



# King Edward's

## WITLEY

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### ***Supervision of Pupils***

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*This policy should be read in conjunction with the following School policies and other documents: Equal Opportunities, School Calendar, Child Protection and Safeguarding, Health and Safety, Visitors, Code of Conduct for Residential Educational Visits*

This policy explains the supervision procedures in place at King Edward's School, Witley for pupils during the week, as well as indicating where more detailed sources of information can be found. At weekends boarders are under the jurisdiction either of the member of staff who is leading an activity or Housemasters and Housemistresses.

#### **1. Supervision of Pupils - Legal Requirements**

The Governing Body and the Head are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

#### **2. Duty of Care**

All members of staff have a duty of care to all pupils in the School. It is their responsibility to ensure that behaviour and discipline are maintained throughout the time that pupils are in School, as well as during activities either on or off the campus.

#### **3. Supervision during the School Day**

Before School:

- The Housemaster or Housemistress or delegated person is responsible for the supervision of boarders in the House.
- The Housemaster or Housemistress or delegated person takes responsibility for day pupils once they have arrived at School. Houses will be open from 07.30.

Breakfast - all pupils are supervised by a senior member of staff and a member of the boarding house staff, who undertake duties on a rota basis. This rota is displayed in the School Calendar.

Class teachers are responsible for the supervision of their class. Pupils should not normally be left unsupervised in a classroom. In an emergency a teacher could:

- Summon a colleague from a neighbouring room to oversee both classes whilst the emergency is being attended to.

- Call School Reception or the Deputy Head, Co-Curriculum who oversees the cover system.
- Call the Medical Centre.

For members of the Sixth Form who have private study, the member of staff who is responsible is the teacher taking Supervised Study, the Librarian or the House Matron.

Break Time - a duty rota of staff is produced for general supervision of the School. In each House the Housemaster or Housemistress is responsible for ensuring that suitable levels of supervision are in place.

Lunch Time - a rota of staff on duty at lunchtime is produced, and this person supports the senior member of staff on duty. Duty staff will be in the Dining Hall, and lunchtime duty runs from 13.05 until 13.45.

All pupils on lunchtime activities will be supervised by the member of staff running that activity, who will ensure that adequate supervision and care is in place.

Afternoon activities are supervised by a member of staff or a suitably qualified specialist coach. All responsible adults involved in such activities must be aware of the Health and Safety policies and procedures in place for the activity and must act in accordance with the Child Protection and Safeguarding policy.

Pupils who are off games will be either in the Medical Centre under the care of the member of staff on duty there, in the Library under the care of the teacher taking Supervised Study, in the boarding house, supervised by Matron or at the pitch side, supervised by the teacher running the activity.

After activities the responsibility for supervising pupils returns to the Housemaster or Housemistress or delegated person. Matron is present, or Matrons are on call for pupils in each house. This responsibility continues until the pupil has signed out to go home in the case of day pupils or until pupils go to tea and resumes immediately after they have left the Dining Hall to return to house for evening roll call.

Tea Time - all pupils are supervised by a senior member of staff and a member of the boarding house staff, who undertake duties on a rota basis. This rota is displayed in the School Calendar.

Overnight supervision of boarders is the responsibility of the Housemaster or Housemistress or delegated person.

Supervision arrangements may be adjusted in light of the requirements of any pupil with a special need or disability. *(See Equal Opportunities policy)*

#### **4. School Prefects**

Throughout the day the School Prefects are available to assist staff in fulfilling the duty at all meal times and during morning break. The Prefects are overseen by the Deputy Head who also organises appropriate training for them to help them support the smooth running of the School in a safe and effective way.

**5. Pupil Absence**

The responsibility to ensure that pupils attend school regularly is that of the parents and guardians. Parents will normally inform the School by 08.15 if a pupil is going to be absent. Any unexplained absences will be followed up by phone by the Deputy Head's PA. Pupils arriving after the registration time (08:30) are required to register with Reception.

**6. Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and away from the School campus is available in a separate policy.

**7. Summary of relevant duty rotas and documents**

- Senior staff duty rota – produced termly by the Deputy Head, Co-Curriculum
- Staff duty rota - produced termly by the Deputy Head, Co-Curriculum
- House on duty rota – produced annually by the Deputy Head, Co-Curriculum
- The disaster recovery plan has clear directives for dealing with the supervision of pupils in a crisis

Former point 6 deleted (DPC)