



SUPERVISION OF PUPILS POLICY

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms.

This policy should be read in conjunction with:

- Anti-bullying Policy
- Attendance Policy
- Behaviour Policy
- Health & Safety Policy
- Healthcare & First Aid Policy
- Safeguarding Policy
- Risk Assessment Policy
- Missing Pupil Policy

This policy applies to teaching staff (including volunteers) at Farnborough Hill. Pupils have a responsibility to adhere to this policy, and the procedures explained to them, and to seek clarification if they are unsure.

Our aims are to:

- provide sufficient supervision measures to maintain a safe, sensible and positive school environment
- promote the health and safety of pupils at the School
- demonstrate how staff are deployed to ensure the proper supervision of pupils
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the School day

Legal obligations and the duty of care

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, that Farnborough Hill is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the School day is reasonable to ensure their health, safety and welfare.

All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

In order for teachers to carry out their duties effectively the Head has certain responsibilities. These include:

- formulating the overall aims and objectives of the School and policies for their implementation
- ensuring the teachers at the School receive the information they need in order to carry out their professional duties effectively
- ensuring good order and discipline at all times during the School day (including breaks) when pupils are present at school and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere
- making arrangements for the security and effective supervision of the School buildings and their contents and of the School grounds

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- regard for the ages and capabilities of the pupils, including reasonable adjustments
- a systematic approach to safety through risk assessments in the light of foreseeable risks
- school rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and the School ensures these rules are known to all pupils. Risks are reduced through the creation of and adherence to risk assessments
- teachers must ensure they are aware of their supervisory responsibilities
- risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils

PROTECTIVE MEASURES

Registration Procedures

See *Registration Lateness & Absences, Attendance Policy and Missing Pupil Policy* for further information.

Parents inform the School Office of absence from school which is recorded as authorised absence with an appropriate code. Pupils are assigned as 'out of school' for authorised absences. If any pupil fails to arrive to sign in for the morning registration without satisfactory explanation, a call is made to the pupil's parents by a member of the administration staff to establish whereabouts. If this happens during the school day, including afternoon registration, then we refer to the *Missing Pupil Policy*.

All pupils in Years 7 – Sixth Form are expected to be in school for morning registration at 8.45 am and to remain until the end of the main school day at 4.00 pm. For sixth formers they may leave after their final lesson for the day, if before 4.00 pm, but must sign out in the register before leaving.

Members of staff are asked to register all pupils in lessons although we only record that information on iSAMS for morning and afternoon registration.

All efforts are made to establish the whereabouts of any missing pupils when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the Registration procedure, the School will instigate the missing pupil procedure. (*Please see Missing Pupils Policy for further information*). Pupils in Years 7 – 11 are not allowed to leave school premises without prior permission from their parents. For medical appointments, pupils should bring in a permission letter from home specifying the reason and give this to their Form Tutor in advance. They will then be issued with an exeat form, the pupil should take this to the School Office where they will sign out. Permission for all other absences should be sought in advance, in writing, to the Head.

Sixth formers must be registered electronically at the start of all their lessons. They are allowed to leave school if they have a free period but only after signing out in the School Office or in the sign out log in the SLT corridor adjacent to the Deputy Head's (Academic) office.

If a pupil has to be sent home unwell, they will not be allowed to leave the School premises until their parent or guardian is aware of the situation (in line with the *Health Care and First Aid Policy*). In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the pupil's parent or carers arrive to assume responsibility.

Afternoon registration for pupils in Years 7 – Sixth Form is carried out at the beginning of Period 5 at 1.50 pm.

Pupils on Study Leave should sign in at the School Office on arrival and sign out again when leaving if this is before 4.00 pm.

ARRANGEMENTS

Registers, roll calls and registrations

Regular checks on attendance/presence are central to the effective management and oversight of pupils whilst they are in our care. Staff must maintain an up-to-date register of members of all groups in every lesson and during extra-curricular clubs or activities. All unexplained absence is followed as per the protocol in the Registration procedure. Unauthorised absence during the School day is a disciplinary matter and is followed up by the Deputy Head (Pastoral).

School is open from 7.30 am although pupils are not required to be at school until 8.45 am. School ends at 4.00 pm although supervised prep and organised activities continue until 6.00 pm.

