



SUPERVISION OF PUPILS POLICY

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*** Policy Review: Annually unless otherwise dictated by the FGB (Full Governing Body) or by changes in legislation.**

Contents

Supervision Before School.....	3
Supervision During Class Lessons.....	3
Physical Education	4
Inclement Weather	5
Responsibilities of Teachers on Duty.....	5
Responsibilities of Staff at the End of Breaks	5
Timings of Breaks and Lunch.....	6
Absence of Duty Teachers	6
Supervision at Lunch Time.....	6
Supervision at the End of the School Day	6
Areas out of bounds for all pupils at all times	8

Supervision of Pupils Policy

Tower College takes seriously its responsibility to ensure that pupils are supervised effectively to make certain of their safety whilst on school premises or school visits. Staff who supervise are mindful of our Safeguarding policy, our Anti-bullying policy, our Health and Safety policy and our Educational Visits policy.

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. delivering a message or attending Peripatetic music lessons. Nevertheless, 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.

Supervision Before School

The school provides supervision from 7.30 am for early arrivals as part of our “wrap around care.” This takes place in the dining hall and is known as ‘Breakfast club’. Parents book their child on through the main office and deliver their child to the gate at the side of the conservatory, supervised by the member of staff on duty.

Pre-Prep enter their classrooms from 8.30 am onwards, where they are looked after by staff until morning registration.

LOWER SCHOOL, MIDDLE SCHOOL and UPPER SCHOOL Pupils are not permitted in school classrooms before 8.50 am, unless involved in music tuition or booster sessions for GCSE pupils on some days from 8.00 am.

Members of staff are on Duty from 8.30 in the Quadrangle to supervise LOWER SCHOOL, MIDDLE SCHOOL and UPPER SCHOOL pupils.

LOWER SCHOOL pupils line up on the top yard ready for registration at 8.40 am. They are to wait and be dismissed to classrooms.

MIDDLE SCHOOL and UPPER SCHOOL pupils line up on the bottom yard ready for registration at 8.50 am. They are to wait and be dismissed to form rooms.

Supervision During Class Lessons

Children should be supervised at all times by the teacher who is teaching them for that session. The teacher should not leave the room unless an emergency occurs, and in such cases the Assistant Principals should be notified so that a cover teacher can be sent to supervise the class. Pupils should not be sent to stand outside the classroom as a punishment. If a child’s behaviour warrants the pupil to leave a classroom, they should be sent with another pupil to the Vice Principal or Assistant Principals.

Teaching assistants can supervise and work with groups of pupils, but the responsibility of those children remains with the teacher.

Student teachers whilst in a teaching capacity will be supervised by a member of staff at all times.

All staff and pupils are aware of the need to check strangers on the premises and report immediately to the school office. The office staff can then coordinate a response with the maintenance team to intercept and or follow on the schools CCTV systems. The Principal, Vice Principal, DSL will also be made aware.

With older pupils in MIDDLE SCHOOL and UPPER SCHOOL at certain times, "remote supervision" may be appropriate if pupils are working independently and are not engaged in high risk activities or that require direct teacher supervision (such as practical subjects). The teacher should, however, always be able to account for pupils in the group.

Physical Education

The same principles of care apply during PE lessons as to other school activities. All staff must read the Health and Safety policy. It is the PE teachers' responsibility to consider such factors as safety of equipment and apparatus being used, the condition of the environment, the suitability of a pupil's clothing and footwear and whether the exercises and activities are within the capabilities of the pupils.

Pupils will be supervised during changing times in the changing areas, by the members of staff timetabled for those lessons only.

As part of the curriculum, some pupils will have swimming lessons. The PE staff accompany pupils for these lessons. Additional members of staff may be required to aid with supervision of changing only. Pupils not taking part will remain in school with the class teacher.

If a child is not taking part in a PE lesson, they will accompany the class in kit (where possible) to complete a non-participant activity and so feel involved in the lesson. Pupils with mobility injuries and issues (eg a broken leg) will have provision made to be supervised in a classroom during practical outdoor PE sessions.

