

COGNITA
TEACHING EXCELLENCE



DOWNSEND
SCHOOL

Safeguarding: Pupil Supervision Policy

September 2017

1.0 Introduction

1.1 This document should be read in conjunction with the school's Safeguarding Policy, Anti-Bullying Policy and Missing Pupil Policy. Downsend is committed to safeguarding and promoting the welfare of the pupils in its care. The Headteacher is required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. All members of staff at Downsend have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Headteacher's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

2.0 Timings (Before School)

2.1 **Pre 8:00am:** Should a peripatetic lesson or sports practice take place prior to 8:00am, the relevant Head of Department will create a register of both staff and children on site, in case of a roll call requirement due to an alarm.

2.2 **Between 8.00-8.30 am:** Pupils are supervised by timetabled duty staff either outside on the tennis court area unless the weather warrants going indoors. In which case, the duty staff will supervise them in the Lower and Upper School. Lower school pupils may be supervised in the Peterborough Hall during this period, and are assisted by TA's, teaching staff and the Prefect team.

3.0 Moving Around the Site

3.1 All staff should take an active interest in the conduct and the demeanour of the pupils. Any untoward or dangerous behaviour will be challenged, and pupils are reminded regularly in assemblies/form time that they should walk on the left to prevent 'bottlenecks' occurring in corridors and stairwells.

4.0 Break Times

4.1 At Downsend there is a comprehensive staff timetable for playground supervision during break times. There are separate Duty Rotas in place for the supervision for Upper and Lower School breaks. Contingency arrangements are in place for wet breaks, where pupils can use internal play areas, as well as classrooms, ICT suite, the Library, common room and study centre.

5.0 Lessons

5.1 Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised. Should the need arise staff may:

- Summon help from a teacher in an adjacent classroom
- Send an individual with another accompanying pupil to the Deputy Head's office of the main School Office
- Use a mobile phone or internal phone to call the School Office, the Deputy Head or the staff room
- Refer to the SMT support timetable to request assistance from the relevant member of the SLT to assist with the incident

6.0 Staff Supervision

6.1 As part of their duties teachers are responsible for supervising pupil behaviour during morning, lunchtime breaks and after school until 4.30 pm according to the duty rotas published by the Deputy Head, Curriculum Manager and the Head of the Lower School. Duty teachers should carry out their responsibilities according to the duty rota instructions, and should be proactive in

conducting these duties with regard to pupil supervision. If a member of staff is due to miss a duty, it is his or her responsibility to organise a swap with a colleague and to inform the Deputy Head, Curriculum Manager or Head of the Lower School.

There is no general supervision of the site after 4.30 pm. During this period of the day any pupils still on site should be either in an activity supervised by a member of staff or be located within the Extended Day provision rooms. Indeed, a pupil who has not been collected by 4.30 pm should go to Extended Day.

7.0 Activities

7.1 **Sport:** Appropriate staffing levels are in place for all sporting activities. Staff involved in such activities must be aware of the relevant Health & Safety procedures and will ensure that appropriate supervision is in place at all times during the activity, and that any medical conditions (e.g. Epipens) are catered for.

7.2 **Clubs:** It is the responsibility of the teachers or visiting instructors to ensure that pupils are well supervised during their club or activity and that any medical conditions (e.g. Epipens) are catered for.

7.3 If clubs or activities are cancelled pupils, parents and the School Office must be informed as early as possible so that alternative arrangements can be put in place.

8.0 Pupil Absence

8.1 Pupils are registered by their form teachers each day at 8.45 am and 12:45pm electronically (a paper register is taken on Fridays) and all absences are followed up by the School Office.

8.2 If permission has been granted for a group of pupils to be absent from the school on outings or school trips, accompanying staff should inform the School Office of the absentees with dates and times.

8.3 There is a separate policy document covering procedures for a missing pupil.

9.0 Pupils Off Site

9.1 When pupils are not on site and are instead attending an outing, either day or residential, they remain the school's responsibility. The members of staff involved in that activity, as per their risk assessment, should promote the pupils' safety, welfare and happiness at all times.

9.2 Should a member of staff identify a matter of concern, they should telephone the school and speak to either the Headteacher, Head of Section or the Deputy Head. They can do this by ringing the school number.

10.0 Staff Absence

10.1 Any member of staff who wishes to be away from school must gain permission in advance from the Deputy Head. All cover arrangements are handled by the Deputy Head.

11.0 Availability of this policy

11.1 This policy is available to parents and prospective parents on request from the School Office and can also be accessed on the website.