Pupils should not arrive before 7.30 am. Pupils in Years 7 and 8 should only arrive at this time if they are attending Breakfast Club which is staffed by a teacher. Other pupils may, after signing in with the Breakfast Club Supervisor, go to their Form room or the Library.

After 8.00 am members of teaching staff are available in the staffroom, SLT Corridor or in teaching areas. The School Office is also open from this time.

Pupils are expected to leave school at 4.00 pm if they do not have an organised activity or are not staying for prep. At this time, pupils are allowed to leave the site unsupervised. If pupils (other than sixth formers) are staying later they must be collected by their parents or carers or travel on the 'late' minibus. Sixth Form students may stay at school until 6.00 pm, however, they are required to sign in a staying late book located in the SLT corridor adjacent to the Deputy Head (Academic) Office.

Staff Duties

Members of staff are required to supervise pupils at times outside of lessons. The aim of this is to ensure that there is adequate adult supervision at various critical times of the day to ensure good order and appropriate behaviour around the School.

- The Staff Duty rota is organised by the Assistant Head (Assessment and Reporting) and is published before the beginning of term. It is displayed in the staffroom and by the entrance to the Refectory. The Assistant Head (Assessment and Reporting) also emails the rota to members of staff.
- There are several duties to be completed each day including break indoors and outdoors, lunch queue duty, general lunchtime supervision and end of school day supervision.

Supervision during the School day

Form Time	Form Tutors and Heads of Year have responsibility for pupils from 8.45 – 8.55 am.
Lesson Time	Teaching staff are responsible for the supervision of their classes. For pupils in Year 11 or below with study periods, the Librarians supervise those working in the Library, while the sixth formers may be supervised remotely while they are in their flats. No class should be left unsupervised. In an emergency, staff might (1) summon a teacher from an adjacent classroom to supervise both classes or (2) telephone the School Office (Ext 200/201), Deputy Head(s) (Ext 205/212), Assistant Head(s) (Ext 206/260), Bursary (Ext 202), Infirmary (Ext 219) or send a pupil to the Infirmary, staffroom or School Office (escorted by a peer if necessary).
Break Time	Teaching staff have responsibility for pupils through the duty rota system.
Lunch Time	Teaching staff have responsibility for pupils through the duty rota system.
Before school, lunchtime, after school and weekend activities	All staff taking activities will have completed and returned a risk assessment to the Deputy Head (Academic). A copy is also kept by the Facilities Manager. The member of staff named as running the activity must supervise the pupils during the activity and until collection (see late collection procedures).
End of school day	4.00 pm – a member of SLT is responsible for the safe departure of pupils.
Prep	Pupils are required to sign in for prep in the Library. A member of the community supervises this until 6.00 pm. At 6.00 pm responsibility is taken on by a member of SLT.
School Activities	Once activities have been completed the responsibility for supervising pupils remains with the member(s) of staff until they are collected or go home.
Special Events	For special events, eg plays and concerts, arrangements are made to ensure that pupils are supervised throughout the times concerned. For these and other events the SLT lead must be informed by the member of staff responsible for the activity of the times concerned and the supervisory arrangements that have been put in place. A register of pupils on site should be kept.

Staff Duties

Staff who are allocated duties must read the risk assessments which are kept in a file in the main staffroom.

Copies of the Staff Duty Rotas are placed on the noticeboards in the staffroom and outside the refectory.

Outdoors

Staff should spend most of the time positioned in sight of the Quad but occasionally they should walk down the path towards the Art Department. Female members of staff should look into the Years 9 and 10 locker rooms and the Quad.

Indoors

Staff should patrol the School – including regular visits to the Food Technology corridor, the RE rooms and surrounding area, the Green Gallery and the ICT area. Pupils can remain in their Form Rooms if they wish, but they should not use the computer (other than to listen to F’Hill Radio), there should be no eating, and no writing on the boards. Female staff members should look into cloakrooms and the Quad. There are two members of staff on indoors duty between 1.20 pm and 1.50 pm. They should cover the School campus during this time. Staff are supported in this duty by sixth formers.

First Duty: 12.50 to 1.20 pm

Staff should arrive promptly and take over control of the queue from the Lunchtime Supervisor. Pupils on first lunch must go in to lunch first followed by early lunch pupils, second lunch, etc. Pupils who arrive late for their allocated time should be told to go to the back of the queue. Pupils asking for early lunch must have their names in the Early Lunch Book. If their name is not written down, please send them away.

