

SUPERVISION OF PUPILS POLICY

This policy relates to the whole school: Senior, Junior & EYFS

DCSF Standard 3

1 Policy statement

1.1 Scope: This policy applies to staff (including volunteers) at Northampton High ("School").

This policy can be read with the School's Code of Conduct for Staff and staff job descriptions.

1.2 Publication: This policy is provided to all staff in the Staff Policies which is available on the School's intranet.

1.3 Policy aims: Through the operation of this policy we aim to:

- protect the health and safety of pupils at the School; and
- ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

2 Responsibility

2.1 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.

3 General supervision

3.1 Supervision before and after school, including breakfast clubs

The School runs extended hours care for all pupils from 7.30am to 6.00pm.

Supervision for EYFS children is always within sight or sound of an appropriate adult.

Pupils in EYFS and Year 1 who go to supervised breakfast club are escorted by staff to their classrooms for registration in the morning.

Pupils from Year 2 upwards are supervised from arrival at school in the Dining Hall and classrooms depending on year groups. Year 6 Pupils are allowed to use their classroom

in the morning from 8.15am to get ready for the day. Year 2 to 5 pupils are lined up at 8.20am and sent round to class at 8.25am.

During the school day Junior School pupils are supervised by staff at all times.

Nursery pupils who are only attending morning sessions are collected by parents / carers from the Nursery area at 12.45pm.

At the end of the Junior School day:

EYFS Pupils are collected by parents / carers from the Nursery or Reception classroom at 3.30pm, unless they attend Gap Club in which case they are escorted to the relevant area of the school.

Year 1 & 2

Year 1 and 2 pupils are brought to the entrance hall of the school at the end of the school day (3.30 pm) and handed over to parents / carers.

Year 3 to Year 6 Dismissal

- Year 3 & 4 children should be dismissed from inside the black gates on the front playground.
- Pupils going home on the bus meet the duty teacher outside the Year 6 classrooms
- Year 5 & 6 children will be dismissed from their classrooms and should wait for their parents to arrive inside the front wall of the Junior School.
- If any pupils are not collected by 3.35 pm, they should be brought in by staff who are outside with their classes and wait in the entrance hall until someone arrives to meet them. They are then the responsibility of the member of staff on Late Duty. The Junior School Secretary is at school until 4.30pm and may be asked to telephone parents who have not arrived by 3.45 pm. Pupils should then be sent to Late Prep (Year 3 to 6) or taken to Gap Club.

Staff should be in their rooms by 8.20am every day.

Senior School

- On a day to day basis day SS pupils are allowed to arrive at school from 7.45am. There is always at least one member of staff in the building from this time and reception is staffed from 7.00am to 6.00pm during term time.
- In cases of emergency the caretaker's number is displayed prominently in the reception.

3.2 Supervision during breaks and lunchtime

- Staff are allocated a duty to supervise pupils at the following times; during Assembly, all school buildings during break, and all school buildings during lunch time. Please see Senior School Staff Handbook for description of duties and rota. For Junior School see Junior School Staff Handbook.

3.3 Supervision during non-contact time for pupils up to U5

- Any pupils with non-contact time either go to the Library where they will be supervised by the Librarian on duty or are supervised in a teaching room, during private study by a member of staff (see Private Study arrangements policy).

3.4 Supervision during non-contact time for Sixth Form

- Sixth Form students may leave the premises during the school day if they do not have lessons, provided their parents have given written permission and they comply with school policies. All Sixth Form students must sign in and out when not involved in standard am and pm registration periods. There is a book for this located in reception.
- If Sixth Form students remain on site after 4pm they are required to sign the Sixth Form late study register and sign out on leaving. Sixth Form students are required to work in the Library or Quiet Room and must leave the site by 6pm unless they are in school for a specific event organised by staff.

