



## **SUPERVISION OF PUPILS POLICY**

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

This policy should be read in conjunction with:

- Anti-bullying Policy
- Attendance Policy
- Behaviour Policy
- Health and Safety Policy
- Health Care and First Aid Policy
- Safeguarding Policy
- Pupil Unaccounted for During the School Day Policy
- Risk Assessment Policy

This policy applies to teaching staff (including volunteers) at Farnborough Hill. Pupils have a responsibility to adhere to this policy, and the procedures explained to them, and to seek clarification if they are unsure.

Our aims are to:

- provide sufficient supervision measures to maintain a safe, sensible 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
- 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 Head have specific obligations to ensure, as far as is practicable, that Farnborough Hill 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 reasonable 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 Head has certain responsibilities. These include:

- formulating the overall aims and objectives of the School and policies for their implementation
- ensuring the teachers at the School receive the information they need in order to carry out their professional duties effectively
- ensuring good order and discipline at all times during the School day (including breaks) when pupils are present at school 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:

- regard for the ages and capabilities of the pupils, including reasonable adjustments
- 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, and the School ensures these rules are known to all pupils. Risks are reduced through the creation of and adherence to risk assessments
- teachers must ensure they are aware of their supervisory responsibilities
- risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils

## **PROTECTIVE MEASURES**

### **Registration Procedures**

See *Registration Lateness and Absences, Attendance Policy* and *Pupil Unaccounted for During the School Day Policy* for further information.

Parents inform the School Office 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 morning registration without satisfactory explanation, a call is made to the pupil’s parents by a member of the administration staff to establish whereabouts. If the child cannot be located we refer to the *Pupil Unaccounted for During the School Day Policy*.

All pupils in Year 7 – Year 13 are expected to be in school for morning registration at 8.45 am and to remain until the end of the main school day at 4.00 pm. All pupils must be registered electronically at the start of all their lessons. Sixth Form are allowed to leave school if they have a free period but only after signing out in the School Office.

Members of staff are asked to register all pupils in lessons and this is recorded centrally on iSAMS at the start of each lesson.

All efforts are made to establish the whereabouts of any missing pupils when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the Registration procedure, the School will instigate the *Pupil Unaccounted for During the School Day* procedure. (*Please see Pupil Unaccounted for During the School Day Policy for further information*). Pupils in Years 7 – 11 are not allowed to leave school premises without prior permission from their parents. For medical appointments, pupils should bring in a permission letter from home specifying the reason and give this to their Form Tutor in advance. They will then be issued with an exeat form, the pupil should take this to the School Office where they will sign out. Permission for all other absences should be sought in advance, in writing, to the Head.

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 line with the *Health Care and First Aid Policy*). In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the pupil’s parent or carers arrive to assume responsibility.

Pupils on Study Leave should sign in at the School Office on arrival and sign out again when leaving if this is before 4.00 pm.

## **ARRANGEMENTS**

### **Registers, roll calls and registrations**

Regular checks on attendance/presence 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 in every lesson and during co-curricular clubs or activities. All unexplained absence is followed as per the protocol in the Registration procedure. Unauthorised absence during the School day is a disciplinary matter and is followed up by the Deputy Head - Pastoral.

School is open from 7.30 am although pupils are not required to be at school until 8.45 am. School ends at 4.00 pm although supervised prep and co-curricular activities continue until 6.00 pm.

Pupils should not arrive before 7.30 am. Pupils in Years 7 and 8 should only arrive at this time if they are attending Breakfast Club which is staffed by a teacher. Other pupils may, after signing in with the Breakfast Club Supervisor, go to their Form Room or the Library.

After 8.00 am members of teaching staff are available in the staffroom, SLT Corridor or in teaching areas. The School Office is also open from this time.

Pupils are expected to leave school at 4.00 pm if they do not have an organised activity or are not staying for prep, with teachers responsible for ensuring pupils leave the classroom on time. At this time, pupils are allowed to leave the site unsupervised. If pupils (other than sixth formers) are staying later they must be collected by their parents or carers or travel on the 'late' minibus. Sixth Form students may stay at school until 6.00 pm.

