



SUPERVISION POLICY

Including 14a and 14c EYFS Supervision

This is a whole School policy, including EYFS and the boarding community.

Rishworth School takes seriously its responsibility to ensure that students are supervised effectively to make certain of their safety whilst on school premises or on educational trips and visits. Staff who supervise are mindful of our Safeguarding Policy and Child Protection Procedures, our Anti-bullying Policy, our Health and Safety Policy and our Risk Assessment Policy.

Above all other considerations the safety of students must be an over-riding concern.

Students should be under supervision at all times. From time to time it may be desirable that students are allowed to exercise some personal responsibility, e.g. individual use of the Sixth Form Centre, delivering a message, carrying out a survey or investigation. Nevertheless, each member of staff has a responsibility to ensure the safety and good conduct of all students under his/her care at any particular time and should always be aware of the whereabouts of each child.

Staff Induction

All new members of the staff receive a thorough induction into the school's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Legal Obligations and the Duty of Care

The Governing Body, the Head and the SLT have specific obligations to ensure, as far as is practicable, that Rishworth School is a safe place for all students, employees and others who enter the school when they are in our care. As an employer, the School is required to ensure that the supervision of students throughout the school day is adequate to ensure their health, safety and welfare.

All members of staff are responsible on a day to day basis for ensuring that students at the school are safe. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

In order for staff to carry out their duties effectively the SLT has certain responsibilities. These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.

- Ensuring that staff at the school receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day (including break/lunch times) when students are present on the school site and whenever the students 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 students, the following are considered:

- The School perimeter is clearly understood. Students are regularly reminded which areas are out of bounds.
- Regard for the ages and capabilities of our students.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- Rules and a Code of Conduct have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all students. Students are made aware of these rules in the Student Handbook, during Tutorials with their Tutor or Head of Year meetings and are regularly cross referenced in assemblies and classroom discussions.
- Staff have a responsibility to be aware of their supervisory responsibilities
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of students.

Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a student would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the student. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a student, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

Supervision Before School

The School provides supervision from 7.45am on the Heathfield site and from 8.00 a.m. on the Rishworth site for early arrivals as part of our 'wrap around care'. Boarders have breakfast at 8.00am, supervised by resident boarding staff and then make their way to tutor rooms.

Heathfield Site:

Allocated staff within Heathfield will welcome the children into the pre-school care facility in the morning.

Heathfield staff ensure that they are in class by 8.30am ready to welcome the children into class.

Students are not permitted in school before 7.45 a.m.

Management team are at the pupil entrance at 8:30am to welcome the children into school

Any student arriving after the doors have closed should go via reception to sign in before attending lessons

Rishworth Site:

Duty staff member/s are allocated to meet students as they arrive on site, supervise play in the playground or open and supervise the House Areas in inclement weather.

Rishworth staff ensure that they are in their tutor rooms ready for registration at 8.30 a.m.

Rishworth Students who are engaged in an activity organised by the school such as sports, music or drama before school are directly supervised by a member of staff.

Students are not permitted in school before 8.00 a.m.

Supervision During Class Lessons and Registration

All students are registered at the start of the day (8.30 a.m.) and once again at the beginning of the afternoon teaching session. At Rishworth, where students move around the site between lessons, a period based registration occurs at the start of each lesson, including those that exist within our enrichment & extension provision within the timetable.

Students are also registered at all extra-curricular activities before school begins, at lunch times and after school. They are also registered during extra-curricular activities that take place at weekends.

Planned absences are marked within iSAMS, the School's MIS in advance. Parents and guardians make the School aware of a student's absence by communication with the Reception team or the Head. Should a student be unaccounted for then staff are expected to refer to the School's Missing Student Policy & Procedure and the Children Missing from Education Policy.

If a student has to be sent home unwell, he/she will not be allowed to leave the school premises until their parent or guardian has been contacted with arrangements in place for their departure. In almost all cases, this will involve collection of the student by a nominated adult in person. Sixth Form students may be given leave by a parent to depart unaccompanied. In the unlikely event of a student needing to be taken to hospital in an emergency, a member of staff will accompany the student until the parent, guardian or member of the house staff arrive and assume responsibility.

Students should be supervised at all times by the staff member responsible for them during that session. The teacher should not leave the room unless an emergency occurs, and in such cases Reception should be notified so that a cover teacher can be sent to supervise the class.

Students in the Sixth Form can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds.

In Rishworth at certain times 'remote supervision' may be appropriate if students are working independently and are not engaged in high risk activities or that require direct teacher supervision (such as outdoor practical Art work).

All staff and students are aware of the need to check strangers on the premises and report immediately to reception wherever there is a concern.

The School rules are provided to all students on arrival, recapped at least annually and are available at all times on the school website. Class teachers establish classroom behaviour contracts and provide guidance for their students, Heads of Year do the same for House Areas.

