



King's High School

Policy:	<i>Supervision</i>
Applies to:	<i>King's High School Staff and Pupils</i>
Authors:	<i>Deputy Head (Pastoral)</i>
Approved by:	<i>KHS Committee, June 2018</i>
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Signed:	<i>S Watson, Deputy Head Pastoral</i>

Supervision Policy

The Health and Safety and Behaviour policies put in place procedures and practical measures to provide and maintain a safe working environment for staff, pupils and visitors.

The safety of our pupils is paramount and the Staff Handbook contains guidance to staff on how pupils are to be supervised at all times and in all situations when they are in the care of the school.

Staff supervision is an essential mechanism in providing responsible supervision of pupils in and out of lesson times. The staff are there to prevent threats to the health and safety of pupils and to be called upon by any pupil who needs help. All staff (teaching and support) have been vetted (enhanced DBS check).

Before school:

In term time school opens at 7.45 am and between this time and 8.20 am, all pupils must go to the dining hall, so that they are in an area where they can be supervised by a member of staff. They must sign in there and chat quietly or take breakfast.

At the 8.20 am bell, students may then go to their form rooms. The form room areas are supervised by early morning duty staff (8.20-8.40 am). These early morning staff remain in these areas until form staff arrive to register the girls at 8.40 am in their forms. On a Wednesday morning when there is a staff meeting at 8.20 am, not only do the duty staff remain in these areas until the form staff arrive but a sixth former also is allocated to every Y7-11 form room and stays until the form tutor arrives.

Sixth formers may go straight to the Sixth Form Centre common room between 7.45 am and 8.20 am and will sign in in the common room. The Head of Sixth Form is present in the Sixth Form Centre at this time.

Supervision at break or lunchtimes:

There is an academic staff duty rota for break and lunchtimes for all areas of the school at these times. If staff are absent their duties are covered by others. There is also a team of supervisors (members of the support staff) expressly employed for lunchtime supervision.

After school supervision:

When school finishes at 4.00 pm, those pupils who do not go home immediately, should go either to a supervised co-curricular activity or to the After-School Club.

The After-School Club runs until 6.00 pm by when all pupils must be collected and is supervised by a member of staff (After School Supervisor). After-School Club is held in two teaching rooms next to each other; with the supervisor sitting with Years 7-10 and Years 11-13 are in the next door room. A register is kept and the supervisor actively monitors the pupils in these rooms. The After-School Supervisor (see Job Description) will contact a pupil's parents if she is not collected by 6.00 pm and will be responsible until she is collected.

The school office is open from 8.00 am until 5.00 pm so that parents can talk to a member of the office staff rather than an answer machine. After this time, the After-School Supervisor has a duty mobile and parents have been notified of this mobile number. In addition, a member of the SMT acts as a Duty Officer from 4.00- 6.00 pm and is there to provide support for the After-School Supervisor.

Supervision during curriculum time:

- a) **Arrangements for cover of absent colleagues:** absent colleagues are covered by colleagues or fully vetted supply teachers.
- b) **Supervision during PE lessons, including changing arrangements, both on and off site:** PE teachers supervise during PE lessons. It is not our policy to supervise within the changing rooms but a teacher is always near the door and ready to respond should a problem arise. Appropriate supervision is in place for all PE activities both on and off site and when travelling to fixtures. (See Educational Visits Policy)
- c) **Supervision of pupils travelling to another venue for lessons:** those travelling to other lessons off site are always accompanied by the appropriate number of teachers/adults in accordance with our Educational Visits Policy.
- d) **Supervision of pupils attending lessons with peripatetic teachers:** pupils are permitted to make their own way to and from peripatetic music lessons on the school site. All peripatetic staff are fully vetted and have had safeguarding training.
- e) **Arrangements for students being taught at Warwick School:** where students are taught at Warwick School such as for Friday Afternoon Activities or joint Sixth Form lessons, a register of attendance is taken at Warwick School and notification of any absence is given by the teacher to King's. All students are briefed on safety arrangements on the wider campus when they are taking any of their lessons at Warwick School.

Supervision during extra-curricular activities:

Arrangements for keeping records of attendance: all staff/coaches running clubs are expected to keep a record of attendance.

Supervision of pupils while waiting to be collected by parents at the end of an activity: pupils who wait after school to be collected by parents are expected to join the After-School Club which is supervised until 6.00 pm (see After School) or if after 6.00 pm be supervised by the activity leader until collected.

Where an activity is run by an external company the coaches will have been fully vetted and will receive safeguarding training and school procedure information. They supervise the pupils in their clubs/activities and are expected to keep registers of attendance. All registers are monitored by the respective activity line managers and Director of Co-curricular.

Extra-curricular activity leaders are giving an information sheet at the beginning of the school year where the expectation is set that they are responsible for the pupils in their care; that they ensure that their pupils are collected or that they go to the after-school care room to be supervised; that no girl must be left unsupervised.

Supervision during non-contact time for pupils, including sixth form:

The only year groups with non-contact time are Year 12 and 13.

Where a student has dropped a GCSE or is not in a lesson, they are supervised in the Library or have permission to study in another supervised location e.g. the Art Room, under supervision of the Art teacher. All pupils are registered and their location known.

Year 12 and 13 students are expected to study in the quiet study rooms in the sixth form area or in the library during non-contact periods, or they may be in the Sixth Form common room.

Supervision during examination periods:

During the internal exam periods all pupils Yr 7-10 are supervised in non-exam sessions.

Study leave – Yr 11 and 13 are given study leave at designated times and are informed (as are their parents) of the attendance procedures. All pupils are expected to be in school for their public examinations and a register is taken and they sign in and out. Pupils may, however, choose to revise in school and will then register, signing in and out accordingly. Yr 11 revise in the supervised Library and Yr12 and 13 are expected to study in their silent study area.

Supervision of pupils on Trips:

Detailed guidance is provided in the Educational Visits Policy on the appropriate supervision of girls on trips and off-site visits.

Visitors:

As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit. All visitors are accompanied by the relevant member of school staff. All staff are briefed on security issues and should be prepared to challenge strangers on the premises, and to report concerns to the School Office who will pass this on to the DH(P)/DH(A). All pupils are briefed on security issues and on not letting in visitors through the security doors only via the main reception.

Where prospective pupils and parents visit school, a tour of the school is usually conducted by two Sixth Form students for security reasons and always by two Y7 students.

Links to other policies

The Supervision Policy is closely linked to the Safeguarding and Child Protection Policy and the Health and Safety Policy