### **Staff Duties**

Members of staff are required to supervise pupils at times outside of lessons. The aim of this 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 are supported by sixth formers for added vigilance.

- The Staff Duty rota is organised by the Assistant Head (Assessment and Reporting) and is published digitally at the start of each academic year. It is also physically displayed in the staffroom and by the entrance to the Refectory.
- There are several duties to be completed each day including break indoors and outdoors, lunch queue duty, general lunchtime supervision and end of school day supervision.

## Supervision during the School day

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| Form Time   | Form Tutors and Heads of Year have responsibility for pupils from 8.45 – 8.55 am.  |
| Lesson Time   | Teaching staff are responsible for the supervision of their classes. For pupils in Year 11 or below with study periods, the Librarians supervise those working in the Library, while the sixth formers may be supervised remotely by the Head (or Assistant Head) of Sixth Form while they are in their flats or Lafosse Sixth Form Centre. No class should be left unsupervised. In an emergency, staff might (1) summon a teacher from an adjacent classroom to supervise both classes or (2) telephone the School Office (Ext 200/201), Deputy Head(s) (Ext 205/212), Assistant Head(s) (Ext 206/260), Bursary (Ext 280/213/203), Rennie Surgery (Ext 219) or send a pupil to the Rennie Surgery, staffroom or School Office (escorted by a peer if necessary). |
| Break Time  | Teaching staff have responsibility for pupils through the duty rota system.  |
| Lunch Time  | Teaching staff have responsibility for pupils through the duty rota system.  |
| Before school, lunchtime, after school and weekend activities | <p>If a pupil arrives between 7.30 – 8.00 am then they must sign in at the Library with Mrs Woods and remain there until 8.00 am (Years 7 – 9) or make their way to their Form Room (Years 10 – 11).</p> <p>All staff taking activities will have completed and returned a risk assessment to the Deputy Head - Academic. A copy is also kept by the Facilities Manager. The member of staff named as running the activity must register the pupils on SOCS, supervise the pupils during the activity.</p> <p>Once activities have been completed the responsibility for supervising pupils remains with the member(s) of staff until they are collected or go home. Alternatively, they may wait in prep. (see late collection procedures).</p>                   |
| End of school day   | 4.00 pm – a member of SLT is responsible for the safe departure of pupils.   |
| Prep  | Pupils are required to sign in with Prep Supervisor for prep in the Library. A member of the community supervises this until 6.00 pm. At 6.00 pm responsibility is taken on by a member of SLT.  |
| Special Events  | <p>For special events, eg plays and concerts, arrangements are made to ensure that pupils are supervised throughout the times concerned. Students involved, and remaining in school as agreed with parents, must sign with the Prep Supervisor in the Library. They must then wait in prep until 6 pm before heading to their event where they become the responsibility of the event leader.</p> <p>For these and other events the SLT lead must be informed by the member of staff responsible for the activity of the times concerned and the supervisory arrangements that have been put in place. A register of pupils on site should be kept.</p>  |

### Staff Duties

Staff who are allocated duties must read the Duty Guidance which is issued alongside the staff duty rota. This guidance is included at the end of this policy (Appendix A: Duty Guidance).

## **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 that 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, the Deputy Head - Academic or the Bursar.

## **Cover arrangements**

When a member of staff is absent from lessons, the Assistant Head (Head of Sixth Form) organises a cover teacher for classes in Years 7 – 11. Sixth Form classes will usually be allowed to work without supervision. Work that requires specialist knowledge is not set for classes with a non-specialist cover teacher. However, the cover teacher is requested to play an engaged role in the lesson – supporting pupils as far as is reasonable.

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

Parents are responsible for the safety of pupils travelling to and from school if they do not travel on a school coach or minibus service.

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.

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.

## **Pupils not able to participate in PE lessons**

Pupils not able to participate must inform the PE staff, either by bringing a note from home or School Nurse. These pupils will be involved in the lesson in an alternative manner and are supervised by the teacher running the lesson. In more exceptional circumstances, pupils are supervised by the Librarian, to whom a note is sent listing all pupils to expect. This is agreed in advance with the Head of Year.

