

SUPERVISION OF STUDENTS

1. Policy Statement

Sir William Perkins's School seeks to ensure that staffing levels enable good supervision of students at all times, including supervision during breaks and afternoon activities. These supervision levels are sufficient to ensure that students are safe, that the school is reasonably orderly and that emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected students.

It is accepted that the School has a duty of care towards its students and this involves, amongst other things, staff with suitable training or experience supervising students, including those taking part in off-site activities.

Staff are fully conversant with the school rules and a concerted effort is made to maintain high standards of discipline and behaviour throughout the School.

Sixth formers are sometimes assigned to help members of staff on duty and they are dependent on the staff to give them clear guidelines if they are to perform their duties effectively and efficiently. These students will always be supported by the member of staff who is coordinating the activity or on duty with them.

This policy should be read in conjunction with the following school documents:

- Good Behaviour Policy
- Educational Visits Policy
- Safeguarding and Child Protection
- Fire Risk (Prevention) policy and procedure
- Emergency Procedures out of school hours

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK equality Act (2010). Further details are available in the school's Equal Opportunities policy.

2. Supervision of students before the start of the school day

The school grounds are open from 7:00am Monday – Friday and the school buildings will be open to students from 7:15am Monday - Friday. The school opens at 7.00am and students are allowed to arrive from this time. The library opens at 8.00am.

Years 7 - 10

Students who are not involved in a separately supervised before school activity and who are arriving between 7:15am and 7:50am should enter through the Atrium and stay there until 7:50am when they may move to Tutor bases. Students are supervised by a member of staff in the Atrium until 7.50am.

Years 11 - 13

Students who are not involved in a separately supervised before school activity and who are arriving between 7:15am and 7:50am should go to their common room.

If the emergency alarm sounds, students will make their way to the muster area and staff who are on site will supervise them.

3. School Duties:

3.1 Break Duty: 9.55 - 10.15 am

A. Patrol

Staff will patrol all areas of the School, including the corridors, classrooms, cloakrooms, dining room and Atrium, toilets to ensure that students are safe and well behaved.

During the examinations, for the benefit of the candidates, it is important to ensure that silence is observed in those areas being used for examinations. (Additional signs will be in place to reinforce this message in the immediate location.)

B. Dining Hall

Students may gather in the Dining Hall to purchase tuck during break. A member of staff is on duty to monitor that students queue in an orderly manner. Years 11 to 13 may purchase goods from the Atrium Café during break.

3.2. Lunch Duty: 12.25 - 1.40 pm

A. Lunch Queue 12.25pm to 1.00pm, 1.00pm to 1.35pm

Sixth Form may enter lunch during period 6, if they are free. 6th Form can eat lunch in the Atrium

Year 7: From 12.25 if arriving from a double lesson and 12.30 if a single lesson
Years 8: From 12.45
Year 9: From 13.00
Years 10 & 11: From 13.05

Staff on duty will:

- Obtain the lunch list from Reception. This indicates who is authorised to have 'Priority Lunch' by staff leading clubs or activities
- Ensure that students queue in an orderly fashion in accordance with the lunch rota. There are two queues. Students are kept in lines next to the walls so they do not obstruct the corridors
- Check lunch passes. Students who have forgotten or lost their lunch pass must go to reception to acquire a new or temporary pass
- Ensure students with packed lunches enter the Dining Hall via separate entrances.

B. Dining Hall: 12.25pm to 1.00pm, 1.00pm to 1.35pm

Staff will supervise students in the Dining Hall. Both hot and cold lunch students may sit anywhere, but they must clear their table, scrape plates and stash cutlery before they stack their tray in the trolleys and leave the Dining Hall. They must also clear up any spills or ask for help from the catering staff to do so.

C. Patrol: 12.35pm to 1.05pm, 1.05pm to 1.35pm

Staff will patrol all areas of the School, both inside and out. The cloakrooms and form rooms will be checked. There should be no eating in the Form Rooms. When examinations are in progress, silence is maintained at all times in the vicinity of the examination rooms. Staff will check classrooms, cloakrooms and other school buildings and send students in years 7 - 9 outside in fine weather.

4. Supervision of students after the end of the school day

After 3.50pm all students present on the school site must be registered in an activity (After School Prep, IT or a club).

Years 7 - 11

When prep / after school co-curricular clubs finish at 4:50pm, students staying late should go to the Library for late prep until 5:30pm. Any students staying beyond this time should wait in the student entrance to be collected by 6:00pm when the school closes.

Years 12 - 13

Students in the Sixth Form may stay in school in the Sixth Form Centre until 6:00pm when the school closes.

4.1 Supervised Prep /Activities (After School: 3.30 - 4.50 pm)

Refreshments may be served in the Dining Hall during a short break (3.30pm to 3.45pm). Prep takes place in the Dining Hall for years 7 - 10 and in the library for year 11. It is supervised by a member of teaching staff and the After-School Library Supervisor.

After 3.50pm all students present on the school site must be registered in an activity (After School Prep, IT or a club). Registers can be done on paper or electronically on SOCS.

In case of a fire the member of staff supervising the activity will escort the students out of the building to the muster point and the students will remain with the member of staff who is supervising them.

Electronic activity registers or paper registers should be checked to ensure all students are present once in the muster area.

The library is also available for Prep on Friday from 3pm to 4.50pm and is supervised by the After-School Library Supervisor. The library is open for any student to borrow resources during Prep time with the express permission of the member of staff on duty.

NB: These timings are subject to change during examination periods, concerts etc.

4.2 Supervision of Students after 4.50pm

After 4.50pm the majority of students will leave the school site and go home on one of the designated school coaches. However, students are permitted to stay at school and go to the library until 5.30pm where they are supervised by the After-School Library Supervisor.

Students who are still on site after the library shuts at 5.30pm wait in the Student Entrance. The After-School Library Supervisor is on duty until the building closes at 6.00pm. They check the Student Entrance during this period and ensure that students are being collected or are able to travel home safely before the building is closed at 6.00pm. If necessary, they will contact home and in agreement with the parents/carers will organize one of our approved taxi companies to take the student home or to a family member's house. The After-School Library Supervisor will stay with student(s) until they are collected. On no account should students wait on the road outside the school gates or in the Recreation Ground adjacent to the school.

A member of the SLT or ELT will either be present on site or contactable by telephone should a member of staff need them need support or advice.

4.3 Supervision of Students on Educational Visits.

Details of our supervision of student on Educational Visits can be found in the Educational Visits Policy.

5. Monitoring and Review

The Governing Body are ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This document reviewed and updated annually by the Deputy Head (Pastoral) or as events or legislation requires.

Next Scheduled Review: Dec 2025 Last reviewed : Dec 2024	
Key updates in this version	<ul style="list-style-type: none">• Updates to duties to reflect current practice