

# Hulme Hall Grammar School



# Staff Supervision Policy

<b>Policy Control</b>	
Report	Staff Supervision Policy
Approval Body	Finance and Facilities Committee
Date Reviewed	September 2018
Review Schedule	Annual
Next Review Date	September 2019

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

## **Legal Obligations**

The Governing Body and the Headteacher have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that 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 children, which is based on the principle of loco parentis. This can be thought of 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 Head 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 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.

## **Supervision Before 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 at 08.30a.m.

The school will inform all parents of the starting time of the school day and indicate that no arrangements are made for the supervision of the children earlier than 8.30am on a school day, with the exception of JLC and Pre-School children where care begins at 8am.

JLC pupils should report to the JLC building where they will be supervised. Please see Pre-School supervision policy for arrangements.

Supervision of senior children before school begins will form part of the school's rota of supervision. SLT are on duty from 8.30am.

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## Responsibility During the Day

**Unexplained Absence:** The responsibility to ensure that a pupil attends school regularly is that of the parents and carers. The school will contact parents when children are absent from school without notification on the first morning of their absence. This will be flagged up when the registers are taken by Form Tutors. Parents are asked to contact school, early in the morning, if their child is unable to attend school.

**Leaving the school site:** Children will not be allowed off site during school hours unless parents inform in writing of any appointments. Children must be collected by a parent and signed out.

**Illness:** When children are taken ill during the school day the school will contact the parents or carer, whether at home or at work. Information about contacts is kept in the School Office on SIMS.

**Emergency:** No class of pupils should be left unsupervised for any reason. In the case of an emergency please send a child to the School Office.

**Lesson Time:** Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended

**Visitors:** All visitors to the School are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff should check strangers by politely asking why they are on the premises and report to the School Office if there is a concern.

## Supervision During Break Times

- There must be adequate supervision both indoors (when wet breaks) and outdoors throughout school break and lunch times.
- A duty rota for break time supervision will be displayed in the Staff Room and School Office.
- Duty Teachers and Duty Prefects will "patrol" around the school.
- Where senior pupils have supervisory responsibilities for younger pupils, there must always be a member of staff readily available and in overall charge.

Part of the induction of new staff will include explanation of supervisory responsibilities:

- Duty Teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise the children back into classes at the end of break periods
- We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. (Smart and Smiling)

- Particular attention should be paid to supervising children near lockers
- Children should not be left in classrooms during break times unless a member of staff is present
- Staff should support each other in maintaining adequate levels of supervision during wet break times.

## **Wet Break-Times**

- All children will either stay in the Year 11 common room, Enrichment, or the dining room
- A designated ground floor classroom will be opened by the teacher on duty if required
- The teachers on duty will patrol

## **Morning Break**

The members of staff and prefects on duty must be in the designated areas from 11:10am and remain there until 11:30am when break ends. It is not possible to supervise a large number of children without vigilance and concentration and, to this end, the members of staff on duty should not indulge in protracted conversation with other members of staff.

## **Lunchtime**

The lunchtime duty rota explains clearly the duty areas for staff and prefects for the two halves of the lunch break. The duty areas will be supervised by staff from the appointed start time until the end of lunch. Staff will also be responsible for supervision of the lunch queue and Dining Room. Staff need to ensure that behaviour is appropriate and orderly. Pastoral care and health and safety issues regarding incidents need to be followed up.

## **Supervision after School**

Teachers should be satisfied that children have left the school site appropriately. Any child left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home, school would contact the parents, register and note the concerns. Parents should be given notice of children who will be late home through participation in after school activities or revision lessons. 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 child must remain at school until the agreed time of collection, at the School Office.

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## **Being Alone with a Child**

If you are alone with a child, for example running a detention then remember to leave the door open in the classroom or office, give colleagues easy access to your work environment and inform others of your plans. If you have any concerns then discuss with the DSL, DSO or the Headteacher.

### **Subject Supervision**

Subject risk assessments should account for potentially dangerous resources being used incorrectly. For example:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All scissors and craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not have direct access to craft knives and sharp tools.
- Teachers should make sure that children know how to use any tools correctly.
- Teachers should ensure that there is an appropriate level of supervision if using glue guns

## **After School Clubs**

Staff should take particular care when supervising pupils in the less formal atmosphere of an after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or dress and language code may be acceptable.

However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity. Staff must be aware of and follow guidance.

This means that adults should:

- always have another child present in out of school activities, unless otherwise agreed with senior staff in School
  - undertake risk assessments
  - have parental consent to the activity
  - ensure that their behaviour remains professional at all times.
  - In instances where staff maybe supervising in a remote location, e.g. On a school visit, staff will use the school mobile phone so that contact can be maintained.
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