

## COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

### A7 SUPERVISION OF STUDENTS POLICY

<b>COMMITTEE</b>	Curriculum & Student Matters
<b>SLT RESPONSIBLE</b>	Suzanne Parrott Vice Principal (Curriculum & Data)
<b>REVIEW</b>	Every 3 years or earlier if there are changes to DfE guidance
<b>POLICY REVIEWED</b>	May 2020
<b>REVIEW DUE</b>	May 2023
<b>APPROVED BY THE GOVERNING BODY</b>	June 2020

## **COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

### **SUPERVISION OF STUDENTS POLICY**

#### **Introduction**

Colchester County High School for Girls is committed to keeping safe the students in its care. Safeguarding & Child Protection Policies are designed to protect students from harm, and the Educational Trips & Visits Policy covers the duty of care in any activity away from school when students are the School's responsibility.

This Supervision of Students Policy sets out the principles and practices which guide the school in its supervision of students when on the School site. The School's safeguarding procedures ensure that students will in all cases be supervised by an adult on whom the appropriate checks have been conducted, including an enhanced DBS disclosure, and with relevant expertise or experience.

#### **General Principles**

Colchester County High School for Girls accepts responsibility for students in its care on the School site, whether during the School Day or at other times during the week when involved in authorised school activities. We want students always to feel welcome, as well as putting in place sufficient controls, not only for the School to exercise its duty of care, but also so that students are safe. The School cannot accept responsibility for the supervision of students beyond the limits outlined in this document, and in particular before or after the start and end of the normal school day, other than for students involved in authorised school activities.

The School is required to provide adequate supervision of students throughout the normal school day (08.45 - 15.35) and for a short time before the morning session and after the end of the afternoon session which includes bus duty.

The duty sessions are:

Before school 08:30-08:45  
Break duty 09:55-10:10  
After school 15:35-15:50

Supervision of students during the lunch break will be undertaken by members of SLT, Year Leaders and Pastoral Assistants and Support Staff Managers.

It is impossible to supervise every student at all times. Our system is designed to provide broad general supervision of classrooms, corridors, toilets and areas outside the school building including the field in order to deal with any behaviour which is likely to be disruptive, dangerous and/or cause damage. This implies that supervisory staff have a 'roving commission'. Remaining in one place does not provide adequate supervision of an area.

## **Responsibilities**

### **Students**

- i. Students are allowed to remain in their form base at break and lunchtime provided they follow the Form Room Behaviour Protocols (formulated and agreed by Student Voice, see Appendix 1). Students are not allowed to eat in Form Rooms and are expected to behave responsibly.

### **Parents**

- ii. The responsibility to ensure a student attends school regularly is that of the parents or carers. The school will seek to contact parents where students are absent from school without notification. (See 42 Attendance Policy)
- iii. Students will not be allowed off site during school hours unless there is clear evidence of a request from the parent or carer. (Students in Years 12 and 13 have off site times which are agreed in advance.- to remove)
- iv. When students are taken ill during the school day the school will contact the parents or carer whether at home or work. It is the responsibility of the parent or the carer to then collect their daughter.

### **Teaching Staff**

- v. During much of the school day students are supervised closely in lessons by Form Tutors and Subject Teachers. During lesson changes the level of supervision cannot be as great, however, all staff are expected to be aware of students moving around the building and teaching staff should try to be outside their classroom at lesson changes. Students should be encouraged to walk quietly from one lesson to another.
- vi. Staff should arrive at their teaching rooms for the allocated start time of the lesson. Occasionally, problems may arise when students are queuing outside classrooms, or waiting inside the classroom for the teacher to arrive. Staff should set clear expectations for those students who need to wait for the staff member to arrive.
- vii. It is the responsibility of all staff to undertake their supervisory duties diligently as in the event of accidents or other incidents legal proceedings could ensue.
- viii. Specialist rooms, such as Laboratories and Healthy Living area present special hazards. Staff on duty should check that rooms do not contain unsupervised students in Years 7-11 and if necessary instruct them to leave the room.
- ix. In the event of known short term absence, staff should arrange to exchange a duty with another member of staff in advance.
- x. Members of a duty team who wish to change their duty should consult the Office Admin Cover Manager or designated SLT member.
- xi. Any staff who miss the Monday or Thursday morning staff briefing due to a duty must check the Staff Briefing Minutes on the Staff Room notice board.

### **Senior Leadership Team**

- xii. The responsibility for ensuring that daily duties are performed diligently and effectively is delegated to members of the Senior Leadership Team in consultation with the Associate Principal. Areas of the school will be identified for supervision and a rota of teaching staff to carry out the supervision. The Office Admin Cover Manager will be responsible for publishing the rota at the beginning of each term and amending it as necessary.
- xiii. The SLT member will:
  - ensure that all duty points are covered throughout the duty periods;
  - check that absent colleagues have arranged for their duty to be covered
  - inform the Associate Principal of any problems.

### **Students in the building before and after school**

- i. Students in Years 7-11 should not arrive before 08:00. If students do so they must wait in the Dining Hall, where a breakfast service operates, unless they are being supervised by a specific member of staff. If students are unsupervised in teaching rooms they will be instructed to go to the Dining Hall .
- ii. Students in Years 7-11 can only remain in school after the end of the school day in a supervised activity for which a register will be kept. All other students must leave the building by 16.00.
- iii. Students in Years 12 and 13 have access to the main building before school via their door cards and should enter via the front doors. Students are permitted to work in their tutor bases or in the Sixth Form area. Year 12 & 13 students should only remain in school after 16.00 if in a supervised activity or by prior arrangement with Head of Sixth Form.

