

Supervision Plan

Brooke House College

2021/22 version

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This plan sets up the levels of supervision of the pupils of Brooke House College as it undertakes its 'duty of care' to its pupils. It should be read and acted upon in conjunction with

- 1.1 Safeguarding and Child Protection policy;
- 1.2 KCSIE (2021) and all subsequent updates;
- 1.3 Missing pupil policy & Children missing from education policy;
- 1.4 Attendance policy;
- 1.5 Educational visits policy;
- 1.6 Safety & Supervision on school journeys,

2. Duty of Care

The 'duty of care,' is a statutory and contractual obligation for all staff, but places a specific responsibility on the Principal, as overall manager of the school, to ensure that full and appropriate supervision of all pupils occurs throughout the school day.

A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. This principle has been upheld frequently in the courts and it follows that the teacher must exercise a standard of care as would be expected of a caring and prudent parent.

The Principal along with the Senior Leadership Team must ensure the maintenance of good order and discipline at all times during the school day (including breaks and 'free time') when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere. The Principal is also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds.

All teachers are responsible for maintaining good order and discipline among the pupils and safeguarding their safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

2.1 If an incident occurs. It is important that, in addition to the official accident report form, when necessary, an account should be written up for any incident other than a very trivial incident and recorded in the class Accident Log. Parents should be informed by telephone of serious accidents. The class Accident Logs are monitored half termly to identify any patterns occurring in order that relevant measures can be put in place.

Accidents that occur through faulty equipment or apparatus should be reported to the Bursar and the equipment placed out of use until repaired or replaced.

3. Supervision before school

All parents of day pupils are made aware of the starting time of the school day and of the fact that arrangements cannot be made for the supervision of pupils earlier than a specific 10 minute limited period before the school day begins at 08:15 The appropriate level of supervision will be maintained by members of staff being present prior to the commencement of the morning session. For the College's boarding pupils, they are woken by their resident tutor and encouraged to get up, shower and dress ready for the school day. Pupils are checked to see that they have left the house for breakfast, where a member of the residential staff, along with the catering staff, will supervise breakfast.

4. Registration

The responsibility to ensure that a day pupil attends regularly is that of the parents. Up-to-date contact telephone numbers are available should a child be absent without notification. The Director of Boarding & Pastoral Care will attempt to contact the parent of any child whose absence has not been authorised on the first day of absence. Parents are informed that a note, verbal message or telephone call is necessary to validate their child's absence. All day and boarding pupils should attend their 'Tutor Period' for registration at 08:15 prior to moving off for the start of period 1.

5. Lesson/period time

At the start of each period, a class register will be taken and recorded on the College's Management Information System (MIS), iSAMS. Any absences will be reported to the Director of Boarding and Pastoral care, who will chase up the missing pupil. No class of pupils should be left unsupervised for any reason. In the case of pupils' excused normal lessons, for example, P.E. or assembly, adequate supervision within available staffing resources, will be provided.

6. Supervision at break times

Adequate supervision will be provided both indoors and outdoors through school break times. At least one member of staff will be present in the dining area when the mid-morning refreshments are distributed.

7. Meal Supervision [Breakfast, Lunch, Evening Supper]

The safety and discipline of the pupils on the premises before, during and after the school meals will be ensured as far as is reasonably practical. The supervisory staff will be responsible for the queue and behaviour within the dining area.

8. Supervision after school

Day pupils leave the school at various points during the afternoon and evening. Until departure, the pupils will be supervised either in afternoon lessons, activities with the co-curricular programme or by the coaching staff of the football academy. Parents, however, are made aware that any child left on the premises after the school day has ended, is their responsibility. If they neglect to make provision for the pupils' safe return home, action may be taken by Social Services. Parents should contact the school at the earliest opportunity if they are delayed in traffic. For boarding pupils, the same level of supervision is put in place for the afternoon co-curricular and sport provision. Once these activities are ended, residential staff will be on duty in boarding houses in time to ensure pupils are ready for their evening supper and homework after supper. Any pupil leaving their boarding house needs to seek their residential tutor's permission and sign the 'gate' list for fire safety purposes when the pupil leaves and returns to the boarding house. A further evening registration is taken after supper and before homework.

9. Supervision of pupils travelling to and from school

The Principal is not responsible for the supervision of pupils travelling to and from school. However, the Principal will inform parents of any inappropriate or unacceptable behaviour particularly if it affects the safety of any child, whilst travelling to and from school.

10. Supervision of Physical Education

In addition to the same general principles of care, the PE class teacher must bear in mind the requirements of the Health & Safety at Work Act. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care. Factors to be considered include the safety of the apparatus, the conditions of the floor, the suitability of the children's clothing and footwear whether the exercises and activities are within the capabilities of the pupils as well as being properly taught.

There will be a high degree of supervision during athletic activities. Pupils will not be allowed into the hall to use gymnastic equipment or go onto the pool side during swimming lessons, unless they are properly supervised.

