



Supervision Policy

1 Policy statement

- 1.1 **Scope:** This policy applies to employees and supervisors (as defined below) at Leighton Park school (the **School**).
- 1.2 **Publication:** This policy is provided to all employees and is available on the School's website.
- 1.3 This policy can be made available in large print or other accessible format, if required.
- 1.4 **Policy aims:** Through the operation of this policy the School aims to protect the health, safety and welfare of pupils and others at or affected by the School's operations by:
 - 1.4.1 ensuring the proper and effective supervision of pupils on School premises or whilst on School arranged educational visits and other activities and on authorised journeys;
 - 1.4.2 ensuring that the School meets its duty to supervise pupils to the required standard of reasonably careful or prudent parent;
 - 1.4.3 ensuring that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level.

2 Definitions

Authorised Journey: means transport arrangements made by or on behalf of the School for the purpose of transporting pupils to and from School or on educational visits or trips. It does not include private arrangements between parents or pupils.

Boarder: means a pupil enrolled at the School, other than a day pupil, who is accommodated overnight at the School or elsewhere in accommodation arranged by the School.

Employee: means anyone who works under a contract of employment at the School.

External Provider: means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.

Ratio: means the number of supervisors to pupils.

Supervisor: means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: teachers, teaching assistants, lunchtime supervisors, dinner ladies, temporary or agency workers, peripatetic

tutors, instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18 (including prefects or senior pupils) or gap students. All Supervisors will have been assessed and authorised in accordance with the School's child protection procedures and safeguarding arrangements and the appropriate legislation and guidance applicable at the time.

Supervision: means the effective arrangements for the management and care of pupils whilst under the care of the School, whether on the School premises or otherwise. Supervision may be close or remote: in some instances the School may not require pupils to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should be able to summon help quickly in the event of an emergency.

Teacher: means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.

Transport Provider: means a bus, coach, taxi company or other external transport provider which has been authorised for use by the School.

Visiting Pupil: means a pupil who is not enrolled as a pupil of the School, but who is on the School premises and / or otherwise accommodated overnight at the School. It does not include circumstances where the School has let the accommodation and / or premises to another organisation and that organisation has assumed total responsibility for the Supervision of the pupils whilst using the School accommodation and / or premises.

3 Responsibilities

- 3.1 The Governors, as employer, are responsible for ensuring the health, safety and welfare of pupils on the School premises or whilst on School arranged educational visits, other activities and on Authorised Journeys and the health and safety of those affected by the School's operation. They delegate responsibility for the day to day management of Supervision arrangements at the School to the Head.
- 3.2 The Head is responsible for implementing the terms of this policy and for ensuring that:
 - 3.2.1 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the School's Supervision arrangements generally;
 - 3.2.2 there are suitable arrangements for the proper and effective Supervision of pupils at all times whilst they are under the care of the School;
 - 3.2.3 Supervision arrangements are risk assessed in accordance with the School's health and safety policy.
- 3.3 **Supervisors:** All Supervisors should be aware of and abide by the School's Supervision procedures.
- 3.4 **Pupils:** Pupils must follow the instructions of Supervisors at all times and adhere to School rules and the code of conduct / discipline and behaviour rules.
- 3.5 The School will ensure that pupils are aware of the Supervision arrangements at all times and, in particular, that pupils know:
 - 3.5.1 who is responsible for their Supervision;
 - 3.5.2 who to contact in an emergency;

3.5.3 what to do in an emergency.

4 Security

- 4.1 The School will take all reasonable steps to ensure that there are clear arrangements in place for the Supervision of anyone who is not an Employee or Supervisor (as defined in section 2 above) and who may come into contact with pupils whilst he or she is on School premises or under the care of the School.
- 4.2 The School has a policy of restricting access to the School buildings in order to ensure the safety and security of employees, pupils and other authorised visitors to the School.
- 4.3 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.
- 4.4 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

5 Ratios

- 5.1 The School will ensure that there is an adequate Ratio whilst pupils are under the School's care.
- 5.2 The Ratio will become closer the more complex or hazardous the activity.
- 5.3 All Ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time (see section 6 below).
- 5.4 Where a Supervisor is also a parent of a pupil at the School, they should not usually count in the Ratio.
- 5.5 Prefects and senior pupils will not usually count in the Ratio, but may assist Supervisors in their supervisory duties. Where Prefects or senior pupils assist Supervisors, the School will ensure that they are regularly supervised and directed in their duties and that Supervisors are readily available to them. Supervisors remain in overall charge of pupils at all times.
- 5.6 There will be adequate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of pupils within classrooms or boarding houses or reorganising activities.
- 5.7 Where possible, there should be provision within the Ratio for sufficient Supervisors, in the event of an emergency or incident, to:
 - 5.7.1 deal with any emergency or incident;
 - 5.7.2 seek emergency and / or medical assistance and / or administer first aid;
 - 5.7.3 supervise the remainder of the pupils.
- 5.8 Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.

