



## **Supervision of Pupils Policy Lower School and Senior School**

This policy has regard for Department for Education Guidance: Health and safety: advice on legal duties and powers (February 2014) This policy should be read in conjunction with the Child Protection (Safeguarding) Policy, the Behaviour Policy, Missing Pupil Policy; Guidance for Educational Visits and the Health & Safety Policies.

Every employee has a part to play in the supervision of pupils when they are on the Kirkstone House School premises, both during the School day and out of hours; it is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

During the School day, pupils are supervised:

- before and after School;
- during lessons;
- during School fixtures and events;
- during organised extra-curricular activities;
- during lunchtimes and during break times;
- during educational visits off site.

The level of supervision required will depend on the number and age of the pupils, the location and the nature of the lesson/activity.

The School does not employ lunchtime supervisors and supervision is entirely undertaken by teachers and Learning Support Assistants who know the children well. This is particularly important at Kirkstone House where we have a significant number of children with emotional needs.

All pupils, including those with SEN, should be able to access a wide range of activities and the supervision measures adopted by the School should enable them to do this safely. It is important that children learn to understand and manage the risks that are a normal part of life. This must be achieved however in a supportive and safe environment.

At no time will pupils be left under the sole supervision of a visitor to the School or in an off-site setting. For example: At Bushcraft staff oversee activities but our own staff will also always be present. The RAF will come into School to do a Leadership Day but staff will also be present.

### **Before School**

Before school, the arrangements are as follows:

Pupils are allowed to be on the School premises from 8.00am at which time the School provides a formal supervision service. Pupils attending before school provision are taken to the dining room by parents where they are handed over to the member of staff on duty. The School makes it clear to parents when 'Before School Care' is requested, that their children must not be on the School's premises before this time unless special authorisation has been given by the headmistress and special provision made.

Between 8.00am and 8.45am all pupils enter the School through the main entrance or are dropped off in the Parents' Car Park. They are supervised on the playgrounds in both Lower



and Senior School from 8.30am and they must not enter the School building without permission.

Between 8:00am and 8.30am pupils registered for 'Before School Care' may attend the dining hall where breakfast is available.

After 8.50am pupils go to their form rooms to await registration.

At 8.55am pupils are registered by their form teacher in their form room.

At approximately 9.30am, the main office will contact parents if pupils are absent from School without notification.

### **Morning break, Afternoon break (for Lower School) and lunchtime**

During break times, teachers and Learning Support Assistants supervise the pupils on the playground and a third teacher is on duty inside the School building. Should the weather conditions prevent outdoor play, pupils are supervised in their form rooms by a teacher and in Senior School by Year 11 Prefects.

At lunchtime, all lower school pupils are escorted to the dining room by a teacher. Staff remain with pupils while they eat their lunch. They are then escorted back to the Lower School playground where they are supervised by staff on duty. Should the weather conditions prevent outdoor play, pupils will be supervised by staff inside the building. A member of staff will escort the pupils to designated classrooms. Senior School pupils are also supervised in the dining room by teaching staff. In inclement weather, Senior pupils are also supervised in designated Year bases by staff.

Pupils who have one to one support from an LSA will be supervised on this basis at break and lunchtime by a member of staff. This designated teacher/LSA will also accompany pupils to clubs and activities. This is part of our policy on inclusion.

Staff are informed at morning briefing in Senior School of any pupils who need to be 'red flagged' on the playground, this means that the identified pupil should be a focus of attention for staff on duty.

Quiet places in School such as the library are also supervised by staff during lunchtimes. This enables pupils who prefer a more peaceful environment to spend time relaxing.

### **Extra-curricular activities**

Pupils attending extra-curricular activities inside the Lower School building are collected from the playground by the teacher in charge of the activity and escorted into the School building.

Pupils attending sporting clubs and music clubs make their own way to their activities in accordance with the instructions given by the teacher in charge of that activity. Pupils who need to change into sports' kit for their extra-curricular activity, must be supervised changing before and after the activity. The teacher responsible for running the activity is also responsible for the supervision of the pupils. Pupils are not permitted to change in the toilets or in a classroom without a member of staff supervising.

