



# SUPERVISION OF PUPILS POLICY

*This policy refers to Wellington Senior School*

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Date Reviewed	July 2018 <a href="#">(Approved by FGB 22.08.18)</a>
Date of Next Review	07.2019
Amendments	
Website	Yes

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms.

This policy applies to teaching staff (including volunteers) at Wellington Senior School.

Our aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

### **Legal obligations and the duty of care**

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, that Wellington School is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

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.

In order for teachers to carry out their duties effectively the Headmaster has certain responsibilities. These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present on the school campus and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The School bounds are clearly indicated on all House noticeboards. Pupils are regularly reminded which areas are out of bounds.
- Regard for the ages and capabilities of our pupils.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during pastoral meetings and are regularly cross referenced in assemblies and classroom discussions. The School rules are on all house notice boards and in the pupil planner.
- Teachers have a responsibility to be aware of their supervisory responsibilities.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.

## **Negligence**

If a claim for negligence is brought against the School it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

## **Protective measures**

With this guidance in mind, Wellington School has the following measures in place to protect pupils: All pupils are registered at 8.30am and then at 1.40pm as afternoon lessons begin (compliance registrations).

Parents inform reception of absence from School which is recorded as authorised absence with an appropriate code. Pupils are assigned as "Out of School" for authorised absences. If any pupil fails to arrive to sign in for the am compliance registration without satisfactory explanation, a call is made to the pupil's home by the School Office to establish their whereabouts.

*See the Attendance Policy for further information.*

Members of staff are asked to register all pupils in lessons using iSAMs. Use of the registration system is tracked by the Deputy Head (Pastoral).

All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the Attendance Policy, the School will instigate the Missing Person Procedure. Please see Missing Person Procedure for further information.

Pupils in Years 7 to 11 are not allowed to leave school premises without prior permission from their Housemaster/mistress or SMT member before 3.45pm. Years 9 and 10 may visit town after school but only with permission from their Housemaster/mistress, Head of Section or the Deputy Head (Pastoral): when permission is given the pupil is issued with a town pass.

Pupils in Years 12 and 13 may visit the town during private study periods, lunch break and after school. Areas that are out of bounds are published to house notice boards.

Copies of pupil timetables are live on the School's ISAMs system.

If any lesson has to be cancelled or moved for any reason, i.e. staff illness, special regard must be paid to any pupils in the group. The cover procedure is overseen by the Deputy Head Pastoral.

Similarly, if a pupil has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian is aware of the situation. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

## ARRANGEMENTS

### Registers, roll calls and registrations

Regular checks on attendance are central to the effective management and oversight of pupils whilst they are in our care. Staff must maintain an up to date register of members of all groups every lesson. All unexplained absence is followed as per the protocol in the Attendance Policy. Unauthorised absence during the school day is a disciplinary matter and is followed up by the Head of Section.

### Common recreational spaces available to pupils:

All pupils have access to the Dukes Study Centre and Café 37 during recreational times. These spaces are always supervised and open between 08:00 to 17:00. Other recreational spaces are available to pupils, including classrooms in the Classroom Block, the Northside Foyers, the Sixth Form Centre, the Year 11 Common Room and the Lower School House Rooms.

### Boarders

Boarders use their houses as a base. Houses publish duty rotas and there is a member on staff on duty at all times. They are also welcome in each of the spaces below.

### Day pupils

All day pupils have a designated space for use during the school day. They provide safe storage space and shelter from the elements.

	Designated Space	Supervised by	Opening times
Lower School pupils (Y7/8)	Northside Common Room	Head of Lower School and House staff	08:00 to 17:00
Upper School Pupils	Year 11 Common Room Classroom Block rooms Northside Foyers	Duty Staff	08:00 to 17:00
Sixth Form Pupils	Sixth Form Centre	Head of Sixth Form	08:00 to 17:00

Pupils awaiting pick up after 5:30pm.

At 5:30pm, the School Reception closes. From this time, any pupil who is waiting to be collected should wait in the Sports Centre. The Sports Centre is a warm and safe place to wait and is supervised until 10:00pm. Pupils may report to the Sports Centre reception should they need assistance for any reason.