Physical Education, Games and Extra-curricular Activities

The same principles of care apply during physical education and games lessons as to other school activities. All staff must read the Health and Safety policy at the beginning of each academic year. It is the staff members' responsibility to consider such factors as safety of apparatus being used, the condition of the floor, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the students.

As part of the curriculum, some students will have swimming lessons. The staff members accompany the students and remain responsible for their supervision. Only qualified staff can take responsibility for the pool sessions or act as Lifeguard, although additional members of staff should be used to ensure good order and to assist with changing for the younger students.

If a child is not taking part in a PE or games lesson, the child should work in a different class or remain with the class with a non-participant activity. Rishworth students may be allowed to work in the library, at the discretion of the Librarian and the Director of Sport.

Staff assigned to extra-curricular activities are expected to follow outlined procedures in respect of the registering and supervision of students in their groups during their sessions.

Supervision at Break / Lunch Times

It is often at unstructured break times that students are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

To ensure the most secure play environment for all students, adequate teacher supervision of morning and lunchtime breaks is vital. To that end a staff rota for all Key Stages is prepared at the start of the academic term.

Members of staff are required to go out on duty promptly (at the start of break and lunch). The members of staff 'on duty' then supervise the students until the end of break.

No students should be in the school building, unless they have been given permission to do so by a Prefect or by a member of staff, are attending a class or are visiting Matron.

Rishworth Students may use their House Areas at scheduled times and are supervised by an allocated staff member per House Area.

In the event of an incident that needs support, the teacher on duty should send for a colleague, one of the Heads of Year, or a member of the SLT.

Inclement Weather

- Whenever possible breaks should be outdoor, however there will be times when weather conditions will prevent that.

Heathfield School:

The duty teacher will decide whether outside conditions merit a break being declared as an 'In Day'. A message should be sent, in plenty of time, to other staff. Different decisions may apply for students of different ages.

Supervision will differ in that the playground duty rota is suspended, and class teachers will take their class to their form rooms. Classes may be grouped in this case. Students must stay in their respective areas and again ask permission to go to the toilet or carry out any tasks.

Rishworth School:

Students should use the allocated House Areas or the School Library, unless maximum capacity is reached, in which case the member of staff on duty may take students to the assembly hall or the PAC. Duty staff and Prefects will circulate to ensure good order is maintained in the library, corridors and class rooms.

Responsibilities of Staff on Duty

- To be present in the area for which they are responsible.
- To patrol visibly the various indoor and outdoor areas, separately from the other staff on duty to ensure that all areas are covered.
- To observe students' activity to detect in so far as possible any individual or group action which might:
 - 1 Be considered intimidating (bullying)
 - 2 Give rise to injury
 - 3 Cause damage
- Enforcement of such rules as may apply to play areas.
- To be aware of such individuals whose presence on school premises is not justified, and challenge them accordingly.
- In the event of an accident take appropriate action.
- Supervision of orderly lines on return to the main building.

Responsibilities of Staff at the End of Break / Lunchtimes

At the end of break and lunch, staff will proceed to their rooms promptly to welcome the students to class.

Heathfield – teachers come out to collect their classes from the playground

Timing of Breaks and Lunch – see Rishworth & Heathfield Daily Timetables.

Absence of Duty Teachers

In the event of the absence of a duty teacher another member of staff will need to take their place and assume their duty. This must be reported using the absence request form or the staff absence email address. Where an absence is known in advance staff are responsible for swapping the duty with a colleague, where the absence is short notice the SLT or Cover Supervisor will organise cover or a swop.

Supervision at Lunch Time

The lunchtime duty rota is displayed in the staff common rooms and shared electronically with staff.

The timings for lunch sittings are displayed outside the dining rooms, in the staff common rooms and in House Areas on the Rishworth site.

House opening times and allocated play spaces (Rishworth only) are displayed in the staff common rooms and in House Areas on the Rishworth site.

The management of behaviour at lunchtime is co-ordinated by the duty staff.

At lunchtime there are always members of staff in the dining room. Staff are responsible for ensuring that students are behaving appropriately, that tables are wiped, and that there is no unsafe activity occurring.

Supervision at the End of the School Day

The School day finishes at 4.30 p.m

Rishworth day students can remain in the library until 6.00pm or until the end of supervised activities. Day students can also use the flexi-boarding offering which extends beyond 6.00 pm.

Heathfield students can use the after-school care facility until 5.45pm or until the end of supervised activities.

Boarding students return to their houses at this time and follow the boarding signing in and out procedures.

Sixth Form students may be in the Sixth Form Centre or the Library.

Students should not be in school after 4.30 p.m. unless under the direct supervision of a member of staff.

All Pre Prep and Prep students who are not collected from school remain in supervised care until they are collected by a parent or guardian (*see also, Missing Child Policy*).

