

ICS SECONDARY SCHOOL SUPERVISION OF STUDENTS PROCEDURE

Policy area: 7 – Health & safety
Date last revised: August 2019

Date established: January 2014
Date of revision: August 2020

This procedure will be reviewed in full by the Head of School on a yearly basis, or more frequently if there are changes in policy.

Signed



Rod Jackson
Head of School
Date: 27th August 2019

Background

The Secondary School occupies a Victorian building on a residential street with the main entry and exit on Star Street and a fire exit only on St Michael's street.

This procedure clarifies the security and risk management involved in the safeguarding of students in respect of the arrangements for the supervision of ICS Secondary students on the school premises and on offsite educational visits.

ICS Secondary School supervision procedure

1 Ratios

- 1.1 Risk assessments, guidance from the DfE, *Supervision of activity with children (2012)* and the NSPCC has provided us with the information to manage the supervision of our students confidently both on and offsite.
- 1.2 A member of staff supervises students from the ages of 11-18 years when they enter the building from 8.15am. Students arriving in the morning go to the lunchroom where they congregate before morning registration at 8.45am.
- 1.3 At break times and lunch times there is a minimum of two members of staff on duty (it will vary in accordance with number of students on site) who cover the common spaces including the lunchroom, the gallery or long corridor and the courtyard. To optimise the space available for students to relax, the lunch hours are staggered and student numbers are divided 50: 50 approximately during the period from 12.15pm – 1pm for MYP1,2 and 3, and then from 1pm-1.45pm for MYP4, 5 and DP1 and 2. A member of the Secondary Leadership Team (SALT) monitors the supervision of duties on a daily basis, which are set out in the Staff handbook, available on the school's intranet.
- 1.4 Students aged 15 years and above who have written permission from their parents and may leave at lunchtime and log their exits and re-entries accordingly. Only students who are judged to be of sufficient maturity and independence are given consent. Students who are given permission to leave are talked through the Risk Assessment and must comply with these control measures.
- 1.5 At the end of the day there is a minimum of two members of staff checking students onto school buses and/or seeing them safely off the school premises. Students under the age of 15 years who do not use the school minibus service must provide written notification from their parents as to how they travel to and from school. The School reserves the right to withdraw students' permission to travel alone if the students are not believed to be of sufficient maturity and independence.
- 1.6 Students who have permission to leave at lunchtime must stay in a group of at least 2 at all times during their time off school premises.

2 Offsite visits

- 2.1 All offsite visits defined as leaving the school premises will have the following minimum ratios and manage additional risks through documented risk assessments and additional supervisors.

2: 15 for students under 16 years

2: 15 for all students from 16-18years.

- 2.2 Overnight trip ratios are determined on a case-by-case basis with the above ratios as a starting minimum. Documented risk assessments are drawn up to manage each trip.

3 Staff training

- 3.1 All staff are trained in supervision duties during staff induction at the beginning of the academic year and receive further guidance and support from the school's Health and Safety manager throughout the school year. Guidelines and procedures for carrying out duties is given in the Teacher's Handbook (p20-22).
- 3.2 Supervision provision is monitored by the Principal and reviewed by the Secondary leadership team according to requirements, at least annually.

4 Online Supervision

- 4.1 ICS filter all devices and blocks undesirable sites for the ICS community and guests using the managed ICS wireless SSID.
- 4.2 All staff are responsible for supervising students who are online while in their care.
- 4.3 All personal devices, if allowed by a staff member, are actively monitored by staff.
- 4.4 No students or staff should be seen using mobile devices around the school during the school day aside from the appropriate areas (Staff room for staff, Diploma centre for Diploma students) as stated in the guidelines and procedures for duties in the Teacher's Handbook

Links to other Policies.

This policy should be read with reference to the following ICS Policies:

Teaching and Learning Policy

Safeguarding and Child Protection Policy

Online Safety Policy

Preventing Extremism and Radicalisation policy

Physical Contact and Restrictive Intervention Policy

Drugs, Controlled Substances, Psychoactive Substances (Legal Highs), Alcohol and

Smoking policy and Sanctions

Trips and Visits policy

Global Classroom policy

Academic Honesty policy

APPENDIX 1

Supervisions procedures at ICS Secondary School

Students' arrival and departure

Students may arrive at school from 8.15am, and are expected to go home by 5pm unless they are staying late for a pre-arranged and sanctioned (by the Secondary Principal or Head of School) event/function. Students are not allowed on site without supervision. At least one member of the teaching staff is always present on duty from 8.15 until 5pm in order to supervise students whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as after school duties.

*Note that students are not encouraged to be in the school before 8.30 am. We do, however, admit students at 8.15 am more usually as a consequence of where students have failed to be on time for morning registration.

The main duty times are:

- Early morning duty (8.15am – 8.45am)
- Break duty in the morning (10.am – 10.15am)
- Lunch-time duty 12.15pm – 1pm and 1pm – 1.45pm
- End of school/bus duty (3.45pm – 4.00pm)
- After-school duty (4pm – 5pm)

Students who arrive at school before 8.15am must sit and wait in the school reception area until the early morning duty teacher is in place to receive students at 8.15am. Students are not encouraged to be in school before 8.30 am.