## Daily routines

The following table summarises the key events for boarding and day pupils (Monday to Friday)  
*Please note Wednesday's timetable follows different times as detailed in Under Shape of the Day in Appendix B, but all supervision remains the same.*

### Boarders

Time	Event	Location	Supervised By
07:30	Roll call	In house	Housemaster/mistress
08:00		Breakfast in dining room	Boarding house staff (shared)
08:20	AM registration	Tutor rooms/house	Boarding house staff (shared)
08:45	Period 1	As per timetable	Subject teacher
09:45	Transit	Various	Staff in transit
09:50	Period 2	As per timetable	Subject teacher
10:50	Break	Campus/house	Duty staff as per rota
11:15	Period 3	As per timetable	Subject teacher
12:15	Chapel/house meeting	Chapel/house room	House staff
12:30	Lunch break	Campus/house	Duty staff as per rota
13:40	Period 4 (p.m. Registration)	As per timetable	Subject teacher
14:40	Transit	Various	Staff in transit
14:45	Period 5	As per timetable	Subject teacher
15:45	Activities	Various	Staff i/c
	Free time	House	House matron
	Town visit by permission	Town	Duty staff as per rota
17:00	Overside and Grange prep	Library	House staff
18:30	Roll call (all boarders expected in house)	House	House staff
18:45	Prep	House	House staff
20:45	Free time	Designated locations or house	House staff
22:00	Roll call (earlier in Overside/Grange)	House	Housemaster/duty staff

Boarders must remain in house until morning roll call.

Pupils are accounted for in the boarding house as they are woken in the mornings and there are further checks at 6.30pm and at 10.00pm. Pupils are not allowed to leave the house after the final roll call in the evening.

## Day Pupils

Day pupils should not arrive in school before 08:00 unless for a specified activity, such as early departure for a school in trip. In all such instances, pupils will be supervised by the lead member of staff.

Time	Event	Location	Supervised By
08:00	Arrival on campus	Various	Heads of Section; Deputies; HODs; Housemasters and mistresses
08:30	AM registration	Tutor rooms, house room, Chapel	Housemaster/mistress or tutor
08:45	Period 1	As per timetable	Subject teacher
09:45	Transit	Various	Staff in transit
09:50	Period 2	As per timetable	Subject teacher
10:50	Break	Campus	Duty staff as per rota
11:15	Period 3	As per timetable	Subject teacher
12:15	Chapel/house meeting	Chapel/house room	House staff
12:30	Lunch break	Campus/house	Duty staff as per rota
13:40	Period 4 (PM Registration)	As per timetable	Subject teacher
14:40	Transit	Various	Staff in transit
14:45	Period 5	As per timetable	Subject teacher
15:45	Activities	Various	Staff i/c
15:45	Free time (if no activity)	Designated paces	Duty staff as per rota
15:45	Town visit by permission	Town	Duty staff as per rota
16:50	End of activities	Buses depart	Duty staff as per rota

**ALL DAY PUPILS ARE EXPECTED TO HAVE LEFT THE CAMPUS BY 17:30 UNLESS INVOLVED IN A SCHOOL ACTIVITY. Parents are invited to make special arrangements through the Housemaster/mistress on occasions when pick-up may be later.**

## SUPERVISION OF BOARDERS AT THE WEEKEND

A member of SMT is on duty as an emergency contact each weekend. This information is published to all staff.

All staff are given an Emergency Contact Card which lists the contact numbers of the Senior Leadership Team. Boarders are registered in house in the morning on Saturdays. They are expected to attend activities from 9.30 to 10.30 and 11.00 to 12.00 if they are not involved in school fixtures. During the break they are expected to remain on campus with refreshments available in the dining hall. Activities are supervised by staff allocated by the Deputy Head (Co-curricular).

Boarders are registered at regular intervals in the boarding house over the course of the weekend. At any point, the member of staff on duty should be able to account for the whereabouts of the boarders. Mobile phone numbers are kept for emergency contact.

Boarders Roll Call times:

Saturday	Sunday
09:15	09:00 or 10:30 (depending on Chapel)
12:30	12:30
18:00	18:00
22:00	22:00

Senior boarders are allowed more freedom than junior boarders. Evening roll calls promote good standards of behaviour and provide the opportunity for welfare checks to be made.

*See the Boarding Handbook for further information*

Pupils are allowed to take exeats on request. House staff ensure that they are transferred into the care of a suitable adult and that the planned activities are age appropriate and that all permissions are received from parents/guardians. Duty of care is deemed to transfer to the host on the pupil's departure from the boarding house.

Deception over exeat arrangements is a serious disciplinary matter.