Supervision at Break Times

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

To ensure the most secure play environment for all pupils, adequate teacher supervision of morning, lunch time and afternoon breaks is vital. To that end, the Assistant Principals will produce a rota of staff supervision.

Members of staff are required to go out on duty promptly. The members of staff on duty then patrol the required areas until they are relieved by another member of staff or the end of break arrives.

During this time, no pupil should be in the school building unless wet break has been called, they have had permission from a staff member to enter or are attending a scheduled extra-curricular club.

In the event of an incident that needs support, the teacher on duty should send for one of the SMT members.

Common Room

Pupils who are given the privilege to have use of the common room (Year 11) will be supervised by the office staff through the window,

Those pupils who do not behave appropriately whilst in the room will be removed and not be allowed to return for the remainder of the half term and be given a detention for their poor behaviour.

Inclement Weather

Whenever possible breaks should be outdoors, however there will be times when weather conditions will prevent that.

As pupils arrive from 8.30am if it is raining pupils will be supervised in the Jubilee Hall until form time at 8.50am.

The teacher on duty will decide whether outside conditions merit a "wet break" being declared.

In this circumstance PRE-PREP pupils will be kept by the teacher on duty in Bluebird/Reception room, LS pupils will be in classrooms with the staff member on duty patrolling the rooms.

MIDDLE AND UPPER SCHOOL staff will send pupils to the Jubilee Hall where they will be supervised by the members of staff on duty.

All responsibilities attached to an outdoor break time still apply.

Children must stay in their respective areas and ask permission to go to the toilet or to carry out any tasks.

Responsibilities of Teachers on Duty

To be present in the area for which they are responsible promptly.

To patrol visibly the various indoor and outdoor areas, separately from the other teachers on duty to ensure that all areas are covered.

To observe pupils' activity to detect in so far as possible any individual or group action which might:

Be considered intimidating (bullying)

Give rise to injury

Cause damage

Enforcement of such rules as may apply to play areas.

To be aware of such individuals whose presence on school premises is not justified and challenge them accordingly.

In the event of an accident take appropriate action.

Supervision of orderly lines at the end of the duty and return of pupils to the main school.

Responsibilities of Staff at the End of Breaks

At the end of breaks and lunch, MIDDLE AND UPPER SCHOOL teachers will collect their pupils from outside lines promptly to take them into the classroom. PRE-PREP and LOWER SCHOOL children will be taken to their rooms by staff on duty.

Timings of Breaks and Lunch

	Morning break	Lunch	Afternoon break
Pre-Prep	10:15-10:30	11:15-12:15	14.15-14.30 (Year 1)
Lower School	10:00-10:15	12:00-13:15	14.15-14.30
Middle School	10.50 – 11.10	12.55 – 1.40	X
Upper School	10.50 – 11.10	12.55 – 1.40	X

Absence of Duty Teachers

In the event of the absence of a duty teacher another member of staff will need to take their place and assume their duty. This will be assigned by the member of staff who arranges cover for that day, and staff will be informed. If the absence of a member of staff is known in advance (e.g. a course or trip etc) duties should be swapped with another staff member to cover.

Supervision at Lunch Time

The lunchtime duty rota will be drawn up by Assistant Principals, e-mailed to staff members and be put up in the staffroom, and teachers document area. A copy of the rota for each department should be put up on the notice board in the school dining room also.

The management of behaviour at lunchtime is coordinated by the duty teachers. At lunchtime there will always be members of staff on duty in the dining room and outside the dining room. Duty staff are responsible for ensuring that pupils are behaving appropriately, that tables are wiped and that there is no unsafe behaviour going on.

Supervision on the field

Pupils are to wait to be escorted down to the field with a member of staff at the front.

Pupils who are finishing their lunch or using the toilet will be escorted down by the second member of staff on duty.

A First aid bag and medical equipment will be available on the field at all times.

Pupils will return to school when the teacher on duty blows the whistle.

Supervision at the End of the School Day

Lessons finish at 3.30 pm in Pre-Prep and in Lower School, Middle School and Upper School pupils finish lessons at 3.40 pm.