11. Co-Curricular Activities

The same level of supervision will exist as for similar activities in normal school time. Likewise for all residential visits, on and off site clubs and visits, including relevant risk assessments, registers with contact details and ensuring all staff has current DBS status. Staff will follow the guidelines regarding staff to pupil ratio for the age of the pupils in their care on such offsite or other school activities as laid out in the Offsite procedures laid out in the school visits policy and roles and responsibilities of the EVC.

Permission will be obtained from parents of day pupils whose children will be participating in after school activities and who will be late home. A written notification of pupils making their own way home is required. Parents will be notified in the event of the cancellation of such activities at the earliest opportunity. The same process will apply to informing residential tutors for the boarding pupils.

When pupils are taken from school on organised visits, the same duty of care arising from being 'in loco parentis' exists whether or not the visit is undertaken voluntarily and out of school hours. It covers the duration of the whole visit and will include arrangements, where appropriate for the collection of day pupils at the end of the school day.

12. Pupil Responsibilities

Class teachers should constantly reinforce school rules and challenge pupils they see in an unattended activity. They should explain what is expected of them in out of school and on off site visits and how to deal with problems that may occur in order to keep them safe.

13. Pupils offsite

Pupils, because of their age and the nature of Brooke House College being a 'town' school, are allowed to be unaccompanied, during school hours, unless there is clear evidence of a request from a parent or guardian. This is to allow sensible movement between buildings to attend lessons or activities or for meals or to return/leave boarding accommodation. Pupils are instructed during their

induction on how to behave in such circumstances. Being polite to the neighbours, not walking alone, but in small groups etc.

Authorised by	resolution of the Board of Directors
Signed	
	On behalf of the Board of Directors
Date	August 2021

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
July 2020	MCO	Re-written for website and altered school timetable	Dropbox – SMT – Policies Final
July 2021	MCO	Updated to reflect change in KCSIE & Children missing from education policy	Dropbox – SMT – Policies 2021-2022

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2020	MCO	July 2022
July 2021	MCO	July 2022

Appendix 1:- Supervision Grid

Before School	Boarders: the residential tutor is responsible for pupils in their house. Day Pupils: the parents until the designated tutor takes responsibility for the pupil once he/she has arrived at the tutor period.
Breakfast	Boarding pupils are supervised by the designated residential tutor, who undertakes breakfast duties in the Dining Room on a rota basis.
Registration	Registration for all pupils in tutor groups as allocated on their timetable
Lessons	Teachers are responsible for the supervision of their classes. (The staff Handbook gives detailed guidance on Classroom Expectations and Health and Safety.) The Director of Boarding & Pastoral care should be notified of any unauthorised absences as soon as possible. Sixth formers with study periods may return to their houses, or they may go to the work room. The Head of Careers & HE has an office in Fountain Court and is partly responsible for maintaining good discipline in this area. If a teacher feels that a pupil is disrupting a lesson and needs to be excluded, then he/she may be sent to the main Brooke House building where the pupil will be seen by the vice Principal (Academic). At the earliest opportunity, the teacher should inform the vice Principal (Academic), by email or in person, of the nature of the incident. It is the teacher's responsibility to check that the pupil went as directed.
Break	Staff supervise the distribution of refreshments in the dining area
Lessons	As above
Lunch	The Principal or a colleague deputising for the Principal will supervise the lunch queue and Dining Room.
Lessons	As above
Football	All football activities are supervised by their coaches. The levels of supervision are adequate to ensure the safety and welfare of the pupils involved. Pupils who are off games will be either in the work room or in the Medical Centre supervised by the School Nurse or they will be on the sports' field supervised by the coach running the activity.
Co-Curricular programme	Activities are supervised by the member(s) of staff running the particular activity. Absences are reported to Director of Boarding & Pastoral Care at the earliest opportunity. All activities that take place off-site have been suitably risk assessed.
Intervention	As for lessons above
Free Time	Once lessons, sport or activities have finished the responsibility for supervising pupils, returns to the residential tutors. For town leave, pupils must seek the express permission of the residential tutor and sign the leave list. The school day ends for Day Pupils after their football, activity or intervention, after which they are collected by their parents.

	Boarding pupils should shower and get ready for the evening supper
Supper	Residential tutors are responsible for pupils in the Dining Room. Day pupils remaining in College for activities and rehearsals may attend supper. The teacher organising the activity will be responsible for the supervision of pupils engaged in that activity.
Evening Registration	There is a registration in all boarding houses at 19:15 and the supervision of pupils is then the responsibility of the Residential tutor. The residential tutors sleep in the boarding house overnight and are responsible for the pupils in the house. The College Medical Centre is either manned (or on call) 24 hours a day by the school nurse
Homework	Supervision of pupils is the responsibility of the boarding house staff as directed by the residential tutor
Free Time	Supervision of pupils is the responsibility of the boarding house staff as directed by the residential tutor after the end of homework. All leaves out need to be approved by the residential tutor and the leave list signed.
Weekends	Supervision of pupils is the responsibility of the boarding house staff as directed by the residential tutor. All leaves out need to be approved by the residential tutor and the leave list signed.