Students attending a school event beginning after 6.00 p.m. should wait in the library, unless otherwise directed by a member of staff.

Staff who are running extra-curricular activities, in particular evening and weekend fixtures, activities and events, know that they are responsible for all students engaged in them until the point that all students have left the site safely.

Buses depart just after 4.30 p.m. Monday to Friday. Heathfield students are escorted to the buses by staff on a rota basis.

All students who travel by school bus are supervised on to the school bus by the bus driver. All buses use CCTV.

Medical Support

There is a first-aid (including paediatric first aid) qualified member of staff on duty in the Medical Centre 24 hours a day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are members of the teaching staff and business support staff, who are also trained in first aid and are certified to administer this in an emergency. The list is maintained by Matron.

The School will always have at least one qualified paediatric first aider with the Nursery and Reception children at all times whether at school or on a school trip

Access

All external doors are equipped with code-pad locks, and at Heathfield the perimeter fence also has code-pad locks. The code is known only to members of staff and students. The boarding houses are secured with similar locks but in this case the code is only known to the students in that house and the members of staff who have an allocated boarding role. Business support staff may only enter the house alone when it is locked to students during the school day. Out of school hours they must be accompanied when completing works in the house. Parents are only able to enter the house when accompanied by a member of staff or on the first/last day of term to assist with luggage.

Parents should not enter the building unless they have an appointment or are requested to do so by a member of staff.

At the end of the day, parents should wait outside the buildings, and the children are released to the parents in accordance to the age of the student, younger students will be escorted and supervised, older students can make their way to pre agreed meeting points.

Visitors

All visitors are required to sign in at reception where a 'Safeguarding and Safety Information for Visitors' sheet is available. These sheets form part of the signing in process and must be read by all visitors, they are kept up to date by the SLT. An example of the Safeguarding and Safety Information for Visitors Sheet can be found in Appendix 1. Staff are required to complete a Visitor Risk Assessment when inviting visitors into the school.

Contractors

Contractors are required to read and sign the 'Contractor Code of Practice' (see appendix 3) prior to any work being completed. Rishworth School use a number of regular contractors, all of whom have full DBS and background checks in place. Any contractors on site without full background checks do so under a Risk Assessment.

Areas Permanently Out of Bounds

Some areas are out of bounds to unsupervised students in all year groups. On the Rishworth Site these include the area beyond the maintenance building, the front lawn, the area below the tennis courts and the area behind the main school building. The students on the Heathfield site have a set fenced perimeter indicated the areas out of bound.

Use of the School's Gyms

Students in the school may use the Weights Room once they have completed an induction session with a member of PE staff and the induction form has been signed to confirm this. To ensure that a member of PE staff is in the vicinity, use is restricted to specific times and under no circumstances should students use the gym alone. Students in Years 7 to 11 are not permitted to use the gym without the direct supervision of a member of PE staff.

Supervision out of School on Education Trips or Visits

Rishworth & Heathfield staff are responsible for the safety and welfare of Rishworth & Heathfield students at all times on both day trips and residential trips, however the level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the students and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. All trips require the SLT's approval and a full risk assessment form. These forms, together with how to complete them and the guidance required for trips and visits can be found in the Educational Trips & Visits Policy.

Management of Students in Transit between Home and School

A number of students travel to and from school each day using the bus services provided by the Swan travel. Students and parents sign a code of conduct specifically in relation to these journeys. Student behaviour on buses is usually excellent and the effective supervision of departures each day by duty staff promotes an orderly atmosphere on each bus. Misbehaviour is reported to and followed up by the Heads of Year.

The senior students and Prefects on the bus are asked to promote good behaviour and to report any concerns to their Head of Year. The bus drivers also have daily access to the Bursar to voice any concerns they may have. All bus students are briefed on the appropriate action to be taken in an emergency. Drivers conduct a pick-up register daily and are informed in advance whenever there is a planned absence of a student.

Students who are not collected by an appointed adult at the agreed collection points will:

Heathfield

Be escorted to the Deputy Head's office and supervised until such collection can occur.

Rishworth

Be escorted to the library and then subsequently into boarding and supervised until such collection can occur.

Supervision of Students Facing Serious Discipline

Where a student is facing serious discipline such as a suspension or expulsion then they will not be allowed to make their own way home. Students will be kept in a supervised space in school until such point as they can be collected by a parent or guardian.

Boarders

Boarding students are supervised in the same way as day students during the school day. The boarding houses remain locked and inaccessible to students between 8.30am and 3.30pm.

Outside of normal school hours, house staff supervise boarding students. Members of the SLT act as a point of contact for house staff outside of normal working whom they can call upon in an emergency.

Students are expected to inform house staff when they are leaving the boarding house and to sign out when they leave. They must sign back in when they return and announce their return to staff. This applies even when students are remaining on the school site.