### The staff campus duty team

The aim of the Duty Team is to ensure that there is adequate adult supervision at various critical times of the day to ensure good order and appropriate behaviour around the school.

- The Staff Duty Team rota is organised by the Deputy Head (Pastoral).
- The Sixth Form Duty Team rota is organised by the Head of Sixth Form. The Sixth Formers on duty are to assist the members of staff. All Sixth Formers are used for duty purposes.
- Each day (Monday to Friday) there is a duty team, overseen by a member of the SMT.

### Expectations of duty staff:

#### Before your duty week

- Check you have no other commitments that prevent you from carrying out your duty commitments. If there are problems, inform the Pastoral Deputy Head as soon as possible.
- Meet with your other colleagues to confirm the duty allocation.
- Meet with the Sixth Formers to establish their role. Inform Head of Sixth Form as soon as possible if there are problems and complete duty roster form for the Common Room notice board

The Staff Duty Rota schedule is published under Appendix A

### **Lunch time duty**

- Lower School lunch is supervised by Lower School pastoral staff from 12.15
- Upper School lunch is supervised by Upper School pastoral staff from 12.30
- Staff ensure good behaviour in the queue and inside the Dining Hall.

### **Bus duty**

It is vital that staff observe the procedures so there is consistency of standards and safety ensured.

- Staff must be at the buses by 16.50
- All pupils must use the bottom gate, zebra crossing and walk on the pavement at all times.
- Pupils must wait on the pavement and only walk to their bus when it is stationary and parked in the bus bay.
- All pupils must be sitting and wearing their seat belt.
- Staff on duty are permitted to carry out spot checks on the buses.
- Ideally all pupils must be in full school uniform when travelling on a bus. However, on some days sports practices finish just in time for buses. In this case pupils must be wearing a full school tracksuit and clean trainers.
- If a bus is late, ask the School Office to phone the bus company.
- If a pupil misses a bus they must go to the School Office and make arrangements to travel home.
- Any misbehaviour at the bus stop or on a bus must be reported immediately to the Deputy Head (Pastoral).

### **Monitoring pupil movement during the day**

Members of the Senior Management Team make occasional tours away from the school campus to monitor pupil movements at different times of the day. Staff making their way to and from campus during the day will report any pupil behaviour that is of concern and when practicable should address the behaviour at the time with the pupils.

Supervision is tightened in response to concerns from the local residents. These are rare.

### **Miscellaneous:**

#### **Supervision of off-site activities**

This is covered in the Trips and Educational Visits Policy.

#### **Pupil/Teacher ratios**

Pupil teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity

A member of staff must adopt a safety first approach if they are unsure of the adequacy of supervision for an activity and seek the advice of their line manager.



## **Cover arrangements**

When a member of staff is absent from lessons, the Deputy Head (Pastoral) organises a cover teacher for classes in Years 7 to 11. Sixth form classes will usually be allowed to work without supervision. Pastoral meetings will be covered usually by another member of the house team. Work that requires specialist knowledge is not set for classes with a non-specialist cover teacher.

See the Registration Procedure for further information

## **Management of pupils in transit between home and school**

A significant number of pupils travel to and from school each day using the bus service provided by the School. Pupils are reminded, by the Deputy Head (Pastoral) of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is judged to merit that intervention.

Pupil behaviour on buses is usually excellent and the effective supervision of departures each day by duty staff promotes an orderly atmosphere on each bus. Misbehaviour is reported to the Bursar's Assistant and followed up by the Deputy Head (Pastoral).

The senior pupils on the bus are asked to promote good behaviour and to report any concerns to the Deputy Head (Pastoral). All bus pupils are briefed on the appropriate action to be taken in an emergency.

## **Town visits**

Rules applying to town visits are published to houses and are displayed on notice boards.

## Appendix A – Staff Duty Rotas

The Lower School Houserooms are supervised during all recreational times and before school from 08:00 and after school until 17:00. The Head of Upper School is responsible for publishing this duty rota which is covered by Lower School pastoral staff.

All other supervision is shared by all staff other than those above.