## **Late collection procedures**

If pupils are not collected by 6.00 pm then contact with parents will be sought by the Prep Supervisor in conjunction with the Duty SLT. A member of staff will wait with the uncollected pupil, however, with parental agreement a taxi may be arranged to transport the pupil home if no other transport can be arranged.

## **Supervision during Educational Trips**

Arrangements for supervision are described in the *Educational Visits Policy*.

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

This is covered in the *Educational Visits Policy*.

## **Restricted Areas**

Pupils are not allowed into the swimming pool area without a qualified member of staff in charge, nor are they allowed to make use of the Sports Hall or its equipment. Pupils are expected to follow instructions given to them by teachers or by qualified leaders in adventure activities.

The School ensures that pupils do not have unsupervised access to other potentially dangerous areas such as the Science Labs, Design Technology areas, the Ceramic Studio and Art areas, etc. All potentially hazardous equipment and resources are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds Shed, Caretaking, Maintenance and Catering areas of the School, or the Boiler rooms. Clear signs are displayed to indicate out of bounds areas both in the buildings and areas of the grounds.

This policy is reviewed annually by the Assistant Head (Head of Sixth Form).

The next review is due in January 2024.

## Appendix A: Duty Guidance

(September 2023 version)

*Duties have two key aims: to allow the pupils to use and enjoy the School site and grounds safely and to ensure that, if there are issues, help can be sought quickly. While staff are allocated particular duties, all staff have the collective responsibility to be vigilant to issues, acting in loco parentis. Staff making their way to and from school and in circulation during the day will address the behaviour at the time with the pupil and report any significant concerns or potential hazards to a member of SLT.*

The following descriptors detail what is required for each duty:

### **7.30 – 8.00 am            Breakfast Club**

This is run by the Breakfast Club Supervisor. If the Breakfast Club Supervisor is absent, a member of the SLT will take on their role and register the pupils in the Library. In the event of an emergency, please contact the Deputy Head (Pastoral) or the Deputy Head (Operations) in the first instance.

### **8.00 – 8.45 am            Before School (only in the first week of the academic year)**

Year 7 Tutors welcome Year 7 pupils at the top of the Hill in their first week at Farnborough Hill and direct them to their Form Rooms. A rota for this duty is drawn up by the Head of Year 7.

### **10.50 – 11.10 am        Break duty**

### **1.05 – 2.05 pm            Lunch duty (First Lunch 1.05 – 1.35 pm; Second Lunch 1.35 – 2.05 pm)**

**Outdoor duty:** there are two stations for Outdoor duty. The first is 'On The Hill' and the purpose is to monitor pupils who must remain within sight of the duty member of staff on the top of the Hill. Year 7, 8 and 9 pupils must be on the Hill during outdoor break or lunch. On outdoor duty members of staff may use the hand bell to call pupils in from break/lunch. However, the bell should not be used during public examination periods.

The second is on the 'Cloister Lawn.' The purpose of this duty is to monitor pupils from Year 10 and above who have permission to use the grounds behind the Old House up to the white posts that indicate areas 'out of bounds.' Pupils must be always in groups of two or more. The Cloister Lawn is to the rear of the Old House and is accessible via doors at the back of the main staircase. The duty staff is responsible for monitoring these doors which remain open during Outside Break. Additionally, they will periodically monitor the Millennium Lawn, next to the Library, remaining within sight of the doors to the Old House. The Cloister Lawn duty is assisted by two Sixth Form students, allocated by the Head of Sixth Form. The Sixth Formers are to assist the Duty Staff by patrolling the grounds and alerting the Duty Staff to any incidents. The Cloister Lawn duty staff is encouraged to swap places with a Sixth Form assistants to patrol the grounds or respond to any incidents.

During the Winter Months (1 December to 1 March), all pupils can choose to remain indoors. Given that the majority of pupils choose this option, the Cloister Lawn duty staff and Sixth Formers will switch to Indoor duty.

During the Summer Months all pupils in Year 7 – 10 are expected to spend break and lunchtimes outside on the Hill or Millennium/Cloister Lawns. Year 11 and Sixth Form pupils are also actively encouraged to spend time outside. Pupils may eat their packed lunches and school 'takeaway lunches' outside, but must dispose of all rubbish responsibly.

