

Supervision of Pupils Policy

ISSR Part 3, Paragraph 14

Review period:	Annual
Review by:	Vice Principal – Pastoral
Date reviewed:	August 2018
Next Review:	August 2019



SUPERVISION OF PUPILS POLICY

St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

Rationale

The College has a duty of care to all pupils across the College, including in the EYFS and in Boarding. It is the Governing Body's responsibility to ensure the health, safety and welfare of students and the Principal and SLT will ensure that there is effective and adequate supervision of pupils through the appropriate deployment of staff and that staffing qualifications and ratios are appropriate throughout the school, including in EYFS, out-of-school care and in Boarding.¹

Duty of care is a legal requirement. Staff have a duty of care to their students, which is based on the principle of '*loco parentis*'. DfE guidance states during the time pupils are in school, staff have a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. This can be thought of as the standard of care expected of prudent parents in the care of their children. Adequate supervision of the pupils at St Joseph's College extends beyond the school day to clubs, sports matches, on site and off site activities and trips. For Boarding pupils, there must be adequate and appropriate supervision overnight, at weekends², during time with homestay families and during holidays spent with host families.

Levels of supervision across the College may differ depending according to:

- The ages of the children
- The number of children in a group/class
- The gender of the children on specific activities and trips
- Whether or not other staff/volunteers/instructors are helping to look after/supervise the children
- The nature of the contact with the children
- The activities involved
- The duration and location of the activity

All pupils are supervised by staff, who are appropriately recruited, trained and vetted by the College.³

Children in EYFS must usually be within sight of staff and always within sight or hearing.

Boarding staff must know whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.⁴

¹ ISSR Part 3 Paragraph 14

² NMS 15.3

³ NMS 15.4

⁴ NMS 15.5



SUPERVISION OF PUPILS POLICY

When a member of staff is supervising in a remote location, a mobile phone may be advisable. Where senior pupils have supervisory responsibilities for young pupils, there must always be a member of staff readily available and in overall charge.⁵

Supervision of pupils during the school day

- Pupils are supervised throughout the day in lessons and tutorial/registration periods by class and subject teachers. If a teacher is absent from school, their lesson (apart from Sixth Form) or registration session is covered by another member of teaching staff as directed by the Cover Supervisor in the Senior School and the Deputy Head of Prep in the Prep School.
- Students register twice a day am and pm, and if absent, first day calls are made by Reception staff
- Senior School pupils are also registered every lesson
- Students who are with the College Nurse, or a peripatetic teacher have this noted on the lesson register in the Senior School
- Pre-school, break, play, lunchtimes and end of school day sessions all have duty staff on rotas assigned to them with a Senior member of staff allocated to supervise and support the duty staff. Respective duty rotas can be viewed in the Junior and Senior staff rooms and on staff bulletins.
- Clubs and activities after school are supervised by staff, including supervised preps in both the Prep School and the Senior School Library
- EYFS (Reception Class) pupils are supervised in the Prep School Library between 8.00 am and 8.30 am and are not permitted to join the infant and junior pupils on the playground at this time
- Any students who have not been collected by the end of Senior Library prep are taken to the Refs to be supervised by Boarding staff until parents arrive
- Students are not allowed to leave the school site during the day without permission from parents; this is checked by Reception staff. Upper Sixth students can go off site one lunchtime a week, as a privilege and with permission from the Head of Sixth Form. In exceptional circumstances, Sixth Form students can leave the site with permission.

Unsupervised access by Pupils

The College ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories, the Design Technology rooms/workshops, loft spaces and pond area. Doors/gates to these areas are kept locked at all times when not in use. All flammables materials are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Supervision of pupils 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; but are expected to behave responsibly. The College will, however, always investigate complaints about poor behaviour on journeys to and from school. Staff are on duty to supervise when the school buses arrive and depart.

Visitors' access to Pupils

See the College's Security policy

⁵ ISSR Part 3 Paragraph 14



SUPERVISION OF PUPILS POLICY

Medical supervision

There is a qualified Nurse on duty in the Medical Centre from 8.30 am to 5.00 pm 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 also able to give emergency first aid. The names of First Aiders and Appointed Persons are published on first aid notices that are displayed around the school. The College always make sure that a qualified paediatric first aider is on duty whilst our EYFS children are in school and on EYFS trips and visits.

Trips

Pupils are supervised on school trips, in line with OEAP guidance and DfE Guidance Health and safety of Pupils on Educational Visits for staff/pupil ratios and the qualifications, experience and appropriateness of the staff supervising. For further information on supervision of pupils on trips and visits see the College's policy on Safeguarding and Trips and Visits policy.

Boarding

Boarding duty rotas are drawn up at the start of each year and include a team of Boarding staff, led by the Head of Boarding. Boarding teams have a balance of male/female staff and always include at least one member of staff sleeping in each Boarding house at night. Boarding duty rotas can be viewed on the College's shared area.

Boarders are registered each morning, after supper and before lights out to confirm that each boarder is in their room. Boarders are not allowed back into the Boarding houses during the day. At weekends, Boarders are registered as in the week and must also sign in and out of the Boarding House when leaving the College site. Boarders who go into town at the weekend, must travel in a group of 3 or more students. Boarders who wish to go away and stay with guardians/relatives, must have had approval from the Head of Boarding following a written request from guardians/parents. Overseas students must also comply with Tier 4 regulations in relation to where they are staying and the College must know their whereabouts at all times. Boarding staff have all of the Boarders' mobile phone numbers, so that they can contact a Boarder at any time.

Homestay and Host family parents who look after overseas students are recruited, vetted and monitored according to the College's Safer Recruitment and Vetting policy and are given guidance from the College in terms of supervision of students in their care.⁶

Staff induction

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

⁶ NMS 20.1

