



THE HALL SCHOOL **Supervision of pupils**

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This policy is available on the School website and can be made available in large print or other accessible format if required.

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

Legal Obligations

The Governing Body and the Headmaster 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 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 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 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

Negligence

If a claim of 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 or the school. 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.

Responsibility during the Day

Above all other considerations the safety and emotional welfare of pupils must be an overriding concern. A professional judgment is needed in view of the pupils and the activities in which they are engaged.

Staff Supervising ‘Off site’

When a member of staff is supervising offsite, especially at Wilf Slack, The Hall’s Sports Ground, then a mobile phone is used (these are available through the Clerk of Works or teachers can use their own).

Senior Pupils

Senior pupils must never have any supervisory responsibilities for younger children in any area of the school unless they are overseen by a responsible adult.

Supervision before School

Pupils do not arrive simultaneously on the school premises. The School writes to all parents stating the time of the start of the school day and indicate the arrangements for the supervision of children who arrive before 8:25am. The Reception & Junior School doors open at 8.15am. The Middle & Senior Schools open at 8.00am with registration at 8.20am. Senior School boys may either go to their form rooms or onto the Yard where a member of staff is on duty. On arrival Middle School boys go straight to their classrooms. Music lessons do start before school and these are supervised on a one to one basis. Occasionally, for the Senior School & Middle School there is a school breakfast initiative which starts at 7.30am and finishes at 8.15am (for one week), which is supervised by staff and parents.

The Start of the School Day

Reception & Junior School

The door of the Reception Department is opened at 8.15am and is supervised by a member of staff. Reception boys need to be in their classrooms by 8.30am for registration. The main Junior School front door and Year 1 side door open at 8.15am. These are manned by Junior School staff from 8.15-8.30am. All boys are expected to be in their classrooms for registration at 8.30am. The bell is then sounded for assembly at 8.40am.

Middle & Senior Schools

The school day officially starts at 8:20am. As stated from 8:00-8.25am children are permitted in their classroom or The Yard in the Senior School (until 8.15am). During this time the Head of Middle School and the Middle School receptionist are on duty at the Middle School gates to greet boys and parents. In the Senior School the Headmaster and Deputy Heads take it in turns to greet boys at the glass doors. From 8.00-8.15am there is a member of staff on duty on the 'Yard.'

Registration takes place at 8.20am and lists are generated by the school office. Absences are logged and checked. Unexplained absences are investigated by the matron and the school office. The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will contact parents when children are absent from school without notification. In the Senior School boys who are late must 'check in' with matron and in the Middle School to the Middle School receptionist.

Staff, on all three sites, refer to the Staff Handbook for Registration procedures.

Lesson Time

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason a teacher needs to leave the classroom for any length of time another appropriate adult should be summoned. From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Leaving the School Site

Children should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian and they leave the school site with a nominated responsible adult.

Illness

When children are taken ill during the school day a member of staff, normally matron, will contact the parents or guardian whether at home or at work. Information about contacts is kept in the school office and with the school matrons on our school management system (ISAMS).

Visitors

All visitors to the school are expected to report to the main entrances and to sign in and out using the visitor books. Visitors are required to wear a visitor's lanyard & badge. All staff should check and even 'challenge' strangers on the premises and report/escort them to the school office if there is a concern.

Supervision at Playtime

This policy needs to be read in close conjunction with the Anti-Bullying policy. It is often at unstructured lesson breaks those pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. Good levels of supervision of all pupils outside lesson times is fundamental to our commitment to our duty of care. Staff need to be vigilant for the physical safety of the children in their care and their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. There must be adequate supervision both indoors (when appropriate) and outdoors through school break times. There are two members of staff on duty for both the reception department (refer to EYFS policy for ratios) and in both the Junior School & Senior School playgrounds (the Middle School boys also use the Senior School playground, the 'Yard', at different times to the Senior School boys). A duty rota for break time supervision is displayed in all the staff rooms and the Junior School have an extra one displayed in the Middle School Hall for lunchtime supervision. In order to provide appropriate supervision at adequate levels, risk assessments are undertaken taking into account the geography of the site and the numbers of pupils playing in various areas.