After school clubs keep a register of pupils attending. Staff are expected to wait with Lower School pupils after the activity until such time as they are collected by a parent/carer. Pupils in Senior School may make their own way home with parental permission. The collection



arrangements for pupils after fixtures and other activities are confirmed by the parent or guardian when they give their written consent to their child's participation in the fixture or activity. Should any fixture or activity be cancelled or delayed, parents or guardians are notified of the change in arrangements and if necessary, pupils are supervised in After Care.

### **Supervision in classrooms**

Pupils in Lower School are always supervised in a classroom by a teacher. At no time should they access a classroom without a teacher being present. In Senior School pupils may enter a classroom at the start of the lesson if the teacher has given permission. However, this access is restricted to normal teaching rooms only. No access can be gained by pupils to the Labs, Food Technology Room, Pavillion, Art Room, Sports Hall or changing rooms without a member of staff present.

If teachers are alone with a class, in the case of an emergency, teachers should email, telephone, or send a pupil to the reception, or an adjacent classroom, to seek help. Teachers should not leave a class of pupils unattended.

In Senior School, all pupils who have study periods are supervised by a member of staff in an agreed designated location. Staff have a list of pupils for each study session so that they know who should be present.

### **Supervision of physical education (PE) and games**

Pupils are registered at the beginning of PE and games lessons. Pupils are supervised whilst changing before and after PE/Games lessons and throughout the lesson. Pupils with permission to be absent from PE/Games lessons must report to the PE teacher in charge who will then give them a task such as refereeing to do. In some circumstances, a pupil may have been granted exemption from PE/Games by the Headmistress. In this case the pupils must go to the pre-arranged designated place such as the library where they will be supervised by a member of staff.

Sports fixtures are supervised by members of the PE staff. Pupils with SEN will be supervised by their one to one in addition to the teacher.

### **Supervision of special activities**

Pupils at Kirkstone House have many opportunities to be involved with a wide range of events and activities, both on site and off site. These are always risk assessed and supervision is always risk assessed according to the number and age of pupils and type of activity pupils are engaged in.

Senior School pupils should not have supervisory responsibilities for Lower School pupils. Supervision will always include a qualified member of the School's staff. For example, Year 11 pupils may audition Lower School pupils for the Talent Show. However, Lower School pupils need to be escorted to the venue for the audition by a teacher/LSA who will remain with them and then escort them back to Lower School.



### **Supervision on educational visits and away sporting fixtures.**

Adequate supervision is a major consideration in the planning and running of all educational visits. Details of the School's requirements can be found in the Educational Visits Policy. This includes reference to Remote Supervision also.

### **Protocol for leaving the School campus during the School day**

Pupils are not allowed off site during School hours except Years 10 and 11 who, with parental written permission, may visit the village shop at morning break. They must go in groups of 3 and follow a pre-arranged rota. They are not allowed to go anywhere in the village other than to the shop and back. This is monitored by Mr G Wyman.

Pupils with SEN may also go, with parental permission to the shop but they will always be supervised by a member of staff.

In Senior School a parental request for a pupil to leave school during the day must be made in writing to the Headmistress through a request for absence form. Pupils are required to sign in and out of the signing in /out book.

All Lower School pupils who are given permission to leave the School during School hours must be collected by their parent or guardian. They must never leave School unaccompanied.

### **Illness**

When pupils are taken ill during the School day, the School will, if required, contact the parents or guardian, in order to make arrangements for the pupil to be collected. (See the First Aid /Medication and Chronic Illness Policy for further information regarding sick pupils. Pupils who are in the medical room will be supervised by the main office staff or by a specified First Aider if necessary. Pupils will not be left unsupervised.