There are house rules which specify when students may leave the school site and where they may go unaccompanied. Students in Years 7-10 are not permitted to leave the campus on their own – they

are expected to go in pairs. They are made aware of how to contact the house staff in the event of an emergency.

House staff register students at all meal times (except lunch during the school day) and also at compulsory activities and as they go to bed. In practice this means that all boarders are registers at regular intervals over the course of the week.

Supervision of boarding students is provided in their residences by a team of staff consisting of House Parents and Boarding.

Boarding staff act “in loco parentis” for boarding students in their charge and provide a high level of empathetic care within a disciplinary framework. They show an interest in the lives of boarders in their residence and offer them support and encouragement. Details of how these staff are expected to fulfil their supervisory duties is embedded within their job descriptions.

Supervision of Students on the School Site during Weekends

To ensure their safety, day students and weekly boarders should not be in school unsupervised at the weekends and during the school holidays. We advise parents that we cannot assume responsibility for their children during these times unless they are involved in a specific teacher-led activity. Students may be invited to visit their friends within our boarding community on-site, but only with the expressed permission of the Housemaster or Housemistress.

Internet Safety

The School uses Smoothwall for internet filtering which blocks inappropriate websites and restricts access to streaming and social media sites. More details can be found in the e-safety policies

Being Alone with a Child (Advice for Staff and Volunteers)

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a child to an office for disciplinary or administrative reasons.
- Offering a lift home to a stranded child at the end of the day or after an extra-curricular activity.
- Visiting the toilets as part of a duty responsibility.

Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with a Deputy Head, as appropriate.

In addition there are circumstances where individual students may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown.

Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:

- avoid meetings with students in remote, secluded areas of school.
- ensure there is visual access and/or an open door in one to one situations.
- inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- always report any situation where a child becomes distressed or angry to a senior colleague.
- consider the needs and circumstances of the child/students involved.

Changing Rooms

Young people are entitled to respect and privacy when changing for activities. Staff should supervise the changing room areas, being on-hand for students when necessary, and staff of the same gender as the students may enter the changing room for a purpose. However, unless the students are very young or there are concerns over students' behaviour, remaining in the changing room for lengthy periods of time is not recommended and staff should be sensitive to the students' right to privacy.

Every Child Matters

Supervision of Students plays a major contribution to the Every Child Matters (ECM) five outcomes for students: be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing.

Appendix 1



SAFEGUARDING AND SAFETY INFORMATION FOR VISITORS

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained below, which is intended to ensure your health and safety whilst at Rishworth School. If you have any questions, please ask a member of staff.

Rishworth School operates a strict No Smoking Policy across the entire site.

COVID-19

- Visitors over the age of 11 must wear their own face coverings upon entering the School, (this guidance does not apply to those who are exempt from wearing a face covering for medical reasons).
- The use of hand sanitiser is required upon entering and exiting any of the School buildings.
- No-one may enter the premises if they or anyone in their household has any symptom of COVID-19.
- A member of staff will sign visitors in and out.
- Where there are 'one-way' systems in place, please follow the paths indicated.
- Visitors will be asked to respect any floor markings or other instructions relating to social distancing or hygiene requirements.
- Visiting groups must be kept small with a maximum of 6 people; this includes the Rishworth staff member and the visiting group. For school tours, the group should consist of the staff member, the prospective student and no more than 2 parents or guardians.
- All staff and visitors must maintain social distancing (currently 2m) at all times with people not within their household.
- Rishworth School is participating in the Track and Trace programme. As such, we ask all visitors to provide us with their mobile number. If any visitor to the School develops symptoms of COVID-19 within 14 days of their visit, they must inform the School. Equally, the School will contact visitors if any staff they came in contact with during their visit develops symptoms within 14 days of that visit.
- We ask all visitors to respect the current Government Covid-19 guidance including the 'Hands, Face, Space' campaign.

SECURITY

- All visitors and contractors coming in to the School must immediately report to the designated reception area appropriate to either site and sign in.
- You will be issued with a visitor's badge that must be visibly worn at all times.
- You may be expected to produce photographic identification and a copy of your DBS certificate (where appropriate).
- Your host will indicate which bathroom facilities are suitable for visitor use.
- Please assist in maintaining security by staying with your host at all times.
- All visitors should sign out at the designated reception area appropriate to either site and return their visitor badge. On signing out please immediately move to exit the School site.
- Regular visitors to the School will need to sign in and out on each visit.
- Vehicles are brought onto site at the owner's risk.

FIRE & EVACUATION

- Your host will explain what to do in the event of emergencies and fire alarms.
- The fire alarm is a continuous loud sound indicating that you must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by staff.
- Do not take personal risks and re-enter the building until told it is safe to do so.

FIRST AID

- If you need first aid or feel unwell, please let your host know, go to the designated reception area appropriate to either site or telephone the receptionist (ext. 201 or 01422 822217).

