

## Supervision of Pupils Policy

Teachers at Rossall School have a duty of care to all pupils in the school. It is the Headmaster's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also his responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. The Council and the Headmaster 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.

### Supervision during the School Day

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| Before School | Boarders: the Houseparent or designated Resident Tutor is responsible for the supervision of boarders in the house<br>Day pupils: the Houseparent or designated Resident Tutor takes responsibility for the pupil once he/she has arrived at the house. Houses will be open from 0800.  |
| Breakfast     | All pupils are supervised by a member of one of five duty teams, who undertake breakfast duties on a rota basis.  |
| 0830 – 0845   | Houseparents and tutors are responsible for pupils at this time.  |
| 0845 – 0900   | On certain days, pupils will have Chapel, tutor time, Congers or assembly. This is supervised and all are expected to attend.   |
| Break Time    | All pupils are supervised by a member of one of five duty teams, who undertake break duties on a rota basis. If appropriate, duty staff will patrol the campus. Dragon pupils are supervised by a duty member of staff.   |
| Lesson Time   | Teachers are responsible for the supervision of their class. For 6th-Formers with study schools the responsible staff are: <ul style="list-style-type: none"> <li>• Library – Supervision rota and Librarian</li> <li>• House – Matron</li> <li>• No class should be left unsupervised for any reason. In case of emergency teachers might: <ul style="list-style-type: none"> <li>• Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;</li> <li>• Calling School Reception, or the Deputy Head;</li> <li>• Send the pupil with another accompanying pupil to the Medical Centre, having informed them first or to School Reception.</li> </ul> </li> </ul> |
| Lunch Time    | All pupils are supervised by a member of one of five duty teams, who undertake lunch duties and campus checks on  |

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|   | <p>a rota basis. A duty member of staff will be in the Dining Hall, and lunchtime duty runs from 1320 until 1410. From the end of lunch duty at 1410, pupils are in the direct care of Houseparents until lessons, when the class teacher takes over. 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. If activities are run by 6th-formers, a designated member of staff is always allocated.</p>   |
| <p>Afternoon Activities (physical and sporting)</p> | <p>All teachers taking sporting or physical activities will have completed and returned an appropriate educational visits form in relation to their activity to AAM. As well as considering this assessment, teachers should consider:</p> <ul style="list-style-type: none"> <li>• Barring access to equipment without direct teacher supervision</li> <li>• The safety of any apparatus/equipment being used</li> <li>• The suitability of the pupils' clothing for the activity (this</li> <li>• includes removing jewellery and watches, and wearing</li> <li>• appropriate protective equipment such as shin guards, and</li> <li>• mouthguards)</li> <li>• Teaching methods being used</li> </ul> |
| <p>Afternoon Activities</p>                         | <p>All teachers involved in such activities must be aware of the H&amp;S policies and procedures in place in the relevant department.</p>   |
| <p>Other Afternoon Activities</p>                   | <p>All teachers should exercise adequate care and ensure that appropriate supervision is in evidence at all times during the activity.</p>  |
| <p>Pupils who are off games</p>                     | <p>Pupils who are off games will be either</p> <ul style="list-style-type: none"> <li>• In the boarding house, supervised by Housekeeper or duty staff.</li> <li>• At the pitch side, supervised by the teacher running the activity</li> <li>• In the Sumner Library or a designated classroom, supervised by a member of staff.</li> </ul>  |
| <p>After Activities</p>                             | <p>Once activities have finished, the responsibility for supervising pupils returns to the houseparent or the designated member of the boarding staff. The duty member of staff's name is displayed in the boarding house. Matrons are also present in each house. This responsibility continues</p> <ul style="list-style-type: none"> <li>• Until the pupil has signed out to go home (in the case of Day Pupils)</li> <li>• Until pupils go to tea, resuming immediately after they have left the Dining Hall to return to house or to meet with friends.</li> </ul>   |
| <p>Tea Time</p>                                     | <p>Houseparents are responsible for the supervision of pupils</p>   |

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|                       | inside and immediately outside the Dining Halls on a rota basis.  |
| Overnight supervision | Overnight supervision of boarders is the responsibility of the Houseparent (or designated resident tutor) |

### **Pupil Absence**

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the pupil's Houseparent between 7.30 and 8.15 am and to give the likely duration of the absence. If this is not possible, please ring School Reception on 01253 774201 as soon as possible after 8.30 am.

### **Visitors**

As part of the School's requirement to protect the pupils in its care, all visitors to the school are expected to sign in and out at School Reception, where they will receive a badge which they are expected to wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and to report concerns to School Reception.

### **Classrooms**

Pupils should not be left unsupervised in classrooms outside lesson times, apart from the IT Suite and It Room in the Sumner Library, where students may access computer facilities without direct staff supervision.

### **Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please read the 'Health & Safety For Pupils On Activities Outside School' Policy, available in the Common Room Policies File, on the CR Intranet and the School website.

### **Absence Cover Supervision of Pupils**

Please refer to item 9 of the Common Room handbook for details of absence cover arrangements for lessons and activities.

***For further guidance on pupil supervision on co-curricular activities please read the 'Health & Safety For Pupils On Activities Outside School' policy***

**Date of policy:                      September 2011**

**Revision of policy:                September 2013**