The use of Swiss Cottage means that on some days whole year groups/or a selection of boys from Years 3-8 go the Swiss Cottage Leisure Centre. 3 members of staff go with the 'selection' of boys to Swiss Cottage.

Responsibilities of Staff on Break Duty

Part of the induction of new staff includes explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave the area which they are responsible for in exceptional circumstances.

Duty staff should actively patrol the area they are responsible for and be vigilant for pupils' activity to detect in so far as possible any individual or group action which might:

1. Be considered intimidating (bullying)
2. Give rise to injury
3. Cause damage

Duty staff should ensure pupils use the play equipment safely (all staff and pupils are made aware of the guidelines for playtimes and the safe use of play equipment at the start of the school year and notices are displayed in the classrooms. New pupils are instructed in the safe use of play equipment when they join the school by the form teachers.) For Years 6-8 two members of staff are also on duty inside, and they are then responsible for patrolling the Senior School buildings ensuring that they regularly visit each of the classrooms, corridors, changing rooms, the Pit area and the Library. At the end of break time, in the Junior & Middle Schools, the staff on duty should ensure that the pupils line up in an orderly fashion (alphabetical in the Junior School) and release them after any notices (if any) are given. In the Senior School the members of staff on duty will allow the boys to go in when the buzzer sounds, they do not have to line up. All teaching staff should support the duty staff and leave the staffroom promptly to supervise the children back into class.

Bad Weather at Break time

Whenever possible breaks must be outdoor. However, there will be times when bad weather will prevent that. The duty staff will decide whether outside conditions merit a break being declared indoor. Junior School boys have 'wet play' in their classrooms and are supervised as normal by the members of staff on duty. For Years 4 and 5 the two-duty staff should patrol Middle School where the boys have to stay in their own classrooms. For Years 6 to 8 the two-duty staff should join the member of staff on inside duty and they are all then responsible for patrolling the Senior School buildings ensuring that they regularly visit each of the classrooms, corridors, changing rooms, the Pit area and the Library. Form Teachers should support the duty staff, if possible, to maintain adequate levels of supervision during wet playtimes.

Supervision in the Dining Hall

Lunch takes place in the Middle School Hall for Years 2-8. There are three different sittings and each one is supervised by staff. There are two members of staff on duty for Junior School lunch and one for Middle & Senior School Lunch. Staff, who are not on duty, are encouraged to sit with boys and the catering staff are also in strong attendance at these times. There is a strong adult 'presence' at each of the three sittings.

Supervision of Changing Rooms

On Games days four Year groups have to get changed into games kit (Years 3 & 4 come to school changed on the days that they have games). Year 5 boys get changed from 12.20- 12.30pm on a Tuesday & Thursday and they are supervised by a member of staff in the Middle School changing room & classrooms. Years 6 to 8 get changed at either morning or afternoon break on a Monday & Wednesday. The changing rooms are always supervised by a member of staff.

Crossing the Road

Junior School

Boys in the Junior School are escorted to the Senior and Middle School, to the Dining room, pottery room and the Sports Department, at various times throughout the school day and are supervised by two members of staff, sometimes three.

Middle & Senior Schools

The boys in the Middle & Senior Schools do need to cross Crossfield Road at certain points in the day. The Middle School Receptionist is in charge of supervising all the crossings that have to take place during the day. There is a designated 'crossing' point and no boy is allowed to cross without the supervision of an adult. The Middle School Receptionist has copies of academic and music timetables to see when boys will be crossing at different times in the day.

Supervision after School & Collection of Pupils

Junior School & Reception Department

Please see Missing Child Policy for further details on the procedures to be followed for a child failing to be collected on time.