6 Risk assessments

- 6.1 Supervision arrangements and Ratios will be considered as part of the overall risk assessment process. Factors which may be considered include:

- 6.1.1 the gender, age, abilities, behaviour and any special needs or disabilities of pupils;
 - 6.1.2 the nature of the activities in which they are engaged;
 - 6.1.3 the location, environment and conditions in which the activity will take place;
 - 6.1.4 the number, competencies and qualifications of available Supervisors;
 - 6.1.5 the availability of first aid cover;
 - 6.1.6 contingency arrangements for staff absences and illness;
 - 6.1.7 contingency arrangements for other incidents or emergencies;
 - 6.1.8 travel, transport and accommodation arrangements.
- 6.2 There are three different types of risk assessment:
- 6.2.1 **generic risk assessments** which apply to the School's general day to day activities;
 - 6.2.2 **visit or site specific risk assessments** which will differ from place to place and group to group;
 - 6.2.3 **dynamic or ongoing risk assessments and reassessments** to take account of any relevant changes in circumstances or factors such as a member of staff having to accompany an injured pupil to hospital.
- 6.3 Any risk assessment should:
- 6.3.1 identify the potential hazards involved in an activity;
 - 6.3.2 decide who might be harmed and the potential severity of harm;
 - 6.3.3 identify control measures which would reduce the risk;
 - 6.3.4 consider the residual risk;
 - 6.3.5 record the finding.

7 Supervision arrangements during the school day

- 7.1 During the school day, pupils will not be allowed off-site (apart from at lunch time or during break time (see 7.3 below) or unless they are on a School arranged educational visit or trip) unless the School has received a written request from the pupil's parent(s) or guardian(s) or approval has been given by their housemaster / housemistress.
- 7.2 During the School day, staff are deployed as follows:
- 7.2.1 the Head or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School;
 - 7.2.2 all lessons will be supervised either by the relevant Teacher, supported by Classroom Assistant(s), or other Supervisor(s) (as determined by the risk assessment);
- 7.3 **Break times and lunchtime**
- 7.3.1 The School will ensure that there is an adequate number of Supervisors on duty to supervise pupils during break times (both indoors and outdoors), including

Supervisors who will be specifically responsible for Supervision in the grounds and the dining room with reference to the appropriate rotas.

7.3.2 Pupils are not permitted to leave the School premises during break time or lunch time.

7.4 **PE**

7.4.1 PE is supervised by the class Teacher or PE Teacher, with enhanced Supervision when necessary, e.g. when swimming.

7.4.2 When pupils are changing or showering, staff should be sensitive to pupils' need for privacy, while balancing health and safety requirements.

7.5 **Sick Bay / Sanatorium**

7.5.1 The Matron and Practice Nurse are responsible for ensuring that pupils are adequately supervised whilst they are patients in, or attending the Health Centre.

8 Supervision arrangements for day pupils before and after school

8.1 All pupils will be appropriately supervised when on the School premises and when entering or leaving it.

8.2 Day pupils are allowed on the School site from 7am hours and they should go directly to their house.

8.3 At the end of the School day, arrangements should be made to collect day pupils between 6pm and 9pm hours (unless this is not possible, e.g. in the event of a late return from an educational visit).

8.4 Day pupils will not be supervised on the School premises outside of these times, except with prior agreement between the parent(s) and the School, or if the pupils are attending School arranged extra-curricular clubs or are on educational visits.

8.5 **Extra-curricular clubs**

8.5.1 **Activities arranged by the School**

(a) The terms of this policy will apply at all times to all out of school care and extra-curricular clubs and activities which are arranged by the School.

8.5.2 **Activities facilitated but not arranged by the School**

(a) The School is not responsible for checking the adequacy of Supervision arrangements for extra-curricular clubs and activities where the parents contract directly with a tutor or organiser and which take place outside School hours (such as music or sports tuition).

(b) In that case it is the parent(s) and / or tutor or organiser's responsibility to ensure that there are adequate arrangements in place for the Supervision of the pupil during the session and when the pupil is travelling to and from the session.

