

SUPERVISION OF PUPILS POLICY (614)

SENIOR SCHOOL

1 Policy statement

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

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

1.2 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

- The School runs extended hours provision in the following way:
 - From 7.45-8.15am in Georgia's Café
 - From 7.30-8.15am and 4.00 – 6.00pm in the Library (5.30pm on Fridays)
- If girls attend an after school or before school club they are registered on arrival via SOCS.

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- Before School Supervision is in the Library from 7.30am. Pupils must sign in using InVentry and enter only through the main Reception
- On a day to day basis day senior school pupils are expected to arrive at school from 8.10am; from 8.20am they may go to their form room. Students arriving before 8.10am must sign in at Reception using InVentry and go only to Georgia's or The Library.
- In cases of emergency, pupils may knock on the staff room door or go to Reception for assistance.
- At the end of the school day, students are permitted to work in the School Library, but may not work unattended elsewhere in the school. All students should be off-site by 6.00pm when the Library closes (5.30pm on Fridays).

3.2 Supervision during breaks and lunchtime

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- All staff are allocated a duty to supervise pupils at the following times; Break, Lunch, After School until 4pm

3.3 Supervision during non-contact time for pupils, including sixth form

- Pupils in years 7-11 must go to the library during any non-contact time where they will be supervised by the Librarian on duty.
- All sixth form students must sign in and out at Reception.

4. **Supervision during curriculum time**

4.1 Arrangements for cover of absent colleagues

Senior

- All classes except sixth form will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Design Technology, Art and Science, the classroom teacher may be supported by a technician.
- The Cover Manager ensures that all lessons are covered if necessary and staff are aware of these procedures as published in the Staff Handbook.

4.2 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.

4.3 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 (Prep pupils in yrs 4-6)
- 1:6 (Prep pupils in yrs 1-3)
- A higher ratio may be appropriate for pupils under 5.
- Heads should use their discretion for Years 12-13.

4.4 Supervision of pupils attending lessons with peripatetic teachers

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- For peripatetic music lessons or Speech and Drama lessons, a list of pupils who are taking lessons is published to staff. Students make their own way to individual lessons.

Supervision during extra-curricular activities

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5.1 Arrangements for keeping records of attendance

All extra-curricular 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.

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. Prep School pupils will have at least two members of staff accompanying them, unless Head of Prep School has given permission and the GDST guidelines are adhered to.

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 as additional support if employed in the capacity and trained to do so.

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

- 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 SOCS), co-curricular timetables and letters home) and asked to collect their child promptly. Pupils may wait to be collected in the library (until 5pm). Reception is always manned until 5pm.

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.

6 **Supervision during school visits**

6.1 Arrangements for children on visits in the UK

All extra-curricular 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.

6.2 Arrangements for children on visits abroad

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All extra-curricular 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.

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