

Egerton Rothesay School

Supervision in School Arrangements

(Arrangements, in addition to below, have been put in place during the Covid pandemic)

2021 - 2022

General

- A duty rota for break time supervision is displayed in the Staff Room for Staff and is also on staffweb
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty Teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise the children back into class once the bell has been rung at the end of break and lunchtime.
- Particular attention should be paid to supervising children in the locker rooms and other congested areas.
- Children should not be left in classrooms during break times unless a member of staff is present.
- All staff should support each other in maintaining adequate levels of supervision during wet break times and staff absences.
- Base Leaders should ensure the supervision is maintained.

Before School

Pupils arrive in school and walk to the dining area or the hall where they are supervised by a staff member until 0830. At this time they proceed to their form room within their Base which is supervised by a member of staff according to the duty rota. At 0830 LSAs proceed to their form rooms to supervise pupils organisation, followed by tutors following the 0830 staff meeting.

Poplar pupils (Yrs 3 – 6) who arrive by car with parents proceed directly to The Cedars where they are met by class teachers.

Break and Lunchtimes

At these times there are staff in each base and around the school according to the duty rota, as well as those staff taking lunchtime activities.

The members of staff and prefects on duty must be in the designated areas from the start of break and lunch and remain there until the end. It is not possible to supervise a large number of children without vigilance and concentration and, to this end, the members of staff on duty should not indulge in protracted conversation with other members of staff.

Designated Staff will also be responsible for supervision of the lunch queue in the Dining Area. Staff need to ensure that behaviour is appropriate and orderly. Pastoral care and health and safety issues regarding incidents need to be followed up. Hand Gel use should be encouraged.

Outside Duty Teachers will “patrol” around the school.

After School

A senior member of staff is assigned to the bus area to ensure pupils are on the correct bus and seated safely. A senior member of staff is at the front of the school to supervise dismissal by car and taxi. All bus pupils walk around the back of the school so avoiding any traffic at the front of the site accompanied by form staff.

Teachers should be satisfied that children have left the school site appropriately. Any child left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home, school would contact the parents, register and note the concerns. Parents should be given notice of children who will be late home for any reason. They should be given adequate notice of any changes to arrangements such as cancellations of rehearsals etc. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the child must remain at school until the agreed time of collection, and if necessary, at the after school care facility.

The after-school care facility, with prior arrangement, is staffed until 6 p.m. in the Home Economics Room and suitable refreshments provided. Pupils whose parents are delayed for pick-up are facilitated as well.

Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by Form Tutors. Parents are asked to contact school, early in the morning, if their child is unable to attend school.

Leaving the school site

Pupils, including 6th Form, are not allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian that they will be personally collected from the reception area after having been signed-out by the receptionist.

Errands

Children should not be sent off site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the School Car Park.

Illness

When children are taken ill during the school day the school will contact the parents or guardian, whether at home or at work. Information about contacts is kept in the School Office on Engage.

Emergency

No class of pupils should be left unsupervised for any reason. In the case of an emergency please send a pupil to the School Office or to the Head.

Lesson Time

Pupils must be supervised at all times. Pupils should not be left in classrooms without supervision. Pupils attending clubs and extra-curricular activities should not be left in these activities unattended

Supervision of Special Activities

Physical Education:

The same general principles of care apply during PE as to other school activities. It is very important that the teacher should consider factors, such as:

safety of apparatus being used

Swimming Pools - Pupils must be supervised at all times while using a swimming pool and wear a different coloured hat for specific medical reasons. Pool staff should be informed of any specific special needs of pupils.

Being Alone with a Child

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a child to an office for disciplinary or administrative reasons.
- Visiting the toilets as part of a duty responsibility.

All of these are circumstances that many of us operate in daily and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with any senior staff member as appropriate. In addition there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown.

Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:

- Avoid meetings with pupils in remote, secluded areas of the school.
- Ensure there is visual access and/or an open door in one to one situations.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of 'Engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a senior colleague.
- Consider the needs and circumstances of the child/children involved.

Changing

Young people are entitled to respect and privacy when changing clothes.

Physical Education

Attention must be paid to the:

- condition of the floor
- suitability of pupil's clothing
- whether the exercises and activities are within the capability of the children whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches or Jewellery.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Children should not be allowed in the hall before the start of a PE lesson without direct supervision.
- Children should not be handling PE equipment without direct supervision.
- Children should be trained to work quietly and to leave the hall in an orderly way.

However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:

- Avoid any physical contact when children are in a state of undress.
- Avoid any visually intrusive behaviour and where there are changing rooms.
- Announce their intention of entering.
- Avoid remaining in the room unless pupil needs require it.

Children not taking part in games or PE remain the responsibility of the teacher taking the lesson.

Art and Craft/Science and Technology

Teachers should consider the organisation of the children involved in practical activities. Consideration should be given to the number of children who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including:

- wearing masks and goggles
- training in the use of tools
- carrying glass objects
- carrying hot substances

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not have direct access to craft knives and sharp tools.
- Teachers should make sure that children know how to use tools correctly.
- Teachers should ensure that there is an appropriate level of supervision when using glue guns.
- Children should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.

After School Clubs, Weekend Drama Rehearsals, Residential Trips

Staff should take particular care when supervising pupils in the less formal atmosphere of the above, and similar, activities. During school activities that take place off the school site or out of school hours, a more relaxed discipline or dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity.

Staff must be aware of and follow guidance. This means that adults should:

- always have another child present in out of school activities, unless otherwise agreed with senior staff in School.
- undertake risk assessments.
- have parental consent to the activity.
- ensure that their behaviour remains professional at all times.