9 Supervision arrangements for Boarders outside of teaching time

9.1 The School has a duty rota to ensure that there are adequate Supervision arrangements in place for Boarders at all times.

- 9.2 Boarders will be appropriately supervised outside of teaching time (including during breaks, prep time, during evenings outside of prep time, at night time and before school, at weekends (including at exeat weekends), and during half term and school holidays (where agreed in advance with parents).
- 9.3 Supervising staff will be sufficient in number and deployment for the age, number and needs of Boarders and the locations and activities involved.
- 9.4 The School will ensure that there are satisfactory contingency arrangements in place to cover in the event of unexpected house staff sickness and absence.
- 9.5 Supervision may be close or remote. Boarders temporarily away from the School premises remain under the overall responsibility of a designated Supervisor at all times.
- 9.6 The School will ensure that Boarders are aware at all times of:
- 9.6.1 the identity of their designated Supervisor;
 - 9.6.2 how to contact their designated Supervisor and, have the means to do so;
 - 9.6.3 the arrangements to contact an alternative member of staff in the event that their designated Supervisor is not available and / or in an emergency.
- 9.7 Boarders in Years 11 and the Sixth Form, where the School considers a Boarder to be sufficiently mature and where prior consent has been obtained, are permitted to leave the School premises to access local facilities without being accompanied by a Supervisor.
- 9.8 Boarders permitted to leave the School premises must follow the School's signing in and out procedures each time they leave or return to the School premises.
- 9.9 The School will ensure that there are a sufficient number of Supervisors present and accessible to Boarders in each boarding house at night.
- 9.10 Supervision in the boarding houses at night will be by means of appropriate patrolling and / or availability of Supervisors.
- 9.11 Supervisors will be sensitive to the need for privacy, particularly at times when Boarders are dressing, undressing or bathing or showering and will avoid intruding unnecessarily on Boarders' privacy, while balancing health and safety requirements.

10 Visiting pupils

- 10.1 Visiting Pupils who are on the School premises or staying in School accommodation will be regarded as temporary pupils for the purpose of this policy and the School will liaise with the Visiting Pupil's staff to ensure that they will be adequately supervised at all times when on School premises.
- 10.2 If Visiting Pupils are accompanied by their own staff they may be taken into account in the Supervision Ratios.

11 Educational visits

- 11.1 Details of the procedures and recommended Ratios for educational visits, school trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips are contained in the educational visits policy, which should be read in conjunction with this policy.

- 11.2 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.
- 11.3 The School will ensure that arrangements in respect of Supervision and the responsibilities for pupils are clarified in advance with External Providers, and that it is made clear from the outset whose instructions pupils should follow at all times.
- 11.4 Irrespective of the arrangements agreed as above, School Supervisors remain responsible for the moral and emotional wellbeing of pupils during the educational visits and will not hesitate to withdraw a pupil from an activity they consider to be unsafe or causing distress.
- 11.5 Pupils staying in accommodation on residential visits away from the School premises will be supervised by School staff and / or by legally appointed chaperones and / or External Providers who have been approved by the School to accommodate and supervise them.
- 11.6 School staff will have at least daily contact with pupils who are staying in accommodation on residential visits away from the School premises and will regularly discuss any concerns that they may have in relation to their accommodation or care, or any other aspect of the visit.
- 11.7 Group leaders arranging trips abroad should ensure that there is at least one Supervisor to every ten members of staff of an External Provider, and that there are always enough School Supervisors available in the event of an emergency.

12 School arranged transport

- 12.1 The School will make adequate arrangements for the safety and Supervision of pupils on all Authorised Journeys.
- 12.2 The exact nature of the arrangements for the safety and Supervision of pupils on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies (such as the educational visits policy and transport policy and procedures).
- 12.3 Only Transport Providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on Authorised Journeys.
- 12.4 As part of the School's vetting and approval procedure, the School will ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place and that they have undergone suitable child protection checks in accordance with the School's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.

13 Monitoring and review

- 13.1 Relevant risk assessments will be monitored regularly (at least twice per term) by the Head.
- 13.2 This policy and related School procedures will be reviewed annually by the Head, and updated as necessary.
- 13.3 In undertaking the monitoring and review, the Head will take into account any accidents or incidents that may indicate problems with Supervision arrangements and any issues raised about Supervision by individual members of staff, parents and / or pupils.

14 Linked policies

- 14.1 This policy should be read in conjunction with policies covering the following areas:

- educational visits;
- health and safety;
- safeguarding and child protection;
- transport.

September 2011