From 8.15 – 8.45am students will be supervised in the canteen/lunchroom or the courtyard/patio. Diploma students however, are allowed to assemble in the DP centre prior to morning registration.

At 3.45pm all students going home via the school bus service must wait in the canteen, to be called to reception by the end of school/bus duty staff. Students waiting for parent/guardian pick-up must also wait in the canteen and will be called by the duty staff when their driver/escort arrives at reception.

Students travelling home independently may proceed to the Reception and move quickly out into Star Street.

Arrangements are made to ensure students are supervised during after school activities or other events out of hours both at school or club/activity venues off-site.

Students leaving the premises during the day/ lunchtimes

Only those students who are 15 years or older may leave the school premises at lunchtime, with parental permission. Students must always be accompanied by, at least, one other student. Students under 15 years are required to remain on site unless there are lunchtime sport activities off site, which are always supervised and usually take place twice per week.

- Students are made aware of lunchtime procedures at induction.
- No student is allowed to leave the building alone at lunchtime.
- Students sign out at the reception desk and sign in on re-entry to the School on the lunchtime register.
- Reception staff are informed if, for some reason a student is not allowed out on any particular day.
- Students not deemed sufficiently mature and independent aged 15 and above are not allowed out.
- Diploma students follow the same signing in/out procedures on entry and exit from the School.

Registration

We take a register of students at the start of the morning and during each classroom session. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

First aid and support

There is a qualified first aider on duty from 8.30am to 5pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The names of First Aiders are published on the school web site and on the Health and Safety noticeboard along the main stairway on the ground floor.

First aid boxes are in all potentially high risk areas, as well as in the Staff room. The First Aid Officer regularly checks and replenishes the first aid boxes.

Supervision while travelling to and from school

Parents/guardians are responsible for ensuring that their children travel safely to and from school.

If travelling via the school minibus service, students must adhere strictly to the bus rules and to the drivers' instructions at all times.

Bus drivers are required to report any poor behaviour from students on their buses to the appointed liaison driver, who then reports to the Principal. In her absence the report comes to the front of house desk who will inform the Welbeing Coordinators.

Supervision during educational visits and trips

The arrangements for the supervision of students during educational visits and trips out of schools are described in our Trips and Global Classroom Policies which include 'The roles of the group leader, staff and other adults and students on student visits, trips and excursions'.

Student unsupervised access

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the catering and caretaking areas or science laboratories. All flammables are kept securely locked in appropriate storage facilities.

Staff induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of student supervision. Information is also contained in the Staff Handbook.

Roles and responsibilities of duty staff

1. Early Morning Duty Role

The role of the morning supervisor is to ensure students who come to school early are supervised, safe and in the specified assembly spaces – in the canteen and/or the courtyard/patio.

Staff Duties

- Be present at the sign in desk at 8.15am and conduct students to the canteen or patio.
- Ensure all students remain within specified spaces for the duration before registration.
- Engage with students to facilitate their interaction with other students
- Be alert to any potential incidents, or unsafe behaviour.
- Make sure all students move into Form Rooms on time.
- Tick the attendance register where students have been required to come into school earlier as a consequence of their lateness.
- Any concerns are to be reported to the Wellbeing Coordinators or Principal.

2. Break/Lunch Duty Role

- Ensure all students remain within specified spaces for the duration (lunchroom, patio, the long corridor, library or Sixth Form Centre for DP students only).
- Engage with students to facilitate their interaction with other students.
- Be alert to any potential incidents, or unsafe behaviour.
- Make sure students return to class on time.

- Any concerns are to be reported to the Secondary Principal/Wellbeing Coordinators.
- Staff who conduct lunchtime activities off site accompany students throughout the session. The lunch sports coordinator will give further details of this duty at the venue.
- Duties are monitored daily by a member of the Secondary Leadership team.

3. End of School Bus Duty Role

- Report to front office by 3.45pm.
- Pick up bus lists from the office.
- As busses arrive call bus number to colleagues and locate students. No bus is to leave unless all students are accounted for.
- Report any discrepancies to the office administrators.
- Be alert to any potential incidents, or unsafe behaviour.

4. After School Extra-Curricular Responsibilities

- Complete Google register for clubs.
- Finish club at appointed time.
- 1 to 1 classes, please keep classroom doors open for safe practice.
- Return students once activity has finished to the front office and do not leave the building until all students have left the building.
- A member of the Secondary Academic Leadership Team will always be on duty until 5pm if any support is required.
- Any activities that take place after 5.30pm must be authorised in advance by the Secondary Principal.

5 Supervision of Students outside of School hours.

- On occasions when students and teachers wish to do extra study or on a Saturday, consent must be sought from the Senior Leadership team and the Health and Safety Manager. A risk assessment must always be written up, seen and checked by the above parties.

References

DFE guidance: Regulated Activity (children) Supervision of activity with children which is regulated activity when unsupervised (2012)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/280881/supervision_of_activity_with_children_which_is_regulated_activity_when_unsupervised.pdf