

**Woodbridge School  
(Senior School only)  
Pupil Supervision Policy**

**Introduction**

This policy sets out our approach to the supervision of pupils by staff throughout the senior school. Boarders have additional arrangements for their supervision outside the normal school day which are set out in the Boarders' Rules and Information Booklet.

This policy should be read in conjunction with the following policies or procedures:

- Duty arrangements; Boarding; Senior School
- Educational Visits (including EYFS)
- Minibus
- Missing Pupils.
- Risk Management/Assessment
- Safeguarding (including Child Protection and EYFS)
- Security
- Health and Safety: Pupil Access to Risky Areas and Visitors and Strangers on Site

**Pupils' Arrival**

Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours.

**Senior School**

On weekdays, Year rooms, Sixth Form Centre, the changing rooms, and, from 8am, the Tuckwell Room are open to pupils before Registration at 8.40am when supervision begins.

Breakfast is available to day pupils by prior arrangement with the School Office.

No members of staff are on duty to supervise pupils before registration, however staff are on site 24 hours a day (boarding staff), with Marryott House staffed no later than 8am on weekdays in term time.

Duty times at Senior School are set out in the **"Supervision of Pupils -Staff Duties"** document.

**Years 12 and 13**

As set out in the School Rules, pupils from Years 12 and 13 may leave the premises at lunch-time after they have taken school lunch, as long as they have no school commitments and return by 2.15pm in time for registration and afternoon lessons. Pupils from other year groups are expected to remain on site throughout the school day.

**Registration**

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason, as set out in the relevant school **"Information Booklets"**. The school will always contact the parent if a child fails to arrive at school without an explanation. The senior school and the Boarding House have detailed attendance procedures in place and a whole school attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

## **Break Times**

### **Senior School**

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties as set out in the **“Supervision of Pupils - Staff Duties”** document.

### **After school**

#### **Senior School**

Staff are on duty to supervise until 5.15pm until buses depart.

There is no formal supervision of the site for day pupils after 5.15pm and pupils will be expected to leave the site, other than those participating in clubs and activities (see below) or attending the Science Lecture Theatre or CoRE for supervised study.

Staff are on duty in the boarding house in the evenings and at weekends and pupils are able to call on a member of staff at any time if necessary.

One member of the Senior Leadership Team is on duty each day from 8am to 6pm to be the first port of call to field emergencies as they might arise.

### **Clubs and Activities**

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled pupils are informed as early as possible so that pupils can make alternative arrangements and parents are not inconvenienced.

The policy: **“Educational Visits (including EYFS)”** provides detailed requirements and guidance with regard to supervision of pupils on all off site trips.

#### **Senior School**

All staff overseeing after school clubs or activities provide a contact number to the School Office.

Members of the PE Department supervise pupils on both home and away matches. See the policy: **“Sport, Societies and Out of School Activities”**

Separate arrangements will be made for supervision during play/concert rehearsals or similar events.

### **Medical Support**

There is a qualified nurse on duty in the Medical Centre 8.00am to 4.15pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on the intranet and in first aid notices that are displayed around the school.

First aid boxes are in all potentially high risk areas, as well as in each School Offices. (The School Nurse regularly checks and replenishes the first aid boxes).

### **Supervision whilst travelling to and from school**

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

Arrangements for ensuring safety and appropriate supervision of pupils travelling on school minibuses to/from school is covered in the appropriate policy.

A member of staff is always on duty to supervise when the school buses depart.

### **Special Events**

All events held off site must have their own risk assessment in accordance with the policy: "**Educational Visits (including EYFS).**"

### **Supervision during educational visits**

The arrangements for the supervision of pupils, including enhanced supervisory arrangements for EYFS children, during educational visits and trips out of schools are described in our policy: "**Educational Visits (including EYFS).**"

### **Remote supervision and use of mobile phones whilst supervising**

Members of staff supervising pupils from a remote situation are advised to use a school mobile and exchange mobile numbers with the pupils. Safeguarding good practice dictates that such pupil numbers are to be deleted from the mobile after the event.

Staff supervising children, especially EYFS, must ensure the use of a mobile phone does not detract from the quality of supervision and care of children. More information about appropriate staff use of mobile phones is in the policy: "**Safeguarding (including Child Protection)**".

### **Supervision of other pupils**

Where senior pupils (usually school prefects, or prefects with specific responsibilities, such as drama, ICT, music) have quasi-supervisory responsibility for younger pupils, a member of staff will always be readily available and in overall charge.

### **Security and unsupervised access by pupils**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, the theatre, CCF store etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

More information about unsupervised access by pupils across the whole school is set out in a range of health and safety policies, including policies: "**Pupil Access to Risky Areas**", "**Hazardous substances**" and "**Security**".

### **Staff induction**

All new members of the teaching staff receive a thorough induction which includes the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times in the relevant school "duty arrangements" document.

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