

Supervision Policy



Reviewed and Approved on Jan 2022

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Heads of Section

..... Principal

Review Date: Jan 2023

Supervision of Children Outside of the Classroom Policy

Introduction - A whole school approach

All staff have a duty of care to all pupils whether in a classroom during a non-contact, walking along the corridor, passing through the schoolyard, whether using the stairs or the lift **and in any section of the school at any time of the school day.**

Rules for pupils:

- **Pupils should only be out of class during changeover of lesson, break times and for PE and pupils should not in a classroom without a teacher present.**
- At break times pupils should be in designated areas and **not** on the corridors or in classrooms, hanging around the lockers or stairs.
- Pupils should be aware of what is expected of them when playing and how their actions can lead to injuries with themselves or other pupils.

Teacher's expectations:

- Teachers must check for any duties and be at their duty on time.
- Teachers must not use mobile phones during break duty and show *relaxed vigilance* during break duty and when moving around the school between lessons.
- Teachers should not allow any pupil out of the classroom during lesson time without permission and only for an emergency. An emergency constitutes a child needing the bathroom or the doctor.
- Teachers should encourage students to use the bathroom at break times or during the lesson changeover only. Most students wanting the bathroom during lesson times just want to get out of the lesson. This is also the time where there is least supervision and is therefore a high safeguarding risk. In secondary, if a pupil needs the bathroom during lesson time then the time must be recorded in their planner.
- Teachers must write a note for the pupil if he/she needs to see the doctor and make a record of the time the child is sent out of the class (in the planner in secondary). If needed then a trusted pupil should accompany the sick child.
- Teachers must ensure that any student given permission to leave the classroom **must** wear the correct badge around the neck that can be clearly seen (**Toilet Pass**, **Doctor Pass**) and the time they leave the classroom **must** be recorded.
- Teachers must ensure that when inside the classroom, but not teaching, that the door is left open so they are aware of anything happening outside of the classroom. If a teacher leaves the classroom empty then they must ensure that the computer is logged out and at the end of the school day that the door is locked.
- Teachers must challenge any students that are not in the right place and move them along to the correct area. To ignore is to condone. Pupils will respect the teacher more if they challenge students who are in the wrong place at the wrong time and this enforcement of rules around the school will help with your discipline inside the classroom.
- If a teacher comes across any student out of class without the correct permission then he/she should be sent back to class, the students name and class noted and passed onto SLT.
- Teachers should question any student either using the lift or waiting to use the lift to see if they have a lift pass. If a student does not have a pass then the teacher must make a note of the student's name and form and pass it onto the Head of Year who will input -1 on Engage for 'using the lift without permission'.

- Teachers are expected to greet the maids who are monitoring toilets or other areas of the school and ask them if there are any problems. It is the teachers' responsibility to monitor the toilets when on duty and walking around the corridors and the maids should be utilized; they are there to support. The more the students see staff working with the maids then the more respect they will be given by the students who will think twice about breaking rules as they pass the maids to go into an unsupervised area.
- Teachers should make notes of students who persistently break rules after a warning and pass the information onto the head of year who will enter -1 on engage for 'improper conduct during break time'.
- Teachers should make a note of any student who shows a 'goodwill gesture' during break times and this should be passed onto the Head of Year who will enter +1 on Engage.

The policy will focus on prevention, consequences and follow up.

Prevention

- By providing appropriate areas for safe play, ball play, quiet areas, appropriate seating areas, strategically placed litter and recycle bins, clean drinking areas, safe clean toilets and having the library open at break times.
- By having clear rules about where pupils should be at break times, what games they are allowed to play and where and how the children should play. Eg. Football in certain areas, volleyball and badminton at specific times and no charging about or play fighting.
- By liaising with the school nurse to check on injuries sustained by pupils each month during playtime so situations can be addressed and changes made to how students play to reduce further injuries.

Consequences and Follow Up:

- It is important to make a note of any persistent poor behaviour or troublesome students and warn them that if they fail to cooperate then they will be reported to the Head of Year who will ensure that they miss their break times so they can have time to think about their actions.
- A more serious problem will follow the sanctions as set out in the Behaviour Policy.
- It is essential that any poor or positive behaviour seen around the school is noted and passed onto Head of Year or SLT for further action. The Head of Year or SLT has a responsibility to inform the teacher reporting any incidents about any further action taken.

Summary of Duty Responsibilities

- Duties are a contractual obligation for all staff.
- Staff should show *relaxed vigilance* outside of the classroom at all times correcting, encouraging, outlining consequences and following up with students when necessary.
- Staff are deemed to be actively on duty at all times and should not assume that- if they are not on duty at the time, it is not their responsibility.

- Students are to be seated when eating.
- Staff should promote and enforce safe play at all times.
- Staff should stand, walk around the playground and be visible
- **Cell phones are to be used only to notify HOS if there is a shortage of duty teachers, to call the medical clinic or an emergency.**

Break Duty: During a break duty, staff are expected to supervise the students by:

- Quickly resolving any arising playground problems/incidences.
- Monitoring the use of sports and play equipment.
- Supervise a specific zone of the playground.
- Maintaining good order.
- Discouraging any activity likely to cause injury to students and/or staff.
- Calling/sending for the School Doctor in the event of an accident and look after the injured student until the Doctor arrives.
- Ensuring that play areas are left clean and tidy at the end of break.
- Supervising the canteen area to ensure orderly conduct.
- Ensuring orderly behaviour in the toilets.
- Ensuring students do not spend time on the corridors.
- Ensuring that no student is inside the classrooms without supervision.
- Ensuring that all school rules/expectations are adhered to.
- Record incidents of both positive and negative behaviour that need to be followed up and passed onto Head of Year.

For Early Years and Primary

- Ensuring when the bell or whistle blows, that **STUDENTS STAND STILL AND WAIT FOR INSTRUCTIONS FROM THE TEACHER BEFORE WALKING QUIETLY TO THEIR LINES.**

Related Policies:

- Behaviour policy
- Safeguarding Policy