At break time all Year 7 – 10 pupils should be outside unless the weather is inclement (see 'Inside' Break/Lunch advice below).

At lunchtime all pupils in Year 7 – 10 may stay inside to eat their packed or school lunch in the Refectory and must then go outside straight afterwards. All pupils must be outside by 1.30 pm unless they are in the Refectory or attending a co-curricular activity based in the school buildings. Please see instructions below in the case of inclement weather.

During the summer public examination period all senior pupils spending break/lunchtimes outside behind the Old House must keep to the Millennium Lawn, in order to minimise noise that may disturb examination candidates.

**Indoor duty:** if it is Outside Break, the role of the inside duty staff is to usher pupils outside, excepting Year 11 and the Sixth Form who have the privilege of opting to stay indoors. Duty Staff should patrol as much of the School as possible, paying particular attention to Year 11 Form rooms given the above. Female duty staff only should check in the pupil Locker Rooms (outside the main toilets near the Theatre On The Hill and the 'Undercroft' at the bottom of the Day Entrance 'green slope') and the toilets.

**'Inside' Break/Lunch:** if the weather is inclement, the Duty SLT will notify the School Office that it is Inside Break or Lunch. The Office will let the School know via e-mail and a message on the TV screens. In this case, duty staff and Sixth Formers are to meet in the Hall Lobby and decide among themselves which areas of the School they will cover. One duty staff member must remain in the veranda to stop pupils going outside in the rain.

**Lunch Queue:** the member of staff on Lunch Queue Duty is to control the lunch queue, ensure that pupils have sanitised their hands and allow them into the Refectory as guided by the Lunchtime Supervisor. Pupils who arrive late for their allocated time will be told to go to the back of the queue.

**Handover between First and Second Lunch duty:** for Outdoor Duty, the handover takes place from person to person either on the Hill or on the Cloister Lawn. For Indoor Duty, the person on Second Lunch duty will meet the person on First Lunch duty by the Hall Lobby for a handover, detailing any observations or areas to revisit.

#### ***4.00 pm – 6.00 pm After School Duty***

##### **Bus duty (4.00 – 4.10pm)**

The first part of this duty is to manage the departure of pupils from School at the top of the Hill in conjunction with the Facilities Manager or a member of the Caretaking team. The Duty SLT will aim to be at the top of the Hill from 3.55 pm.

Pupils must 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. Duty staff are permitted to carry out spot checks on the buses. Ideally, all pupils must be in full school uniform when travelling on a bus. When in PE kit, pupils must be wearing a full school tracksuit (or tracksuit top and school leggings) and clean trainers. If a bus is late, the Bursar's Office will phone the bus company. The Facilities Manager/Caretaking team member and the Duty SLT should continue supervising the pupils until the bus departs. If a pupil misses their 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.

The Duty SLT will be situated at the top of the Hill opposite the veranda doors. At the direction of the Bursar, the Duty SLT may be asked periodically to situate themselves at the bottom of the Hill, by the tennis courts or at the traffic lights or bus stop by the School Entrance / Exit, to monitor road crossing. On these occasions, the Bursar will take on the SLT Duty at the top of the Hill.

For the remainder of After School Duty, the Duty SLT is 'on call' in case of an emergency. At least once during their duty, they will patrol the corridors and Sixth Form flats to ensure that no pupils are in their



form rooms, in contradiction of the Supervision of Pupils Policy. The Duty SLT can be contacted in their office or via the SLT Secretary who is situated in the Front Office. Sixth Form are permitted to be in the La Fosse Sixth Form Centre only from 4.00 – 6.00 pm. The Duty SLT will be the point of contact for these students and will visit this area at least once during their duty.

**Prep duty (4.15 – 6.00 pm)**

Pupils staying for Prep are asked to sign in at the Library. They are supervised by the Prep Supervisor until the end of Prep. Each pupil must sign out if collected early. At 6.00 pm a member of SLT takes responsibility and will supervise any pupils not yet collected. The Duty SLT or the SLT Secretary will also check arrangements for the 'Late Bus' to Farnborough Main and Farnborough North train stations.