



Supervision of Pupils (Upper)

The purpose of this document is to offer guidance about the supervision of pupils at the Upper School.

Principles

- The Perse is committed to safeguarding and promoting the welfare of the pupils in its care.
- Supervision of pupils takes into account the age of pupils, any additional needs of pupils and the activities in which they are engaged
- Whilst we aim to supervise pupils directly for most of their day at school we recognise that this is not always possible due to the scale of the site and the nature of the timetable. Constant vigilance on the part of all staff whether on duty or not is necessary to ensure pupils' safety and staff should pass on concerns about pupil welfare to the relevant person
- Detailed risk assessments are carried out for all school activities or visits and staffing ratios calculated accordingly

Legal Obligations

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others that enter the school. The School is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teachers have a duty of care to the children, which is based on the principle that they are in 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 they have certain responsibilities. These include:

- ensuring that they are aware of school policies and obtain the 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 morning and lunch 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.
- The Senior Management Team will make arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

Supervision of pupils

Professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. When a member of staff is supervising in a remote location a mobile phone is essential.

Supervision Duties

The main duty times for staff are:

- early arrival; Library: 7.45am - 8.00am
- before school: 8.00am-8.30am
- Break: 10.30am-10.50am
- Lunch: 12.00pm - 12.35pm, 12.45pm – 1.55pm
- After school: 4.00pm - 4.30pm
- Collection; Library: 4.30pm-5.45pm

Supervision before School (7.45am - 8.30am)

Parents and pupils are responsible for ensuring that their children travel safely to and from school. School rules apply on these journeys and the School may investigate incidents occurring at these times. During a standard school day; the School's supervision arrangements begin when a pupil arrives inside the school security system (electronic gates). The School has written to all parents stating the time of the start of the school day and that no arrangements are made for the supervision of children earlier than 7.45 am on a school day (this statement is included in the 'Parent Handbook'). The Librarian is responsible for the supervision of children from 7.45am until 8.00am. All pupils arriving in school between 7.45am and 8.00am are required to go to the Library as no supervision arrangements exist elsewhere.

Duty Staff will be responsible for the supervision of children from 8.00am until the start of the School Day at 8.35am. The duty rota is on sharepoint alongside the responsibilities of those staff.

Computers

Pupils in Y7-10 are not allowed to use the computers without a teacher present. If research or the completion of work demands a child use a computer, the teacher can ask that the pupil uses either the Library computers or the computer room with duty staff.

Responsibility during the Day

Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. Reception will contact parents if children are absent from school without notification.

Leaving the School Site

Children are not allowed off site during school hours unless there is clear written evidence of a request from the parents or guardian. Two exceptions exist – 6th form pupils are allowed off-site when they are not required for sessions/lessons and Year 11 are allowed off-site during lunchtime (unless their parents have withdrawn this privilege). Pupils must sign out and then back in again using the electronic boxes. The School cannot be responsible for pupils when they are off site without staff accompaniment.

Illness

When children are taken ill during the day; the School Nurse may contact the parents or guardian whether at home or at work in order that they can be collected. Information about contacts is on SIMS. No pupil is allowed to self-diagnose or ask parents to collect them – they must visit the nurse.

During lessons and activities

Staff members act in loco parentis and are responsible for the safety and wellbeing of pupils in their care. Staff should be mindful of Safeguarding and Child Protection Policy, Anti-Bullying Policy, Behaviour and Discipline Policy, School Rules and any health and safety/risk assessments for the activity. Staff will take a register in lessons and follow the Missing Pupil Procedure.

Supervision in classrooms

Inevitably there may be a short period of time between lessons when pupils are unattended in classrooms (due to staff moving from one lesson to another). For Science, Art, Technology and other lessons where equipment may be dangerous; pupils must wait outside the classroom and only enter when asked by the teacher. It is assumed that teachers therefore will complete their lessons in good time and be in a position to move to the next class as soon as is practicable, in order to minimise the time pupils are unattended.

Use of Science labs

These rooms contain potentially dangerous items and therefore pupils in Y7-11 are not allowed in these rooms unless a member of staff is present. These areas/rooms must be locked when not in use. 6th form pupils may enter these rooms, but rules of use must be in place with risk assessments to support the rules. Pupils must be informed about the rules of use which must be clearly visible in the room.

Use of Technology block

These rooms contain potentially dangerous items and therefore pupils in Y7-10 are not allowed in these rooms unless a member of staff is present. These areas/rooms must be locked when not in use. Y11 and 6th form pupils may continue to work over break time or lunchtime when working on their coursework if they are doing low-risk activities like programming electronics or CAD. However, rules of use must be in place with risk assessments to support the rules, for example tools are locked away in tool cupboards and the laser cutter is connected to a key switch. Pupils must be informed about the rules of use which must be clearly visible in the room.