HEALTH & SAFETY

- Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.
- As a visitor to our school, it is essential that you follow any health and safety guidelines that may apply. By doing so you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Appendix 2

Recruitment and Vetting Risk Assessment

FOR STAFF PENDING DBS CLEARANCE

This risk assessment should be used in the interim when awaiting DBS Disclosure Clearance receipt from ADL and **must be reviewed every two weeks** until clearance has been received. The assessment must be completed by the Deputy Head / Head / Bursar before the employee commences employment. The most important consideration is whether the individual will have substantial unsupervised access to children and/or the regularity of the access. However, consideration must also be given to the possibility that the arrangement might change in nature over time.

Name Mr, Mrs, Miss, Ms etc <i>(Delete as applicable)</i>	<u>Full name</u>	<u>Any previous names</u>	
Date of Birth			
Position			
Barred List Check	<u>Checked by</u>	<u>Date clearance received</u>	
Start Date			
Arrangements to be discussed with the individual	Yes/No	Comments	
Name of a supervisor appointed			
Unscheduled visits will be made by a senior member of staff			
Doors should be kept open			
The line of sight from outside the room should not be obscured by blinds or otherwise			
Avoidance of potentially compromising situations			
Requirement to report any concerns or problems immediately to the appointed supervisor			

Is the place of work (teaching room / sports hall etc) suitable? Consider alternatives or controls		
Level of unsupervised contact with pupils – consider time / level of supervision / type of work		
Pupils – are there any issues relating to the pupils the individual would work with which increase the risk of a Child Protection problem?		
Other considerations		
Assessment conducted by	<u>Name</u>	<u>Date</u>
To be completed by the Deputy Head / Head of Heathfield / Bursar		

DATE CLEARED DBS RECEIVED	SIGNED <i>(Head / Deputy Head / Bursar)</i>	DATE

Appendix 3 – Contractor Code of Practice

CONTRACTOR CODE OF PRACTICE

The following information and instruction applies to all contracted workers on Rishworth School premises. In the interests of health and safety, contractors must agree to be bound by and adhere to, the safety rules and instructions itemised. All main contractors must be able to demonstrate a level of competence to engage the work commissioned to do. This applies to all levels of a contractors' immediate workforce being suitably competent for the specific management role, supervisory role or trade skill that they are required to undertake. Competence will be determined by;

The Company

- Membership of accredited professional bodies for their specialist field.
- References from medium or large organisations where similar work has been undertaken.
- Detailed generic health and safety policy including risk assessment.
- Production of a method statement prior to commencement of work.
- Satisfactory method of recording accidents and satisfactory levels of injury statistics.
- Declaration of any past health and safety related infringements or claimed infringements that involved any enforcement body.
- No outstanding health and safety related prosecutions or investigations by any enforcement body.
- Declaration of any health and safety civil action past or pending taken against the organisation.

Manager / Supervisor competence

- Academic qualifications suitable to the role or function within the organisation.
- Relevant experience in a manager/supervisory role.
- Ongoing demonstration of management control and health and safety compliance.
- Ongoing demonstration of organisation and control of sub-contractors and their health and safety compliance.
- **Sub-contractors competence**
- Evidence of qualifications through approved bodies in trades regulated by safety legislation.
- Ongoing demonstration of compliance with method statements, safety legislation and site rules.

General Site Safety

All contractors

- Must report to reception or Maintenance office to sign in at the start of each day.
- Must sign out at reception or Maintenance office at the end of each day.
- Visitor badges must be worn at all times.
- Contractors must not enter any buildings or use any other facilities than those specified for access or use.
- Unauthorised use of cameras including mobile phone cameras is strictly forbidden.

- Any contact, social or otherwise, with any school pupil is strictly forbidden.

Sub-contractors

- Must be introduced to the Property Services Manager before commencing employment.
- Must comply with the requirements of this safety document at all times.

Safeguarding Children and Young People'

Guidance for Engaging Contractors on Rishworth and Heathfield School sites

Categories of contractor;

- Deliveries
- Routine services
- Emergency work
- Planned maintenance

Deliveries

Deliveries for the attention of the maintenance department will only be delivered to Rishworth school site, and to one of two specific locations.

1. Main reception
2. Works department

Deliveries to main reception – this ensures that the delivery staff do not enter the main school site before contact with reception staff. If the delivery is required to be deposited in a location other than the school reception, a member of the maintenance department staff will be contacted to escort the delivery to the required location and then ensure that the delivery staff leave site.

Deliveries to the works department – this ensures that delivery staff are engaged by maintenance staff before they enter the main school site. The procedure from this point is the same as main reception deliveries.

