



ROEDEAN MOIRA HOUSE SUPERVISION POLICY 2018-19

This policy is for the whole school including the Early Years Foundation Stage (EYFS).

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

Legal Obligations

The School Council and the Principal have specific obligations to ensure that, as far as is practicable, a safe place of work is established for all pupils, employees and other people 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 teacher has a duty of care to the pupils, which is based on the principle of 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 the Principal 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 before school, between lessons, breaks and after school) 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.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds and other areas and venues used by the school from time to time.

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 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. 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

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



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- The school will inform all parents that the start of the school day is 8:20 am and that the school opens at 8 am. School reception is manned by a member of staff from 8 am onwards.
- On arrival, pupils will go to the designated area for their House and will be supervised by the duty teams organised by the Heads of Section.
- Heads of Section, as well as Members of the School Management Team, are present in the school from 8 am.

Supervision during Prep time

Pupils in the Seniors and Sixth Form have prep time on 5 days of the week from 13:30pm to 14:00pm. They are supervised by the duty teams organised by the Heads of Section ensuring that school grounds are covered.

Supervision 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 seek to contact parents when pupils are absent from school without notification.
- Leaving the school site: Pupils are not allowed off site during school hours unless there is clear evidence of an approved request from the parent(s) or guardian, or in the case of Sixth Formers, if they are allowed flexi-time. This is dealt with by the School Office staff. All pupils must sign the 'signing out' book on leaving the reception.
- Illness: Parents will contact the school when pupils are absent from school due to illness.
- Emergencies: No class of pupils should be left unsupervised for any reason. In the case of an emergency the member of staff in charge must send two pupils to the School Office.
- Lesson Time: Classes must be supervised at all times. Pupils should not be left in classrooms without supervision. Teachers complete the online register on PASS / 3 Sys at the beginning of every lesson. Pupils attending clubs and extra-curricular activities should not be left in school unattended. If a teacher does not arrive after 5 minutes into the lesson, 2 pupils should go to the School Office to get a cover teacher. Pupils must not be used to transfer / transport furniture / equipment.
- Study Lessons: It is the policy at Roedean Moira House that our 6th form pupils will be encouraged to take responsibility for their own learning. They will be nurtured towards Independent Study. Their study time will be supervised initially and they will enjoy more freedom as they progress and display the skills needed for such independent work. This may also progress to study leave when there is sufficient evidence to support this move. Parents are always consulted before such decisions are made. Lower year pupils who have study time (for whatever reason) are supervised at all times.
- Visitors: All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. It is a duty of all staff to check strangers on the premises and report to the School Office if there is a concern.

Supervision during Morning Break and Afternoon Tea

- There must be adequate supervision both indoors and outdoors through school break times.
- A duty rota for break time supervision is organised by the Heads of Pastoral Care and displayed in the Houses; this includes "patrolling" around the school. Pupils may not use their form base during break and lunch, but rather go to their Common Room. The

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member of staff on duty should enter classrooms and check on the pupils as part of the duty responsibility.

- Catering staff supervise the pupils in the dining-room.
- Pupils in the Junior School are supervised by members of staff in the JAC and in the Boston playground.
- Members of staff on duty should begin supervision promptly.
- All staff should leave the staff common room promptly to be in class ready to start the lesson on time.

Supervision at Lunchtime

- There must be adequate supervision both indoors and outdoors through school lunchtime.
- A duty rota for lunchtime supervision is organised by the Heads of Pastoral and displayed in the Houses.
- Catering staff assist in the supervision of pupils in the dining-room. Pupil helpers are also available; Seniors pupils are deployed by the Head of Section - Seniors to assist in the dining room, and Sixth Form pupils are deployed by the Head of Section - Sixth Form to assist with the lunch queue.
- Pupils in the Junior School are supervised by a member of staff in the dining room, escorted back to the Boston playground where they are supervised by an additional member of staff.
- A duty rota for lunchtime supervision is organised by the Heads of Section and displayed in the Houses; this includes "patrolling" around the school. Pupils may not use their form base during lunch, but rather go to their Common Room. The member of staff on duty should enter classrooms and check on the pupils as part of the duty responsibility.
- Members of staff on duty should begin supervision promptly.

Supervision after School

- The Heads of Section will ensure that, at the end of the day, the pupils have left the school site appropriately and ensure that they are signed out by a member of staff.
- The Site Supervisor will ensure that pupils taking the school minibus home have left the minibus area appropriately.
- Pupils staying in school after 5:15 pm will be supervised in their House until 6 pm and will then need to go to the appropriate boarding house to be supervised by the member of staff on duty.
- Pupils in the Junior School may stay in After School Club until 6 pm where they are supervised by the appropriate staff.
- If for any reason pupils have not been met at the end of the day they should wait in their House area rather than stand outside school. Pupils may use their mobile phones in their House after school hours to contact home if permissions has been granted by the Head of Section (unless they are engaged in an after school activity where the teacher in charge will decide what is appropriate).
- Parents should be given notice of any situation where a pupil will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the girl must remain at school until the agreed time of collection.



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Supervision in Boarding

- Boarding staff are deployed to supervise pupils from 5:15 pm to 8:50 am. The boarding rota is emailed to all staff weekly.

Supervision in the Early Years Foundation Stage (EYFS)

Staffing ratios in the EYFS are in line with staff:child ratios stated in the statutory requirements of the EYFS and are as follows:

- Babies (age 0-2) 1:3
- Caterpillars (age 2-3) 1:4
- Butterflies (3+) 1:8 with at least one member of staff holding a full and relevant level 3 qualification and at least half of all other staff holding full and relevant level 2 qualification or 1:13 where person with Qualified Teacher status, Early Years Professional Status, Early Years Teacher status or another suitable Level 6 qualification is working directly with children.
- Reception class 1:30 where person with Qualified Teacher status, Early Years Professional Status, Early Years Teacher status or another suitable Level 6 qualification is working directly with children otherwise 1:8 with at least one member of staff holding a full and relevant level 3 qualification and at least half of all other staff holding full and relevant level 2 qualification.

Off-site lessons/activities

The pupils involved should receive a risk assessment briefing prior to departure. This must be done each time the group prepare to leave the campus.

Any suspicious behaviour encountered during off site activities should be reported to the School Office immediately on return or immediately via the telephone, if concerned. A member of the School Management Team will be contacted to consider action. This might involve informing the police.

Pupils should be brought back into school immediately if any danger is suspected.

The member of staff in charge of any off site activity must take a school mobile phone from the Finance Office and leave a list of pupils and staff on the activity at reception.

Supervision of Special Activities

All extra-curricular/ special activities/events must be supported by a full risk assessment, carried out by the member of staff in charge. This must be kept with the teacher in charge and be available at all times for consideration by management. In the case of a special event the Risk Assessment must be attached to the Event Proposal Form when submitting for approval.

Subject Specific Supervision requirements

Teachers should consider the organisation of the pupils involved in practical activities in relation to their subject areas. The department handbook should contain full details of all risk



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assessment procedures for the subject. New staff must be given full induction into the issues surrounding supervision in the subject area.

School Visits

When pupils are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the pupils at the end of the visit.

A policy and procedures file for school trips can be found in the School Office and on the network. All staff organising a visit will be asked to sign that they are familiar with and adhere to the policy and procedures.

Security

The site supervisor or his cover is on call at all times for security. Details of the site supervisor rota and phone number are indicated on the boarding rota which is emailed to all staff weekly.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Pastoral Care Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2017

NEXT REVIEW: June 2019