Use of Art rooms

Pupils in Y7-Y11 must wait outside Art classrooms and only enter when asked by the teacher. They should queue quietly in the designated places for classroom and not block corridors or disturb other lessons that may be going on. Pupils should leave their bags in the Art corridor and foyer in a safe place making sure they don't block the fire doors or disabled toilet.

A1, A2, A3 and A4 will be locked when there is no teacher present.

Hazardous materials will be locked into store rooms where appropriate and risk assessments will be available in each room for pupil's use. Sixth form students can work in A6 unsupervised. The risk is that someone will be injured or some damage will be done during this time. Experience has shown this risk to be small but nevertheless individuals or groups should be denied this privilege if there is any sign it is being abused.

Risk assessments are available in each room – sixth formers must read these before using any materials and if they are in any doubt as to the suitability of the material they must consult a member of staff before use.

Use of Music practice rooms

Pupils are allowed in music rooms unattended (as with other class rooms). Due to the nature of the space (many small rooms); the School is mindful of its safeguarding responsibilities. All rooms have viewing panels and staff frequently patrol the area.

Use of the music department outside lesson time is organised and supervised by the music department staff as follows:

- Large and small scale ensembles are directly supervised by a member of staff
- Between 8am and 4.30pm Music Practice Rooms can be booked by pupils through the department administrator. A log is kept of who has asked to borrow which room. Pupils may use these rooms on their own or in small groups. Pupils should not be in music practice rooms outside these times

Supervision of Music areas by music staff

- Before school – before 8am pupils are only allowed in the music department for a supervised group or lesson
- A supervision duty covers the music area between
 - 0800-0830
 - 1315-1400
 - 1600-1630
- After 1630 pupils are only allowed in the music area if they are supervised.

A small number of pupils in Y7-11 have special arrangements to practice music in place of a timetabled lesson. 6th form may use practice rooms when they have free lessons. These pupils are not directly supervised, but music Department staff are on-hand should the need arise. On concert days specified members of staff supervise pupil between the end of the school day (when they must leave the library, 17.45) and the start of any evening music events in the department.

Emergency

In the case of an emergency please send a pupil to reception to seek help. Do not leave the class unattended.

Staff Identity Cards and Visitors

All staff MUST wear their IDENTITY cards either on a lanyard or clip provided by the school.

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. Visitors must be supervised at all times when on site. All staff should check strangers on the premises and report to reception if there is a concern.

Parents must be classed as visitors unless watching matches/ attending talks/concerts. Any member of staff using volunteers or inviting anyone from outside the school community to help with activities should ensure that they are aware of statutory guidelines on DBS checks.

Use of sports facilities

Pupils in Y7-11 must not use facilities without direct supervision. Pupils are not to play games on hard surfaces outside of duty times (before 8am or after 4.30pm). Staff should direct pupils to the designated location.

Fitness Suite

All users of the fitness suite must be under direct supervision of a member of staff – pupils must never be left alone in the fitness suite.

Support functions opening hours (usual times unless closed due to extenuating circumstances):

Medical support	8.00am – 6.00pm
Library	7.45am – 5.45pm
Reception	7.45am – 5.45pm
School office	8.00am – 5.00pm
Bursary	8.30am – 5.00pm
ICT office	8.00am – 5.00pm
Duty Caretaker	6.00am – 10.30pm

Supervision at break/lunchtime

Duty staff are assigned to areas of the site during lunchtimes and the level of supervision will be identified in the light of age groups and risk associated with the activity.

Supervision after School (Afterschool and Aftercare)

The timetabled school day ends at 4.00pm (with the exception of a few Y10-6th Form classes ending at 4.35pm). All pupils must be off site after 5.45pm unless part of a school activity in which case they must be directly supervised after this time (even if the activity starts after 5.45pm). Care is taken at the Calendar Meeting to identify times where extra supervision needs to be in place, however staff leading activities are responsible for considering time before their activity. Pupils in Y7-11 awaiting collection inside the secure perimeter must be in the library by 4.30pm (30 minutes to allow for pupils to collect items from lockers and move around the site whilst most staff remain in school) unless directly supervised by a member of staff. Pupils outside the secure perimeter are not supervised by the School.

6th form pupils are not directly supervised after school, but should leave the site by 5.45pm unless arrangements are made with the Head of 6th Form.

School Visits

When children are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the children at the end of the visit.

Weekends

Pupils should not enter the school on weekends unless they are attending a School activity. The School cannot assume responsibility for pupils unless they are involved in a teacher-led activity. Staff should not leave the site until pupils in their care have been collected (or their parents have been spoken to).

Holidays

Pupils and parents should not enter the site during holidays without prior agreement with reception or the Assistant Bursar and must sign in/out at reception