3.5 Supervision after school

- Late supervision is provided by the Late Prep Team – Mrs Nicola Waterworth, the Cover and Duty Supervisor (until 5pm) and Mrs Angela Malone, Late Prep Supervisor (until 6pm).
- Students in U3-U5 can book into late prep until 4.30pm or 5pm by signing a register in reception. They are supervised in the ELC and D5 by a cover supervisor or in the Library by the Librarian if they are in KS4 (up to 15 students, by order entered in the register during the day).
- At 5pm students leave the premises to go home or can go to Late Stay to await collection. Where the number of students attending late prep becomes too many to accommodate in the ELC and D5 the Cover and Duty Supervisor will liaise with the Late Stay Supervisor and/or SLT to organise a second study area, generally in the A Corridor.

- After 5pm students in U3-U5 move from late prep to the Late Stay area, which is available until 6pm at the latest in classrooms on the A Corridor. This will be supervised by the Late Stay Supervisor.
- A charge of £5 per 15 minutes after 6pm is made to parents if they are late collecting students.
- A member of SLT is on duty until all pupils have been collected and s/he liaises with the Late Prep Team to ensure that appropriate arrangements are in place and that pupils are safe. Patrols are carried out as necessary to ensure that all pupils are safe and under supervision. The Late Prep Team are encouraged to report any areas of concern to the SLT member on duty.
- The SLT team who carry out the late duty will discuss from time to time the supervision arrangements in SLT meetings to monitor the effectiveness of arrangements.

3.6 Supervision during school holidays

- Occasionally staff will arrange an extra class for students to attend in the holidays. On arrival students must sign in with the member of staff giving the session and sign out at the end. The member of staff is responsible for them whilst on site and must inform the premises team in advance that the session is taking place and where, and inform the duty caretaker when they leave.

4.1 Supervision during curriculum time

- All classes up to Sixth Form will be supervised by the relevant teacher or by a cover supervisor or teacher if necessary. In certain subjects, typically Art and Science, the classroom teacher may be supported by a technician who may also work with groups as required. Teachers may supervise classes or groups remotely around the school site as appropriate to programmes of study and for other curricular reasons.

4.1.1 Arrangements for cover of absent colleagues

- The cover administrator in Senior School and the Deputy Head of Junior School ensure that lessons are covered if necessary and staff are aware of these procedures as published in the Staff Handbook.
- Sixth Form students will be directed in private study by the teacher or Subject Leader as appropriate if a teacher is absent.

4.1.2 Supervision during PE lessons, including changing arrangements, both on and off site.

- All pupils are supervised during PE lessons in accordance with other curriculum subjects. Staff are required to supervise students during changing both on and off site.

4.2 Supervision of pupils travelling to another venue for lessons

- All pupil movement from one site to another for lessons are subject to the same staff: pupil ratios as other offsite trips or Educational Visits. These ratios are communicated in the Staff Handbook and in the Educational Visits Policy.
- Staff : Pupil Ratios (non hazardous activities) Wherever practicable:

1:20 (senior pupils under 18)

1:10 (junior pupils in yrs 4-6)

1:6 (junior pupils in yrs 1-3)

Ratios under the EYFS framework are applied for pupils in the EYFS.

Heads should use their discretion for Years 12-13.

4.3 Staffing ratios, to ensure that they meet legal requirements, especially in the Early Years and Foundation Stage.

- In Late Stay the number of students supervised by a single supervisor will not exceed the accommodation available within the room being used. The supervisor will liaise with the SLT member on duty when the number of students in Late Stay is likely to reach a level where additional supervision is needed.
- For EYFS in Reception the ratio is 1:30 if a qualified teacher is present. When a qualified teacher is not present the ratio is 1:8 with the adult being at least Level 3 qualified. There must always be two level 3 qualified or above qualified staff supervising if no teacher is present. In Nursery the ratio is 1:13 with a level 6 qualified member of staff; with a Level 3 qualified member of staff it is 1:8. There must always be at least two Level 3 qualified members of staff present.

4.4 Supervision of pupils attending lessons with peripatetic teachers

- In Music peripatetic lessons a list of pupils who are taking peripatetic lessons is on the notice boards in the music corridor.