Routine Services

As far as is possible all routine service visits are carried out during holiday periods where pupils are not on the school site. On occasions where the service visit is unavoidably in term time, the service engineer is under the supervision of the Property Services Manager. The level of required supervision will be risk assessed on a case by case basis and will depend on;

1. The nature of the work
2. The duration of the work
3. The locations requiring access
4. The time of day
5. Use of DBS cleared contractors

Emergency Work

Emergency attendance on site by contractors that do not have a current DBS clearance with Rishworth School will always be accompanied by a member of the maintenance staff and required to wear a visitor badge.

Emergency attendance by DBS cleared contractors will always be accompanied in boarding facilities.

Where work is to be carried out in any washroom facility;

1. The location is confirmed clear by a member of school staff
2. Clear signs and barriers are erected to prevent access
3. Teaching staff are informed to enable them to instruct pupils accordingly

Planned maintenance

Where maintenance is carried out within term time, preference is given to contractors who hold current DBS clearance. Where this is not possible the contractor is subject to the supervisory arrangements detailed in the routine servicing section.

All contractors

1. Are instructed not to engage in casual conversation with pupils.
2. Are not allowed to use washroom facilities that are available to pupils.
3. Are to remain within specific work areas (in addition to the direct route between the maintenance department or their works vehicle).
4. Are instructed in what is considered to be appropriate behaviour.
5. Are expected to wear a visitor badge and/or, a hi-visibility vest.
6. Must not commence work or leave the site at the completion of the work until they have made contact with the Services Manager.

Fire

Rishworth School buildings have been risk assessed and are safe for use as intended.

Contractors must;

- Ensure all exits are kept clear at all times.
- Not allow build up of combustible material.
- Adhere to the whole site NO SMOKING policy.
- Be familiar with action to take in the event of discovering a fire.
- Be familiar with action to take on hearing an alarm.
- Always adhere to the actions listed above.
- Not misuse or abuse anything provided in the interest of safety.
- Ensure that smoke detection equipment is active and fit for purpose.
- Ensure that fire warning systems are active and fit for purpose.
- Suitably assess all work which use or could generate heat, spark or flame or otherwise increase any risk of fire or affect action taken in the event of evacuation.
- Ensure that any periodic shut down of fire detection and warning systems is formally approved through the Property Services Manager.

Smoking

Rishworth School operates a NO SMOKING policy. No smoking includes;

- Smoking material being evident i.e. on display whether lit or not.
- Smoke being expelled across school property.
- Waste products of smoking being deposited on school property.
- Gathering at the main entrances and exits to the school.
- This applies to the entire school boundary regardless of the time of day, school or holiday period.

Hot work

- Unauthorised hot work is not permitted on Rishworth School property.
- Hot work includes any work activity that involves the introduction of a direct or indirect heat source or naked flame.
- Authorisation can only be given by the Property Services Manager and must be obtained before commencing any hot work on each day of that work.
- Hot work permits will be issued in every instance and the instructions of the permit strictly adhered to.

Dust

- It is the responsibility of the contractor to control the risks related to the spread and volume of airborne dust created by the work so that it cannot affect, even at nuisance level, any other persons.
- Smoke detection equipment must not be tampered with, switched off or covered up in an attempt to prevent activation by dust, without authorisation.
- Authorisation can only be given by the Property Services Manager and must be obtained before commencing dust-creating work on each day of that work.

Electricity

- All work on electrical circuits must be carried out by a fully qualified electrician, specified by the main contractor and introduced to the Property Services Manager prior to commencement of work.
- Electricians will be expected to be able to produce proof of qualification and approved status at any time throughout the contract.
- Work carried out will be conducted compliant to regulatory standards at all times.
- Information and detail regarding the new installation must be presented to Rishworth School on completion.
- Electricity circuits must be made safe at the end of each working day so as not to present a risk of fire or shock.
- Temporary circuits set up to provide light and power for contractor activities must be safe so as not to present a risk to visitors to the worksite.

Gas / Electric /Water

- All relevant contracted workers must be aware of the location and access to, relevant emergency shut off points for gas, water and electricity services local to the buildings that they are working in.

Disposal of Waste

- Debris and waste materials from demolition and scrap must be removed from site in an appropriate and approved manner.
- Waste skips must always be sited in areas designated by the Property Services Manager. Waste that is not immediately removed from site must be stored in a manner that will not cause discomfort or injury to third parties working or passing by in the vicinity. Burning of waste material is not permitted on the school site.

Tools

- Due to the legal liabilities connected with this action, no tools or equipment will be provided by Rishworth School for use by contractors. This will include such items as ladders and extension leads.

Signage

- The main contractor will at all times be responsible for the safety of the worksite and his staff or sub-contractors.
- Appropriate warning and mandatory action signs are the responsibility of the contractor.

Transportation and Siting of equipment

- Any movement or siting of any material or tools associated with the work must not present any risk of harm to any person who may be affected.