### Staff Duty Rota and guidance notes

<i>Week Beginning</i>	
<i>SMT Lead</i>	
<i>Duty Staff</i>	
<i>Duty Seniors</i>	
<i>Litter Picking</i>	

### Staff Duties

<i>Time</i>	<i>Duty</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
<i>Break</i>	<i>Cafe (10:50 – 11:15)</i>					
	<i>Campus (10:50 – 11:15)</i>					
<i>Lunch</i>	<i>Lunch 1 (12:30 – 12:55)</i>					
	<i>Lunch 2 (12:55 – 13:20)</i>					
	<i>Campus &amp; Cafe (12:30 – 13:05)</i>					
	<i>Campus and Cafe (13:05 – 13:40)</i>					
<i>After school</i>	<i>Campus &amp; Cafe (16:00 – 16:30)</i>					
	<i>Campus &amp; Cafe (16:30 – 17:00)</i>					
	<i>Town (16:15–16:45) &amp; Buses (from 16:50)</i>					

### Student Duties

<i>Time</i>	<i>Duty</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
<i>12:30</i>	<i>Lunch 1</i>					
	<i>Lunch 2</i>					

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## Duty Descriptions

<i>Time</i>	<i>Duty</i>	<i>Duty Description</i>
10:50-11:15	<b>Café 37</b>	Staff presence needed throughout break
	<b>Campus</b>	Supervising classrooms, quad, school field, Nothside, Dukes
12:30-13:20	<b>Lunch 1</b> (12:30 – 12:55)	Managing the lunch queue, ensuring pupils are well behaved and adhere to their year group lunch timings. Supervising/guiding Sixth Form duty students.
	<b>Lunch 2</b> (12:55 – 13:20)	Managing the lunch queue, ensuring pupils are well behaved and adhere to their year group lunch timings. Supervising/guiding Sixth Form duty students.
	<b>Campus &amp; Cafe</b> (12:30 – 13:05)	Patrolling at regular intervals throughout. Liaising with Café staff re pupil behaviour and when supervision is needed most.
	<b>Campus and Cafe</b> (13:05 – 13:40)	Ensure pupils begin to move to lessons at 13:30.
16:00-17:00	<b>Campus and Cafe</b> (16:00 – 16:30)	Duty staff post 16:00 should patrol the classroom block, Year 11 Common Room, Dukes and the campus, school field and quad in particular.
	<b>Campus and Cafe</b> (16:30 – 17:00)	
	<b>Buses (from 16:50)</b>	Staff presence from 16:50 onwards. Duty staff should be proactive, ensuring that pupils do not board buses in games kit (track suit trousers must be worn). Please make yourself known to coach drivers (Redwoods and Hatch Green in particular) and regularly ask about how pupils are behaving.
	<b>Town (16:15-16:45)</b>	Staff patrol town during this period. Year 7 and 8 are not allowed in town. Years 9 & 10 are allowed but must have a town pass.

## Appendix B – Shape of the Day

<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
08:25-08:40 LS Chapel US Tutor/House meeting	08:25-08:40 LS Chapel US Tutor/House meeting	08:25-09:00 PSHEE	08:25-08:40 LS Tutor/House meeting US Tutor/House meeting	08:25-08:40 LS Chapel US Tutor/House meeting	09:00-12:00 Saturday Activities
					11:00 Junior Sports
1. 08:45-09:45	1. 08:45-09:45	1. 09:05-10:05	1. 08:45-09:45	1. 08:45-09:45	14:00 Senior Sports
2. 09:50-10:50	2. 09:50-10:50	2. 10:10-11:10	2. 09:50-10:50	2. 09:50-10:50	
Break 10:50	Break 10:50	Break 11:10	Break 10:50	Break 10:50	
3. 11:15-12:15	3. 11:15-12:15	3. 11:35-12:35	3. 11:15-12:15	3. 11:15-12:15	
12:15-12:40 LS Lunch Headmaster's Assembly or Year Group assembly	12:15-12:40 LS Lunch Chapel or House Meetings	Lunch for LS & US begins at 12:35 on Wednesdays	12:15-12:40 LS Lunch Chapel or House Meetings	12:15-12:40 LS Lunch Chapel or House Meetings	
Lunch 12:40	Lunch 12:40	Lunch 12:35	Lunch 12:40	Lunch 12:40	
4. 13:40-14:40	4. 13:40-14:40	4. 13:40-14:40	4. 13:40-14:40	4. 13:40-14:40	
5. 14:45-15:45	5. 14:45-15:45	5. 14:45-15:45	5. 14:45-15:45	5. 14:45-15:45	
15:50-16:50 Activities	15:50-16:50 Activities	15:50-16:50 Activities	15:50-16:50 Activities	15:50-16:50 Activities	