5 Supervision during extracurricular activities

5.1 Arrangements for keeping records of attendance

- All extracurricular trips are subject to clear policy and procedures as stated in the “Educational Visits Policy and Procedures”. Registration must be taken before departure and a copy of this register given into reception for the updating of school registers and at key points as set out in the itinerary of a trip.
- All after school activities are registered and registers kept for one academic year by the teacher responsible.
- When Senior School students have the choice to attend events during school holidays, the teacher involved must inform parents, SLT and reception in advance and maintain a register of who is expected (as per reply slips or emails received etc.), following up any non-attendance. Students must sign in and out on arrival, in addition to a register being kept. Where individual students have been given the option to attend school, but not as part of an organised session (for example, completion of Art projects), the staff member must inform SLT and reception of visits and supervise students throughout. No student should attend school without the permission of a supervising teacher. Students must always sign in and out of school.

5.2 Supervision of pupils travelling to matches and other venues.

- Pupil: staff ratios are the same for travelling to matches and other venues as for all Educational visits.

5.3 Supervision of pupils by older children in after school clubs

- Only registered and trained staff are allowed to run after school clubs. Older children may act only as additional support and do not count in staffing ratios.

5.4 Supervision of pupils while waiting to be collected by parents at the end of an activity and after Late Prep

- On any school organised visit which takes place off site, staff must wait with the pupils until all have been collected by parents.
- For all on site activities parents are made aware of dismissal times (on the fixtures lists, extracurricular timetables and letters home) and asked to collect their child promptly. Pupils may wait to be collected in the foyer of both SS and JS. For the Junior School pupils are supervised by staff taking the activity until 4.45pm at which time the member of staff can arrange for the supervision of the Pupils to become the responsibility of the teacher on Late Duty.
- Senior School Late Prep runs from 4pm until 4:30pm or 5pm, supervised in the ELC or Library. Students in U3-U5 must sign in to the Late Prep register during the day and will be checked in and out by the supervisor. If a student signs up for Late Prep and then cannot attend she must remove her name from the list, or parents will be contacted when she does not attend. Sixth Form students who wish to remain on site after 4pm must indicate this in the Sixth Form late register held in reception and sign out of it when leaving.
- There is a member of SLT on duty every evening until the last pupil leaves Late Stay. Following Late Prep students should stay in Late Stay until 6pm until collected by parents. After 6pm students will wait in reception and must inform the SLT member on duty when parents arrive. The Late Stay supervisor will provide the SLT member with a list of any students remaining after 6pm so the time of collection can be noted.

5.5 Supervision of pupils attending clubs organised by third parties, but which take place on site.

- The school's robust letting procedures ensure that appropriate staff: child ratios are adhered to for all activities run by third parties on site.

5.6 Supervision of pupils attending organised events after school

- The organising staff member must arrange for an SLT member to be present at all after school events held on the school site. This information

should be included in the paperwork for the event. If the SLT member is not available for any reason an alternative SLT member must be arranged.

6 Supervision during school visits

6.1 Arrangements for children on visits in the UK

- All extracurricular trips are subject to clear policy and procedures as stated in the “Educational Visits Policy and Procedures”. Registration must be taken before departure and a copy of this register given into reception for the updating of school registers and at key points as set out in the itinerary of a trip.

6.2 Arrangements for children on visits abroad.

- All extracurricular trips are subject to clear policy and procedures as stated in the “Educational Visits Policy and Procedures”. Registration must be taken before departure and at key points as set out in the itinerary of a trip.

7 A note on mobile device use during school hours

- Student use of mobile devices is dealt with in the Mobile Devices Policy and the IT Code of Conduct. In general terms, students should not use their phones in lessons without the permission of teachers, they should not use them in the corridors or while walking around the site, nor should they be in evidence in the Dining Hall or when queuing for lunch. Where devices are used during breaks or before/after school, students must abide by the IT code of conduct. Sanctions including confiscation of mobile devices may be applicable when devices are not used in line with this guidance and teachers should report this using the concerns process. For repeat offenders, confiscation may be appropriate and should be arranged in consultation with SLT and by secure storage in the Finance office; teachers should not hold student devices themselves to avoid allegations of tampering or damage.

Reviewed: December 2016

Next review December 2017 Deputy Head Pastoral Care and Guidance