Second Duty: 1.20 to 1.50 pm

Staff should arrive promptly and take over control of the queue from the First Duty member of staff. Towards the end of this time, once it is clear that there are only a few pupils left for lunch, he/she should hand over control of the queue to a Lunchtime Supervisor and then patrol the School until 1.50 pm.

Bus duty

- Staff must be at the buses by 3.50 pm (or as soon as reasonably possible).
- Pupils must only walk to their bus when it is stationary and parked in the bus bay.
- All pupils must be sitting and wearing their seat belt.
- Staff on duty are permitted to carry out spot checks on the buses.
- Ideally all pupils must be in full school uniform when travelling on a bus. However, on some days, sports practices finish just in time for buses. In this case pupils must be wearing a full school tracksuit and clean trainers.
- If a bus is late, ask the Bursar's Office to phone the bus company.
- Head Caretaker and member of SLT, who is on duty, should remain supervising the pupils until the bus arrives.
- If a pupil misses a bus they must go to the School Office and make arrangements to travel home.
- Any misbehaviour at the bus stop or on a bus must be reported immediately to the Deputy Head (Pastoral).

Prep duty

Pupils staying for prep are asked to sign in at the Library. They are supervised by a member of the community until the end of prep. Each pupil must sign out if collected early. At 6.00 pm a member of SLT takes responsibility and will supervise any pupils not yet collected. This member of staff will also check arrangements for the 'late bus' to Farnborough Main and Farnborough North train stations.

Staff making their way to and from school during the day will report any pupil behaviour or more potential hazards that are of concern and when practicable should address the behaviour at the time with the pupil.

Pupil/Teacher ratios

Pupil/teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure that it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity.

A member of staff must adopt a safety-first approach if they are unsure of the adequacy of supervision for an activity and seek the advice of their line manager, the Deputy Head (Academic) or the Bursar.

Cover arrangements

When a member of staff is absent from lessons, the Assistant Head (Head of Sixth Form) organises a cover teacher for classes in Years 7 – 11. Sixth Form classes will usually be allowed to work without supervision. Work that requires specialist knowledge is not set for classes with a non-specialist cover teacher. However, the cover teacher is requested to play an engaged role in the lesson – supporting pupils as far as is reasonable.

Management of pupils in transit between home and school

Parents are responsible for the safety of pupils travelling to and from school if they do not travel on a school coach or minibus service.

A significant number of pupils travel to and from school each day using the bus service provided by the School. Pupils are reminded, by the Deputy Head (Pastoral), of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is judged to merit that intervention.

Pupil behaviour on buses is usually excellent and the effective supervision of departures each day by duty staff promotes an orderly atmosphere on each bus.

The senior pupils on the bus are asked to promote good behaviour and to report any concerns to the Deputy Head (Pastoral). All bus pupils are briefed on the appropriate action to be taken in an emergency.

Pupils not able to participate in PE lessons

Pupils not able to participate must inform the PE staff, either by bringing a note from home or Matron. These pupils will be involved in the lesson in an alternative manner and are supervised by the teacher running the lesson. In more exceptional circumstances, pupils are supervised by the Librarian, to whom a note is sent listing all pupils to expect. This is agreed in advance with the Head of Year.

Late collection procedures

If pupils are not collected by 6.00 pm then contact with parents will be sought. A member of staff will wait with the uncollected pupil, however, with parental agreement a taxi may be arranged to transport the pupil home if no other transport can be arranged.

Supervision during Educational Trips

Arrangements for supervision are described in the *Educational Visits Policy*.

Supervision of off-site activities

This is covered in the *Educational Visits Policy*.

Restricted Areas

Pupils are not allowed into the swimming pool area without a qualified member of staff in charge, nor are they allowed to make use of the Sports Hall or its equipment. Pupils are expected to follow instructions given to them by teachers or by qualified leaders in adventure activities.

The School ensures that pupils do not have unsupervised access to other potentially dangerous areas such as the Science Labs, Design Technology areas, the Ceramic Studio and Art areas, etc. All potentially hazardous equipment and resources are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds Shed, Caretaking, Maintenance and Catering areas of the School, or the Boiler rooms. Clear signs are displayed to indicate out of bounds areas both in the buildings and areas of the grounds.

This policy is reviewed annually by the Assistant Head (Head of Sixth Form).

The next review is due in January 2020.