Security

- School site security must be maintained at all times.
- Door and alarm codes must not be issued.
- Any keys issued must not leave the site.
- Doors and windows must be locked shut before leaving the site.
- Intruder alarm systems must be active on leaving the site.
- Work outside of normal hours will be by agreement in advance.

Vehicles

- Drivers must observe the 5 mph speed limit at all times.
- Care must be taken in particular when reversing and reverse alarms or manual guides must be used for all reverse manoeuvres.

Methods

- All construction, demolition and installation methods must meet with the minimum safety standards and approved specifications, where applicable, lay down by the local authority.

Method statement

- Method statements must be presented to the Property Services Manager, prior to the commencement of work, in sufficient detail as to enable suitable risk assessment of each process or stage of the development. Contractors must display competence by showing that all risk has been eliminated or reduced to the lowest reasonably practicable level whilst providing working methods that can and will be adhered to in practice.

Discovery of suspect materials

Every effort has been made by Rishworth School under the duty to manage, to identify and make safe asbestos containing materials located within the fabric of the buildings. Areas listed as unknown for reasons of access will be identified to contractors. Any work likely to cause disruption of structural materials should proceed with care, until the absence of asbestos containing material is determined. If materials are discovered during any phase of the project that the contractor is unsure as to the health and safety risks posed, or the safe content of, the following procedure will apply;

- Stop work immediately.
- Prevent other contractors from commencing work.
- Contact the Property Services Manager.
- Follow the Property Services Manager instructions.

Communication

- Regular contact with the Facilities Manager is expected, in particular at each new phase of the project. Mr Martin Tynan (Facilities Manager) 07715 253840.

Ownership of work site

- From the agreed date of project commencement, the work area will be defined. This area will be under full control and health and safety responsibility of the main contractor at all times until the project is formally completed.
- The main contractor has full authority to prevent access to the site by any person not directly related to the project.

Access

- Keys for access to required areas, including electrical isolation room, and alarm codes will be supplied to the on-site supervisor on the day of project commencement.

Facilities

- Where possible washing and toilet facilities will be provided for contractor use. These facilities will be specified on commencement of the project.

Completion

- Project completion must be on or prior to the agreed completion date and subject to mutually agreed time penalties.
- Project will only be deemed as complete when:
 - a) All spoil and debris is cleared from the school site.
 - b) When all snagging works are completed to the full satisfaction of the Property Services Manager.

Contacts:

School 01422 822 217

Out of hours contacts in priority order:

1. Facilities Manager (Mr Martin Tynan) 07715 253840

2. Bursar (Mrs C Walsh)

07741 911174

Start and Finish times:

Mon to Fri: 07.30 to 16.30

All contractors must leave the school site before the Property Services Manager or his representative. Essential works that need to be continued outside of normal working hours or weekends must be pre-arranged and agreed through the Property Services Manager.

I have read and understood the information regarding safeguarding of children and the contractor code of conduct and agree to the conditions detailed above.

Contractors Name: _____ **Sign** _____

Date _____

Sub Contractor _____ **Sign** _____

Date _____

Appendix 4 –

Supervision of Students: School Duties (Rishworth)

The duties listed below are to allow Rishworth Staff to fulfil our statutory requirement to ensure the proper supervision of students. The scope and number of duties may change from time to time, depending on the steps required to ensure that there is proper supervision of students. This appendix should be read in conjunction with the Supervision Policy.

Duties take priority to all other commitments (unless a duty swap is made), please do not double book yourself at this time. Staff should be clearly visible in their allocated areas for the full duration of the duty.

Staff are able, for convenience sake, to swap duties with each other, although all changes must be amended on the relevant rota on the CRNB.

The whole-school procedures on staff absences should always be followed so that alternative arrangements can be made without delay when a member of staff is absent owing to illness or for some other reason.

Whilst on duty staff should be vigilant for any damage or danger around the site check and report via TopDesk.

Staff should feel comfortable to challenge any behaviour which does not comply with the School 'Safeguarding Policy & Child Protection Procedures'; 'Promoting Good Behaviour, Discipline & Sanctions Policy' or breaches the 'Anti-Bullying Policy', and apply the school sanctions where necessary.

Protocol for use of House Areas:

All students in the House should adhere to current Covid-19 regulation. Staff have the authority to say the space is 'full' if all students are trying to engage in just a few activities. Where the number of students wanting to use the space exceeds capacity staff can ask all students to reline up to come in after 15 minutes.

House Areas must be locked when not scheduled to be open and when a member of staff is not present.

Morning duty (8.00 – 8.30am)

The member of staff should supervise students arriving on school site, they should be mindful that there are multiple entrance points to the school, so should rotate between the School drive, the entrance leading up from the bus stops, as well as the entrance beside the Music School. Staff should rotate between these points.

In the event of inclement weather the staff member should be prepared to open the House Areas and keep an eye on these. SLT are on hand should support be needed to open additional House Areas.

