

St Bede's School

Supervision Policy

1 DUTY SUPERVISION ARRANGEMENTS

- 1.1 Day pupils may arrive at school from 8.30am (8.00am usually via prior arrangement), and are expected to leave for home after school by 6pm, unless they are staying late for supper, a school function or activity.
- 1.2 Pupils are not allowed on site without supervision.
- 1.3 At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours.
- 1.4 Members of staff are expected to take their share of break and lunchtime supervisory duties, as well as late and weekend duties.
- 1.5 Staff are on duty for boarders in the evening.
- 1.6 Pupils are able to call on a member of staff at any time if necessary.
- 1.7 The main duty times are:
 - 8.00am duty (8.00am – 8.30am)
 - 8.30am duty (8.30am – 8.50am)
 - Morning break (10.30am – 11.00am)
 - Lunch-time (12.30pm – 1.30pm)
 - Afternoon break (4.00pm to 4.30pm)
 - 1st Hall duty (5.00pm – 5.10pm)
 - 2nd Hall duty (5.30pm – 5.40pm)
 - Late duty (5.30pm – 6.00pm)
 - Boarding duty (6.00pm – 8.30am)
- 1.8 Arrangements are made to ensure pupils are supervised during all free times.
- 1.9 Members of the PE Department supervise pupils on both home and away matches.

2 BOARDING

- 2.1 The children's privacy must be respected.
- 2.2 Staff are instructed not to enter dormitories whilst children are changing, unless of course they need help or their behaviour warrants it.
- 2.3 The children are permitted to close dormitory doors whilst changing, although they are told that if their behaviour is unsuitable they will be required to open them.
- 2.4 If the children wish to close their doors, staff must knock and wait for them to answer before entering.
- 2.5 Staff are asked to use discretion and the school accepts that it will not always be practical to observe this rule in cases of emergency or risk of emergency.

3 REGISTRATION

- 3.1 We take a full register of pupils at the start of the morning (8.50) and later just before lunch-time (12.30).
- 3.2 Parents are responsible for notifying the school, initially by telephone, and subsequently in writing, if their child is absent for any reason.
- 3.3 The school will always contact the parent if a child fails to arrive at school without an explanation.

- 3.4 We make sure that we know the whereabouts of all boarding pupils at all times by additional registers at breakfast and supper times.
- 3.5 Boarders are in supervised groups at all other times.

4 MEDICAL SUPPORT

- 4.1 There is a qualified first aider on duty 24 hours a day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.
- 4.2 Members of the teaching staff and non-teaching staff who are trained and qualified as First Aiders are able to give emergency first aid.

5 SUPERVISION WHILST TRAVELING TO AND FROM SCHOOL

- 5.1 Parents are responsible for ensuring that their children travel safely to and from school.
- 5.2 There is a school minibus, manned by a safeguarding-trained driver, which is made available to parents who wish their child to be transported to and from school.
- 5.3 Please see the Educational Visits Policy regarding arrangements for the supervision of pupils during educational visits.

6 UNSUPERVISED ACCESS BY PUPILS

- 6.1 Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision.
- 6.2 Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.
- 6.3 We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the CDT rooms etc.
- 6.4 Doors to these areas are kept locked at all times when not in use.
- 6.5 All flammables and chemicals are kept securely locked in appropriate storage facilities.
- 6.6 Pupils do not have access to the Maintenance, Catering and Care-taking areas of the school.

7 STAFF INDUCTION

- 7.1 All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.
- 7.2 Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Headmaster
January 2017

Director of Studies
January 2017