



TRRS SUPERVISION POLICY

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INTRODUCTION

The Roman Ridge School has specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The school is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The Teacher has a duty of care to the children, which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Principal and Management have certain responsibilities.

These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers 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 breaks) when pupils are present on the school campus 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.

During their time in school, staff are required to exercise reasonable care to see that all pupils are kept safe. Though staff seek to provide constant supervision over every pupil, we recognise that accidents may happen and pupils will occasionally abscond, even in the best regulated school. However, The Roman Ridge School demonstrates:

- Regard for the ages and capabilities of our pupils.
- A systematic approach to safety in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and these rules are known to all pupils. Pupils are made aware of these rules during Circle Time/Form Tutor periods and are regularly cross referenced in assemblies and classroom discussions.
- Staff are aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and that staff are appropriately trained.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.
- Where there has been an accident/incident which had not been foreseen, the risk of a repetition is considered.

The safety of our pupils is paramount at The Roman Ridge School. They are supervised throughout the day (before school, break times, lunch times, after school, during all events and activities, at drop off and collection after school) by TRRS staff. We expect all children to have good behaviour at all times, staff will observe and report any pastoral issues and oversee general play.

Aims:

- To keep pupils safe
- To ensure good behaviour around the school is maintained
- To observe individual pupils and pick up any pastoral care issues
- To ensure all pupils are made aware of the boundaries and rules for play

Effective Supervision requires staff to:

- Be punctual
- Be constantly moving around the designated duty area
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
- Communicate concerns to other staff at the point of handover and to Form Tutors, Principal Teachers or Sectional Head as appropriate
- Communicate details of any serious incident to Management immediately
- Avoid phone calls or lengthy discussions with colleagues which prevent proper supervision of pupils
- Never leave an area or group of children unsupervised. If the handover person does not arrive send a pupil to tell a Principal Teacher or Management

The Supervision Policy should be used in conjunction with the following school policies:
Child Protection & Safeguarding Policy
Health and Safety Policy
Educational Trips and Visits Policy and Procedures

SAFEGUARDING MEASURES

With this guidance in mind, The Roman Ridge School has the following measures in place to safeguard its students:

- The school gates are opened at 7:00am for pupils. Parents are requested not to drop their children at school before this time. However, those who do are permitted to wait at Security until 7:00am. At 7:00am, pupils are escorted to the designated waiting area by members of staff on duty.
- By 7:30am, Form Tutors will pick up their class to proceed to their classroom for registration. Pupils who arrive late (after 8:00am) are registered at the Front Gate. Any pupils who arrive after 8.30am must proceed to the Main Office for very late registration. The Main Office will place calls to parents of those arriving after 8:30am, if the school has not received prior notification of a pupil's late arrival.
- Register is taken in the mornings before lessons begin by the Class Teacher/Form Tutor and again in the afternoons before Prep period. This information is collated on iSAMs.
- Students are not allowed to leave school premises without prior permission from their parent/guardian, and Sectional Head. Even Sixth Form students are expected to complete full days in school and may not leave the school campus without parental consent and permission from the Head of Senior School.

- When students are not in regular timetabled lessons during the teaching day, i.e. excluding breaks and lunchtime, they may be scheduled for individual study periods in the Library or to receive learning support under the care of a Teacher or Teaching Assistant. Sixth Form students are permitted to use the Study Rooms during these periods.
- Lessons are rarely cancelled. If a member of staff is absent for any reason, the lesson is normally covered by another teacher, normally from the same department. Lessons may only be moved with the permission of Sectional Head and arrangements must be made for students to be supervised.
- Similarly if a student has to be sent home unwell, they will not be allowed to leave the school premises until their parent/guardian is aware of the situation. In the unlikely event of a student needing to be taken to hospital in an emergency, the Nurse or a member of staff will accompany the student until the parent/guardian arrive and assume responsibility.
- If there are any changes to the student's normal timetable (i.e. special event) the school liaises with the parents/ guardian with the amended details.
- If a student is unwell and unable to attend school, or cannot attend for any other reason, parents are to inform the school in the morning of any absence. If a child is absent without explanation, the Main Office will contact their parents.
- Pupils are closely supervised by members of staff when they are in the IT lab and have access to the internet. Every machine has a unique domain login that restricts access to inappropriate sites and tracks usage. Staff are not permitted to use the IT labs when classes are in session. Pupils are not permitted to bring mobile phones to school. School iPads assigned to pupils do not have access to internet on-site.
- Outside of lessons, pupils are closely supervised during snack, lunch, transition periods and during activities, by members of staff on duty. These duties are scheduled and circulated to all staff termly.
- School closes at 4pm, though Reception and Class 1 pupils may leave at 3pm. Students registered for After-School activities assemble for dispatch at 4pm. Form Tutors manage the dispatch of students going home from their classrooms using the Direct Pick-Up platform. Staff are on duty at key vantage points to supervise the safe movement of dispatched pupils to the Front Gate.
- At 4:15, Form Tutors escort any remaining students to late pick-up points and handover to staff on duty. At 5:15pm, staff on escort all pupils remaining on-site to the very late pick-up points for supervision by Security. When Management is leaving campus, we will assess the children remaining at the gate with Security and arrange for any necessary follow-up calls. Security provides updates to Management/Admin (via our MS Teams platform) to confirm when remaining

students have been picked up. The Principal is notified in the event any child remains on-site past 7pm or the school is unable to reach the parent/emergency contact.

SCHOOL VISITS

When children are taken from school on organised visits the same duty of care arising from being in *loco parentis* exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the children at the end of the visit.

Staff should use the guidance in the Staff Handbook and Educational Visits Policy, for organising off-site school visits. Agreement and signing by the Principal ensures that all visits are fully risk assessed.

Only the school's own buses and drivers or school approved transport will be used to transport students. Children will not be permitted to be transported by other parents or by teachers using their own vehicles to school activities.

STAFF DUTIES SUPERVISING PUPILS

There are staff duty rotas for supervision during snack and lunch breaks, to ensure as far as possible that there is a visible staff presence around the campus during these times and that there is some extra support and supervision for the students as necessary. These rotas are placed in the staffrooms and published to all staff at the start of each term.

PASTORAL NOTES

Should any incidents occur, staff are to inform their Sectional Head and complete a pastoral note. Pastoral notes assist the Sectional Head to take necessary action, communicate with relevant stakeholders, record the incident in their logs and file as appropriate.

PRESENCE OF MANAGEMENT & PRINCIPAL TEACHERS

In the mornings before lessons begin and at the end of the day as pupils leave campus, at least one member of Management and/or Principal Teacher is present at the Front Gate. During snack/lunch breaks, Activities period, and normally during each transition periods between classes, members of school management and/or Principal Teachers are visible and circulating to provide additional support and supervision.

NEGLIGENCE

If a claim for negligence is brought against the school 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 pupil 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 pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However if anything happened to a pupil, 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.

All of the above mentioned duties are reviewed on an ongoing basis.