### **Lunchtime supervision**

- i. During the lunch break the supervision of students is the responsibility of SLT, Year Leaders, Pastoral Assistants and Support Staff Managers on duty around the school. The areas to be patrolled include: all corridors and Form Rooms, toilets, mschool, H Block and S block, the field and picnic table areas.
- ii. Years 12 and 13 should use the Sixth Form area at break and lunch time, but may use Form Rooms which are not Science Laboratories if they are available.
- iii. At lunchtime students wishing to purchase a cooked meal should go to the Dining Hall. Students who have brought a packed lunch may eat it in the Dining Hall or outside only. Students are not allowed to eat in Form Rooms.
- iv. Whilst teaching staff have no specific responsibility for supervision of students at lunchtime, staff who remain on the premises have a duty to intervene if they witness inappropriate behaviour.

## **Voluntary Supervision during the Lunch Break**

Teachers who run lunchtime clubs and activities are entitled to a free meal on the day of the club/activity by signing the list at the Dining Hall checkout (which is checked regularly by the Catering Manager & Associate Principal.)

Teachers may also volunteer to carry out paid lunch duty supervision by arrangement with Associate Principal.

## **Before School and Break Duties**

Before school	Monday – Friday 08.30 – 08.45 am
Break duty	Monday – Friday 09.55 – 10.10 am

### **1) Front of school (before school only)**

Staff should ensure that students enter and leave the site in an orderly manner, also checking that uniform is being correctly worn. (Any issues with incorrect uniform should be drawn to the attention of their form tutor who will inform the relevant Year Leader as appropriate.) If necessary students should be sent to Reception e.g. to sign in as late, or to remove make-up.

### **2) Visitor Car Park at end nearest to CCHSG and Staff Car Park crossing**

Staff should check that students cross the roads safely, walk on the pavement and are wearing correct uniform.

### **3) mSchool, H Block and S Block and areas in between**

Staff should patrol this area and ensure that students are behaving appropriately. The music practice rooms should be used appropriately and the toilets should be checked from time to time. Students should not be in the Healthy Living Room or Science Laboratories unsupervised.

### **4) Ground floor, first floor and top floor corridors including the Sixth Form Common Room**

Staff should patrol this area and ensure that students are behaving appropriately. The toilets should be checked from time to time and staff should be aware of students using the lockers in this area and ensure they are being used appropriately.

### **5) Dining Hall**

Staff should patrol this area and ensure that students are behaving appropriately. Students must clear away their plates and must place their litter in bins. Staff should ensure that students enter and exit through the appropriate doors and form orderly queues to purchase food.

### **6) School Field and Picnic Areas**

Staff **should** check students on field are behaving appropriately and clear up their litter. Phones etc should not be used by students. Students need to leave the field promptly at the bell in order to be on time for their next lesson/afternoon registration  
If field not in use then patrol the other outside areas in/around the main building.

### **After school duties**

Monday – Friday      15.35-15.45

#### **1) Bus duty**

Staff should ensure that students get on the buses safely and supervise students as they cross to the buses from 15.35. Should any bus fail to arrive, one member of staff should report this to a member of the Senior Leadership Team at 15:45. Staff should assist the students using the crossings in order to ensure their safety. Hi-Vis jackets should be worn by staff.

#### **2) Front Gate**

Staff should stand by the front gate and ensure students leave in an orderly manner and in correct uniform. Vigilance should be maintained for any school gate issues.

#### **3) G Corridor**

Staff should patrol this area and ensure that students are behaving appropriately. Students should be encouraged to leave promptly using all exits and not wait around by the toilets.

### **Supervision of visitors**

All visitors to the school are expected to sign in and out. Visitors are required to produce photographic ID and wear a visitor's badge. Staff on Reception will check for evidence that visitors have an enhanced DBS disclosure. Visitors that do have an enhanced DBS disclosure will have a green lanyard. Visitors that do not have an enhanced DBS disclosure will have a red lanyard. Visitors with a red lanyard must remain with a member of staff throughout their time in school. All staff should check strangers on the premises and report to the school office if there is a concern.

**Appendix 1.**

## **Form Room Behaviour Protocols**

Being allowed to remain in form rooms at break and lunchtime is a privilege; therefore it is the responsibility of everyone to respect their form room and to behave in a considerate, safe and sensible manner.

### **STUDENTS CAN:**

- Sit on chairs or stand.
- Go outside in fine weather, especially in the summer.
- Use the board for learning activities or information messages only.
- Clear up their own litter and leave the form room tidy, ready for lessons.
- Visit friends in other form rooms, ideally in their own year group, but be respectful of others especially younger students.
- Have personal music players/iPods on Fridays only with their own headphones. – to remove
- Respect students who wish to work at lunchtimes in their form room especially at examination times.
- Move furniture provided it is replaced before the end of lunchtime
- Be accommodating when teachers need to use the room for lunchtime activities.
- Leave the door open for supervisory staff to call in.

### **STUDENTS CANNOT:**

- Leave litter on desks/floors.
- Sit on tables or windowsills.
- Lean on or hang out of windows.
- Stand on chairs.
- Behave in a loud or unsafe manner (i.e. no screaming or running).
- Throw anything.
- Use the teacher's computer or teaching resources without permission.
- Sit in corridors or stair wells.
- Use a mobile phone.

Students in Year 7 – 11 can eat at breaktime and lunchtime in the Dining Hall or outside in the designated eating areas only.

Students in Year 12 & 13 can eat in the Sixth Form Common Room, Dining Hall, Patio area or designated eating areas outside.

All students are encouraged to be outside