



## **Pupil Supervision Policy (Senior School)**

### **Introduction**

Colfe's School is committed to keeping safe the pupils in its care. This supervision policy sets out the principles and practices which guide us in the age-appropriate supervision of pupils when on the school site. Reference should also be made to the related policies 'Child Protection (Safeguarding) and Staff Code of Conduct' and 'Educational Visits Policy'.

### **Senior School**

#### **Pupils' arrival and departure**

Pupils may arrive at school from 7.30am, and are expected to go home at the end of the academic day unless involved in an after school activity or working in the library. The exception to this is sixth form pupils who may work in the sixth form area. All pupils are expected to have left the site by 6.00pm unless involved in a school event. Pupils are not allowed on site without supervision. All members of the teaching staff take their share of break and lunchtime supervisory duties. The duty rota and a description of the various duties is held at Reception.

#### **4.00pm to 6.00pm on term time week days**

Between 4.00pm and 6.00pm on week days in term time a member of the Senior Management Team is always available on mobile number 07756 809315. This number is displayed at Reception and in the Staff Common Room. The Reception desk is manned until 6.00pm each weekday evening during term time.

After the end of normal lesson time supervision is provided in the library until 6.00pm. Pupils are welcome to use this area for quiet study. A wide range of other co-curricular activities take place and are supervised by the relevant members of staff. Other areas of the school are not directly supervised and pupils are not allowed to use them without the permission of a member of staff.

#### **After 6.00pm on term time week days**

Arrangements are made to ensure pupils are supervised during drama and concert rehearsals, or other events that bring groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

After 6.00pm any pupil who remains on the school site other than for a supervised activity must have the express permission of a member of staff.

#### **Years 12 and 13**

Pupils from Years 12 and 13 may leave the premises at lunch-time but must sign in and out at Reception. Pupils from other year groups are expected to remain on site throughout the school day.

## **Registration**

A register of pupils is taken at the start of the morning and at the end of the academic day. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent by text if a child fails to arrive at school without an explanation.

## **Medical support**

There is a qualified nurse on duty in the Medical Centre every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders can be obtained from Reception. First aid boxes are in all potentially high risk areas, as well as in the School Office.

## **Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses (unless a chaperone is specifically required) but are expected to behave responsibly. We always investigate complaints about poor behaviour.

## **Supervision during educational visits**

Arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: Educational Visits Policy and Guidance.

## **Unsupervised access by pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, design technology rooms, maintenance, catering and caretaking areas of the school etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

## **Staff induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

## **Visiting parents**

At Colfe's we continually review and reflect on our procedures for keeping children safe while balancing this with a wish for our community to be welcoming.

Colfe's parents are invited to attend a wide range of information events, cultural and sporting activities throughout the year. The vast majority of these take place outside the school day or at weekends.

Parents who wish to attend sporting fixtures during the school day are asked to report initially to the Senior School Reception where they will be signed in and given a visitors badge and lanyard which should be clearly displayed at all times while on the school site. Staff are expected to be vigilant in questioning visitors who do not display a badge and escorting them to Reception. On occasion visiting parents may be asked to wait in the

Reception area until they can be escorted to the site of the fixture. We ask for your patience with this important safeguarding procedure.

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