Break duties - Morning 10.00 – 10.30am

This is undertaken by four members of staff at any given time. If at any time your allocated space is empty support should be offered to those where higher numbers of students are at play (usually tennis courts or house areas)

Duty staff 1. The member of staff should do a visible lap, of the car park, path to the Music School, oversight of tennis courts, up the path towards DT and should check the outside toilets (of their gender) at least once during the break. This loop can be made in any direction. In inclement weather the member of staff may open the Assembly Hall where they have suitable support from Prefects to do so.

Duty staff 2. The member of staff should go straight to Joiner House, open the House area and supervise Y7 & 8 students in it.

Duty staff 3. The member of staff should go straight to Blackstone House, open the House area and supervise Y9 & 10 students in it.

Duty staff 4. The member of staff should go straight to the Social Area/Bar, open the House area and supervise Y11+ students in it. The member of staff should ensure access to the tuckshop is only by those in Year 11 and above and that there is an orderly queue.

Lunch Duty 12.30pm – 1.00pm or 1.00pm -1.30pm

This is undertaken by four members of staff at any given time.

Duty staff 1. The member of staff should do a visible lap, of the car park, path to the Music School, oversight of tennis courts, up the path towards DT and should check the outside toilets (of their gender) at least once during the break. This loop can be made in any direction. In inclement weather the member of staff may open the Assembly Hall where they have suitable support from Prefects to do so.

Duty staff 2. The member of staff should go straight to Joiner or Blackstone House (check the daily opening schedule, only 1 is open at a time at lunchtime), open the House area and supervise students in it. If the weather is inclement, staff can open the additional House Area where they have support supervising from the Prefect Team.

Duty staff 3. The member of staff should go straight to the Social Area/Bar, open the House area and supervise Y11+ students in it. The member of staff should ensure access to the tuckshop is only by those in Year 11 and above and that there is an orderly queue.

Duty staff 4. The member of staff should oversee the lunch queue, whilst keeping an eye on the car park and periodically checking behind the science labs, the quad and the steps up to boarding. This member of staff should check the outside toilets (of their gender) and male staff should also check the toilets beside the PAC at least once during the break. In the case of inclement weather students can line up using the corridor to the library and/or the English/maths corridor.

Bus duties (4.30 – last bus leaves)

This is undertaken by one member of staff at any given time.

The member of staff should promptly get to the bus bay at the front of school as close to 4.30pm as their timetable allows. They should ensure all students boarding buses are adhering to the up to date Covid-19 regulations. Staff should get on each bus and ensure all students are properly and safely seated before the bus leaves.

If a bus is delayed briefly then students should stand close to the wall. If there is a serious delay to the bus arrival (i.e. after 4.45pm), the students should be escorted to wait in the library and the SLT informed immediately (staff should call from the Library phone). The member of staff should expect to remain in support until the bus arrives or until such time that student numbers fall below 20 in the library.

Saturday Duty (10.30am until 4.30pm)

This is undertaken by one member of visiting day staff and one boarding member of staff at any given time.

Visiting staff are welcome to join the boarders for breakfast 10-10.30am in the dining room.

The visiting day staff and resident staff member should meet in the library at 10.30am

The visiting day staff will then supervise and assist students with Prep in the Library until 12pm. House staff will supervise students completing Prep in their personal study rooms.

Lunch will be available in the dining room 12-12.30pm (if there are any special dietary requests these should be communicated to the kitchen at least 48 hours before the duty.

12.30-4.30pm Visiting staff should expect to run an activity for the Junior Boarders during this session. Visiting Staff are responsible for arranging and communicating this activity with the Head of Boarding for approval prior to the session. Staff should come dressed and prepared as appropriate.

NB feel free to discuss the Junior Boarders preferences with the Head of Boarding with sufficient time to complete risk assessments. Staff who can drive the minibus or are business insured on their personal vehicle may take students off site, following the completion and approval of a risk assessment

At the end of the duty the staff member should return to the library to pass on any relevant information or update from the day to the boarding staff member on duty.

Sunday Duty (11.00am until 5pm)

This is undertaken by two members of visiting day staff and one boarding member of staff at any given time.

Visiting staff are welcome to join the boarders for brunch 10.30-11am in the dining room. Lunch is not provided on a Sunday.

The visiting day staff and resident staff member should meet in the library at 11am to finalise logistics, share up to date registers and agree contact arrangements for the day. Staff should expect to run an activity during the session (pre-arranged with the resident house staff) and should come dressed and prepared as appropriate.

At the end of the duty the staff member should return to the library to pass on the register and any relevant information or update from the day to the boarding staff member on duty.

NB – At times some of the Sunday excursions may require an early/prompt departure time or a slightly later return time. Where this is to be the case, staff will always be informed with sufficient notice.