



FARNBOROUGH HILL
WHOLEHEARTEDLY

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
- Risk Assessment Policy
- Missing Pupil 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 Missing Pupil 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 *Missing Pupil 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 missing pupil procedure. (*Please see Missing Pupils 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

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. 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), Infirmary (Ext 219) or send a pupil to the Infirmary, 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 hall lobby with Duty SLT before making their way to breakfast club to sign in with the Breakfast/Prep Supervisor.</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, e.g. 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 Matron. 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 2023.

Appendix A: Duty Guidance

Aims

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.

Outside / Inside Break and Lunch Duty

In the Winter Months, defined as 1 December until 1 March each year, pupils have the option to spend break and lunch inside or outside. Outside of these dates, the default is that pupils in Years 7 to 10 spend break and lunch time outside. If, outside of Winter Months, inclement weather dictates that a break or lunchtime should be spent indoors, then the Duty SLT will announce this at either the start of period 2 or period 4 by sending an e-mail to the School Office. They, in turn, will send a message to all staff and pupils; they will also ensure that this message is displayed on the TV screens around the School. Additionally, staff are responsible for checking for an update and passing it on to pupils and colleagues. Breaktime snacks are to be consumed outdoors or in Form Rooms (depending on the weather). Packed lunches should be consumed in the Refectory (or outside if pupils wish). Pupils must take rubbish home with them (preferred) or put it in the bins.

The duties

The following descriptors give further detail about what is required for each duty:

0730 - 0800 **Hall Lobby Doors**

Duty SLT welcomes pupils into School, ensuring that they enter by the Hall Lobby Door and then hand sanitise. The Duty SLT will record the names of the pupils and the times of entry in a log book and direct the pupils to Breakfast Club in the Refectory. At the end of the duty, they will cross reference the names in the log book with those recorded by the Breakfast Club Supervisor. In the event that the Breakfast Club Supervisor is absent, the Duty SLT will take on their role and register the pupils directly in the Refectory.

0800 - 0845 **Before School (HoYs/Asst HoYs) (first full week of term only)**

Welcome pupils into School and remind them to sanitise their hands and go either directly to their Form Rooms or to their Form Rooms via their Locker Rooms.

1050 - 1110 **Break**

1305 - 1405 **Lunch**

Outdoor duty: there are two stations for staff on Outdoor duty. The first station is designated 'On The Hill' and their job is to monitor the Year 7, 8 and 9 pupils who must remain within sight of the duty member of staff on the top of the Hill. They are also responsible for monitoring other pupils who may be in the area. This duty is the same all year round.

The second station is designated 'Cloister Lawn.' The job of this duty person is to monitor pupils from Year 10 and above who have permission to use the area of the grounds behind the Old House up to the white posts that demarcate areas 'out of bounds.' Pupils must be in groups of two or more at all times. The 'Cloister Lawn' duty person is situated to the rear of the Old House by the doors to the main staircase and is responsible for monitoring these doors which remain open during Outside Break. Additionally, the member of staff on duty on the Cloister Lawn will periodically monitor the Millennium Lawn area, remaining within sight of the doors to the Old House from the Cloister Lawn.

The Cloister Lawn Duty Staff is assisted by two Lower Sixth students who are managed by the JLT in conjunction with the Head of Sixth Form. This means that the JLT draw up the rota for duties and either allocate a replacement if a Lower Sixth Form student is absent or unavailable to do their duty. This replacement will either be from the Lower Sixth Form itself or a member of the JLT if none are available.

The Lower Sixth Formers' role is to assist the Duty Staff by patrolling the grounds and alerting the Duty Staff to any incidents. These students should be directed as to where to go and what to do by the Cloister Lawn duty member of staff. The Cloister Lawn duty teacher may swap with a Sixth Form assistant to patrol the grounds or respond to any incidents.

During the Winter Months (1 December to 1 March), as it is expected that the majority of the School will be inside during break and lunch, the Cloister Lawn Duty member of staff and the Lower Sixth assistants will switch to Indoor duty.

Indoor duty: if it is Outside Break, the role of this duty member of staff is to usher the pupils outside. The exceptions are Year 11 and the Sixth Form who have the privilege of opting to stay indoors regardless of whether it is Inside or Outside Break. The Duty Staff should therefore patrol, checking that those pupils allowed inside are safe, covering as much of the School as possible but paying particular attention to Year 11 Form rooms. This includes, for female duty staff only, checking in the pupil Locker Rooms (outside the main toilets near the TOTH and the 'Undercroft' at the bottom of the Day Entrance Green slope) and the toilets. They should additionally aim to check that Year 11 pupils do not leave rubbish in Form Rooms. As well as Indoor Duty staff, all staff in circulation at break or lunch time have the collective responsibility to usher pupils outside during Outside Break and to be vigilant to issues, acting *in loco parentis*.

Inside Break and Lunch

In the event that an Inside Break is called, outside of the Winter Months when the default is for pupils to be outside, all duty staff and Sixth Formers meet the member of staff on duty Outdoor 'On The Hill' in the Hall Lobby. The person on duty Outdoor 'On The Hill' will take the lead and deploy the member of staff on duty on the 'Cloister Lawn,' the member of staff on duty Inside Duty and the Sixth Form assistants around the School to ensure optimal coverage of the site (indoors). The Sixth Formers' role is the same as for Outdoor duties: if they encounter incidents, they are to alert the Duty Staff or any member of School Staff immediately. The lead Duty Staff will then remain in the veranda and monitor any pupils going outside, ushering them inside as necessary.

Handover at Lunchtime (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 doors for a handover, detailing any observations or areas to revisit.

1305 - 1335 First Lunch Queue and 1335-1405 Second Lunch Queue

As above with the addition of Lunch Queue duty. The member of staff on Lunch Queue Duty is to control the lunch queue, ensure that they have sanitised their hands and allow them into the Ref as directed by the Lunchtime Supervisor. Pupils who arrive late for their allocated time will be told to go to the back of the queue.

1600 - 1800 After School Duty (SLT)

Initially, this duty is intended 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 (1600-1610). If the Duty SLT is not teaching or otherwise engaged during period 6, then they will aim to be at the top of the Hill at 1555.

Bus duty

Staff must be at the buses by 3.50 pm (or as soon as reasonably possible). 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. 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 Bursar's Office to phone the bus company. The Facilities Manager/Head Caretaker and the member of SLTs on duty should remain supervising the pupils until the bus departs. 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.

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 will 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 watch road crossing. On these occasions, the Bursar will take on the SLT Duty at the top of the Hill.

For the remainder of the 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. They can be contacted in their office or via the SLT Secretary who is situated in the Front Office.

Prep duty

Pupils staying for prep are asked to sign in at the Library. They are supervised by a member of the teaching staff 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. This member of staff will also check arrangements for the 'late bus' to Farnborough Main and Farnborough North train stations.

Staff making their way to and from school during the day will report any pupil behaviour or more potential hazards that are of concern and when practicable should address the behaviour at the time with the pupil.