
SAINT NICHOLAS SCHOOL

SUPERVISION OF PUPILS POLICY

Note: This policy applies to all sections of the school including EYFS

Reviewed Oct 2019

Review Date Oct 2021

1. INTRODUCTION

Saint Nicholas School recognises its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety. This policy is to be read in conjunction with the Educational Visits & Trips Policy and the Playground Policy

2. PROCEDURE

2.1 Early Morning Arrivals

Pupils are officially allowed on to the school site from 8.30am. Some pupils may arrive before that time and it is the parents' responsibility to ensure they are brought to Mountbatten Hall in Hillingdon House where duty staff supervise pupils from 7:30am. Lower school pupils are collected from the playground at 8:40 am and are taken to registration. Middle & upper school pupils are expected to be in their form rooms at 8:40 am ready for a prompt registration at 8:45pm.

2.2 Lessons

Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present it is his or her responsibility to inform the Deputy Head so that cover can be organised and supervision maintained. In the unlikely event of a teacher not arriving for a lesson, a pupil from the class should inform a teacher in a neighbouring class or report the absence to reception.

2.3 Staff supervision

As part of their duties teachers are responsible for supervising pupil behaviour during morning and lunchtime breaks (grounds and buildings, ICT), and after school until 4:15pm according to the duty rota published by the Head. If a member of staff is absent it is their responsibility to arrange replacement duty cover or inform the Deputy Head.

Duty Teachers should be prompt in arriving for their duty and be aware of the School Rules, and should actively patrol the school site with these in mind. If a member of staff is due to miss a duty it is his or her responsibility to organize a swap with a colleague and inform the Deputy Head.

There is no general supervision of the site for pupils after 6:00pm unless they are attending an extra-curricular activity. Pupils engaged in activities will do so under the supervision of staff leading those particular activities; otherwise they will be expected to have left the site.

2.4 After School Duties

At the end of school a Duty Staff member will be present in the area outside the school library preferable by the gate which separates the pedestrian waiting area from the car park. Duty Staff should be prompt in arriving for their duty and in time to relieve the member of staff before them. The timings are as follows:

- 3:30 - 3:45:- Member of staff on duty in the 'infant' playground
- 3:45 - 4:00:- Member of staff on duty in the collection area beneath the sails.
- 4:00 - 4:15:- Member of staff on duty in the collection area beneath the sails.

Reception to Year 2 pupils should never be left in the playground by a member of staff and it is the duty member of staff's responsibility to follow the procedures in the late collection part of the policy and ensure that all uncollected pupil are supervised and with the correct member of staff.

2.5 Late Collection

If a parent has been detained and is late to collect their child, the child should be taken to homework club by the relevant member of staff unless they have an older sibling. If they have an older sibling the pupil in question should be given to the next duty member of staff who can supervise until collection. The homework club staff will then contact the parents and the pupil will remain in homework club until the parents can collect. There is an additional charge for this service which will be added to the parents' bill at the end of the term.

Pupils who have not been collected from after-school care by 6pm are brought to the head or SLT member on duty.

2.6 Homework Club

The school has an after-school club which runs from 3:30 - 6:00pm for reception to Year 2 pupils, a homework club for pupils in Years 3 to 8 which runs from 3:45 - 6:00pm and Study Plus for Years 9 to 11 which runs from 4:00 – 6:00pm. These operate from Monday to Friday and have an additional cost with the exception of Study plus which is free of charge.

2.7 Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during and after their club or activity. Members of staff leading these clubs should make sure that all pupils are collected and to contact parents of those children not collected by 'phone.

If clubs or activities are cancelled pupils must be informed as early as possible so that they can make alternative arrangements.

2.8 Special Events

Risk Assessments must be carried out for special events held on site, be signed by the organiser and all other staff directly involved, and be countersigned by the EVC.

All events held off site (educational visits) must have their own risk assessment in accordance with the Educational Visits Policy.

2.9 Pupil supervision of other pupils

Where older pupils (usually school prefects, or prefects with specific responsibilities, such as Library, ICT, music) have supervisory responsibility for younger pupils, there must always be a member of staff readily available and in overall charge.

2.10 Remote supervision

Members of staff supervising pupils from a remote situation are advised to use a school mobile and exchange mobile numbers with the pupils. Safeguarding good practice dictates that such pupil numbers are to be deleted from the mobile after the event.

3. GETTING CHANGED FOR PE AND SCHOOL SPORT

3.1 Rationale

It is acknowledged that being in a state of undress can cause some children to feel vulnerable, particularly those who have experienced abuse, and cause them to misunderstand or misinterpret the actions of an adult.

Changing for PE can cause anxiety for some pupils, can influence their perception of the subject and determine whether it is an enjoyable and positive experience. The concern caused by changing can influence a pupil's participation and lead to a variety of avoidance strategies.

For staff there can be confusion and/or worry about supervision and how it accords with safer working practice. There can be a tension between the need to ensure that bullying or teasing does not occur and the risk of being accused of acting inappropriately or even being perceived as someone who might pose a sexual risk to children.

3.2 Principles

The school will make adequate and sensitive arrangements for changing which take into account the needs of pupils from different religions, beliefs and cultural backgrounds.

Particular consideration might need to be given to, and alternative arrangements made (where possible) for, the requirements of individual pupils with needs relating to sexuality or sexual orientation.

All pupils should be treated fairly and with respect for their privacy and dignity.

Wherever possible the designated single sex changing rooms or areas should be used. If this is not possible and boys and girls change together, in a classroom for example, consideration can be given to utilising furniture or screens to provide discrete areas. Also consider covering windows if practicable. Governing bodies will be made aware of and approve such arrangements.

Mixed gender changing areas clearly become less appropriate as children get older and staff need to have due regard for those who mature at a much earlier or later age than their peers.

Parents should be aware of arrangements, particularly in situations where designated changing rooms are not available.

3.3 Should the member of staff remain in the changing room?

This judgement will be based on the age and developmental needs of the pupils but there should not be an assumption that adults need to remain in the room in order to maintain good behaviour. This can also be achieved by being in close proximity and pupils being aware of it. They should also know that adults will enter the room if necessary - in response to a disturbance, for example.

- It is often possible to leave the door of designated changing rooms slightly ajar; their layout makes it unlikely that the occupants can be seen in this way.
- If there is a need for adults to enter the room it is recommended they should alert pupils to this by announcing it to give them the opportunity to cover up if they want to.
- All adults, but particularly those of the opposite sex, should avoid just standing in the changing room watching pupils, or repeatedly going in and out without good reason.
- A code of behaviour should be established with all pupils so they are clear about expectations about their conduct whilst they are unsupervised.