All children are handed over to their parent/guardian at the end of the school day from their classrooms. Staff, at the end of the day, are made aware of any alternative pick-up arrangements that have been communicated by email, letter, or a telephone call to the school, or by writing any changes to the norm either in the 'pick up' book in the Reception Department or on the sheets on the classroom doors. Staff will only release the child to the nominated person. The child is informed verbally at some point during the day of any changes to their pick-up arrangements. Any child who has not been collected within ten minutes of the allocated finish time is taken to the late bench, outside the Junior School office, which is supervised by the duty teacher.

Any child not collected by 3.45pm is taken to After School Club where the After School Club teacher becomes responsible for the child. The parents are notified, and the duty teacher is told who is coming to collect the child. At no time is any uncollected child left unsupervised.

If a child is to be collected during the day for a medical appointment, school visit or because of illness the child will wait on the bench outside the school office until the parent/guardian arrives and they are dismissed by matron, Junior School secretary or other member of staff. The daily attendance sheet is updated as is the school register.

Any child NOT collected from the Junior School will wait with the member of staff on duty. The member of staff will ring the parents until a number answers, including emergency numbers eg grandparents/nannies etc. The duty staff member will then 'supervise' the child until picked up.

Middle School

All children are handed over to parent/guardian at the end of the school day from the Middle School steps by the duty teacher, who shakes their hand and dismisses them. Staff, at the end of the day, are made aware of any alternative pick-up arrangements that have been communicated by email, letter or telephone call to the school. The duty teacher will only release the child to the nominated person. The child is informed verbally at some point during the day of any changes to their pick-up arrangements. Any child who has not been collected by 4.15pm is taken over to the Senior School where they become the responsibility of the duty teacher at the glass doors. At that point the parents/guardians are phoned by the school office and the duty teacher is informed of the expected pick-up time. It is rare for a Year 5 boy to walk home and if this is to happen then there must be a written letter of consent from the parents and a dialogue with the Head of Middle School.

If a child is to be collected during the day for a medical appointment, school visit or because of illness the child will wait on the bench outside the school office until the parent/guardian arrives and they are dismissed by the Middle School receptionist or other member of staff. The school register is then updated.

Any child NOT collected from the Middle School will wait with the member of staff on duty. The member of staff will ring the parents until a number answers, including emergency numbers eg grandparents/nannies etc. The duty staff member will then 'supervise' the child until picked up.

Senior School

All children are handed over to parent/guardian at the end of the school day from the glass doors by the duty teacher. Staff, at the end of the day, are made aware of any alternative pick-up arrangements that have been communicated by email, letter or telephone call to the school. The duty teacher will only release the child to the nominated person. The child is informed verbally at some point during the day of any changes to their pick-up arrangements. Any child who has not been collected will remain the responsibility of the duty teacher. At that point the parents/guardians are phoned by the school office and the duty teacher is informed of the expected pick-up time.

Boys in Years 6 to 8 may make their own way home with written permission from their parents. For staff on duty there is a folder kept by the glass doors informing them of boys going home 'alone', the activity

lists and a list of all the sporting fixtures for that term. This allows them to see at a glance which teams will be coming back late on any given day. A boy who does go home 'alone' must inform the duty member of staff that he is leaving the premises.

If a child is to be collected during the day for a medical appointment, school visit or because of illness the child will wait on the bench outside the school office until the parent/guardian arrives and they are dismissed by matron, Senior School secretary or other member of staff. The school register is then updated.

Any child NOT collected from the Senior School will wait with the member of staff on duty. The member of staff will ring the parents until a number answers, including emergency numbers eg grandparents/nannies etc. The duty staff member will then 'supervise' the child until picked up.

Activities/Clubs

The Hall school has a wide range of after school activities which are managed, on the whole, by staff from the school. There are occasions when outside instructors/teachers/coaches visit and these are usually supported by a Hall member of staff or have only a small group to look after. All these outside staff have had appropriate safeguarding checks.

Any child NOT collected from an activity/club will wait with the member of staff on duty. The member of staff will ring the parents until a number answers, including emergency numbers eg grandparents/nannies etc. The duty staff member will then 'supervise' the child until picked up.