teacher.

Reviewed by:	Mr Evans - Deputy Head (Pastoral)		
Date of last review:	June 2020	Date of next review:	June 2021