At these times pupils using the coach in Pre-Prep will be escorted to the correct coach by staff members and put on the coach. PRE-PREP coach pupils are collected earlier at 3.20 pm and kept separate to pupils who go by car or who attend Twilight. This is to avoid mix-ups with the children. Lower School pupils will be escorted to the zebra crossing and wait to be escorted to the coach by a member of staff and pupils in Upper and Middle School will walk to the coach.

A member of staff checks each coach before it leaves and completes a daily register. All pupils must be wearing their seatbelt and they are then handed over to the care of the Ark bus driver. The coach list is returned to the main office for their records.

PRE-PREP and LOWER SCHOOL pupils who travel home by car will walk to the meeting area at the zebra crossing, accompanied by staff. MIDDLE AND UPPER SCHOOL pupils walk to the meeting area independently and await parents/familiar adults. A member of staff will monitor the MIDDLE AND UPPER SCHOOL pupils crossing at the end of the day.

The member of staff who completes the coach duty, will also register those pupils who walk home so we have a record of who left school site on foot. The member of staff on duty will ensure no pupils are left unsupervised on the carpark, waiting for parents. They will be escorted to Twilight to wait for late parents there.

Pupils can remain in supervised extra-curricular activities up to 5.15 pm.

Pupils may also attend "Twilight" until 6.00 pm as part of our "wrap-around care." This is booked through the main office and supervised by Mrs S Connelly, Ms L Connelly and Mrs S Byron.

First aid

If a pupil is slightly or walking injured, they are to be escorted to the main office with another pupil to seek first aid.

Pupils who are immobilised by their injury must stay where they are with a member of staff and a pupil will be sent to the main office to send a first aider to the injured pupil.

Pupils who suffer a head injury will remain supervised by a member of staff until a First aider can assess them and escorted to the main office to call parents and be sent home.

Pupils will remain in the office until collected by a parent or other trusted adult.

Sick Pupils

Pupils who become ill throughout the school day, will be assessed by the member of staff who will complete a Sickness reporting form found on the @TC portal. A nominated pupil will go with the sick pupil to be seen at the main office to be sent home.

The sick pupil will be escorted to the main office to be supervised by office staff until collected to go home.

Supervision of EYFS

In our EYFS, we are aware that staffing arrangements should meet the needs of all pupils in our care. We endeavour to make sure that pupils are adequately supervised at all times during the school day. EYFS staff look after pupils in their respective classrooms.

Children in our EYFS must be within sight and hearing of staff members.

Introduction

Every member of staff at Tower College will act in the best interests of pupils at all times. It is recognised that we act 'in loco parentis' and, therefore, should do our utmost to ensure the welfare of the pupils during the school day. There is structured supervision for all EYFS children throughout the school day starting at 8.30am. On arrival at school children should reach the crossing between 8.30am and 8.50am, where they will be welcomed by members of the Pre-Prep Staff and taken to their classrooms.

EYFS children may attend the Breakfast Club that takes place in the dining hall from 7.30am.

The EYFS pupils spend the majority of the school day with their class teacher and classroom assistant, who takes full responsibility for their welfare and plans activities throughout the day.

At times during the week other staff will also be involved in leading some activities, including lessons for Physical education and others.

Ratios

Pupils in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the DfE 'Statutory framework for the early years foundation stage'

There will be a member of staff with appropriate paediatric first aid training, available to pupils in the EYFS at all times.

Assemblies

The EYFS children join with Year 1 and the Lower School - twice a week for an assembly (Monday and Friday). Every Friday there is a 'Celebration Assembly' led by the Principal and Vice principal . EYFS staff attend these assemblies and supervise the children accordingly.

Playtimes

During the morning and afternoon playtimes the children from Bluebird and Reception play on the playground together. At least two adults are always on duty.

Lunchtimes

At dinner time the EYFS and Year 1 children eat in dinner hall. Staff supervise the children throughout lunch.

Areas out of bounds for all pupils at all times

The pathway behind the school kitchen between the changing rooms and the Reception outdoor play area.

The conservatory

The refuge collection area

The pond

Manor Croft

The farmer's fields

The Tower

Private living accommodation

The server room in Jubilee Hall

The lifts (unless given permission because of issues with access through injury)