### **Close, one-to-one, supervision of pupils**

Close, one-to-one, supervision of pupils, for example in individual music lessons, is carefully managed at the School and employees and volunteers are aware of the risks involved. The School's Code of Conduct states that employees should:

- avoid arranging to meet a pupil in a remote or secluded part of the School;
- ensure that there is visual access and / or an open door;
- ensure that there are other employees around or at least aware of a meeting;
- if there is a concern about the likely nature of the meeting particularly when there is a gender difference, arrange for a colleague to be present; and
- refrain from arranging meetings with pupils away from the School premises, except with the approval of the parent and the Headmistress.

### **Registering pupils**

All pupils are registered by their form teacher in their classroom twice a day (8.50am and 1.25pm), as well as by their subject teachers in each lesson. Following the 8.45am registration, the School Office follows up any pupils registered as 'N' (no reason given). The School Office will then investigate the absence.

Pupils attending music lessons or who are engaged in another activity that means registration is missed should sign the signing in book.



Should a member of staff have concerns that a pupil has gone missing whilst at school, they are required to take appropriate action in line with the School's Missing Pupil Policy.

### **Visitors to the School**

All visitors to the School are required to report to the Senior School reception where they sign in and are issued with a visitor's badge which they must wear at all times whilst on the premises. All employees should remain vigilant to the presence of strangers on the premises and they should report any concerns to Reception. Should any assistance be required, the main office will contact Mr G. Wyman. If employees have any doubt about the motives of an intruder, then they should ring the police. No visitors are allowed to enter the School without first checking in through the Main Office.

All visiting speakers must also be vetted in accordance with all other relevant School policies. At no time should a visiting speaker be left in School unsupervised.

### **After school and After Care**

The School day ends at 4:00pm. Between 4:00pm and 5.30pm the School provides a supervision service: After Care. Parents who require After School Care are required to complete a request in advance so that the pupil can be placed on the After School Register. Any changes to the arrangements must be communicated by the parents or guardian to the After Care supervisor on or before the day of the change. The After Care supervisor is always a teacher or a Learning Support Assistant.

All pupils attending After Care should be escorted to the Main Office where they will be collected by the After Care supervisor for that day. The After Care Supervisor will identify the location for the After School provision. This may be the library or outside in the Summer. Pupils may not access other areas of the School, except for the toilets, which they may visit with the permission of an After Care supervisor.

The After Care supervisors have access to a mobile phone, first aid kit and the emergency contact numbers for pupils' parents / guardians. They are aware of pupils with special medical conditions.

### **Collection of Pupils at the end of the School Day**

Parents should endeavour to collect their children promptly at the end of the school day. However, we understand that there may be occasions when parents are delayed. If this is the case, parents should phone the main office with an estimated time of arrival if possible. Pupils will be supervised in After School Club until such time as parents are able to arrive. If parents are delayed beyond 5.30 then the proprietors will be informed and additional supervision for the pupil will be arranged until such time that a parent/family member can collect the pupil. At no time will a pupil be left unsupervised.

### **Supervision on School Transport**

The School operates 3 bus services to Peterborough, Spalding and Stamford. These are driven by the proprietor Mr G. Wyman and 2 other designated drivers. There is no escort on the buses but all of the children are personally known to the drivers and they have a designated



seating plan. If a parent fails to collect their child from the bus, the driver will call home to arrange a later drop off or alternative supervision back at school.

### **Remote Supervision**

There may be occasions when it is acceptable for the nature of supervision by staff to be of a remote nature. Year 11 pupils, for example may show prospective parents round School at Open Day. However, this is with the knowledge of staff on a preordained route. Staff are on hand in classrooms should there be a difficulty that arises.

On School visits, parents may give permission for their child to be remotely supervised when engaged in an activity such as looking at a place on interest. However, staff who are supervising must keep in contact with pupils by mobile phone and meet with them regularly at pre-arranged times and places. The needs of the pupils must also be taken into account before any remote supervision can be authorised by the Headmistress. Pupils who are being remotely supervised must have access to a mobile phone and they must remain in their designated group. (See educational visits policy).

Authorised by

Mrs Corinne Jones  
Headmistress  
On behalf of the Proprietors

Dated

1<sup>st</sup> October 2017

Date of next review

1<sup>st</sup> October 2018