

COGNITA



AKELEY WOOD
SCHOOL

Pupil Supervision Policy

September 2018

Pupil Supervision Policy

1 Introduction

- 1.1 Akeley Wood Senior School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or when on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
Years 7 & 8	8.30am – 3.50pm
Years 9 - 13	8.30am – 4pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they must not enter their form rooms. They must only enter classrooms after 8.30am when a teacher is present. Sixth Form students may use the Common Rooms upon arrival.
- 3.2 Before school, the following supervision arrangements are in place: Students in year groups 7 & 8 may wait in the entrance hall of Tile House Mansion. However, parents who drop their children off at THM are asked in the THM Information Booklet not to leave their children before 8.30am unless a member of staff is present. At 8.30am they will be dismissed from the Hall to go upstairs to tutor rooms. Sixth Form students may use the common rooms upon arrival from 8.15.
- 3.3 For pupils arriving by bus, students will alight school busses in the bus park at Akeley Wood House supervised by the transport manager and one member of duty staff. At Tile House Mansion, pupils alight from school buses in the stable courtyard and enter through the side door of the building.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place;

Students in years 7 – 11 are not permitted to remain in classrooms unless as part of a supervised activity. Students will utilise the grounds during break time, only entering the buildings to use the toilet. At Akeley Wood House students are supervised by duty members of staff, in addition to a member of SLT. At Tile House Mansion students are supervised by two duty members of staff. In the event of a Wet/cold Break or adverse weather conditions at either site, students will be notified by class teachers and will go to their designated year group area.

Sixth form students are permitted to use the common rooms at break time, tea/coffee and toast facilities are available for students to access.

5 Lunch Time Arrangements

5.1 During lunch, the following supervision arrangements are in place:

5.2 Students are not permitted to remain in classrooms unless as part of a supervised club/activity. Students will utilise the grounds during lunch time, only entering the buildings to use the toilet. They will access the dining hall as per the rota and will line up quietly in the designated area until called. At Akeley Wood House there are prefects and members of staff supervising the dining hall, in addition to one senior member of staff who supervises the dinner queue. Students are also supervised by duty members of staff in the grounds, in addition to a roving member of SLT. At Tile House Mansion there are prefects supervising the dining hall and all staff eat in the same dining room as the students throughout the lunch break. In addition to one senior member of staff who is the duty lead at Tile House Mansion each lunchtime, students are also supervised by duty members of staff in the grounds. In the event of a Wet/cold Break at either site, students will be notified by class teachers and will go to their designated year group area.

Sixth Form students are permitted to use the common rooms during lunch, they are able to access early lunch in the dining hall from 12.45, if they do not have a timetabled lesson period five. The common room is supervised during lunch time by members of the sixth form leadership team and a designated sixth form supervisor.

5.3 During lunch, the following arrangements are in place lunch commences at 1.05 and ends at Tile House Mansion at 1.55pm and Akeley Wood House 2.05pm. The end of lunch is signalled with a bell.

6 End of School Day Arrangements

6.1 Pupils are expected to leave the school premises by 4.20pm unless they are attending an afterschool activity. Whilst waiting to be collected students will be supervised by duty members of staff in the car park area.

If attending an after school activity, students will be supervised by the member of staff leading the activity until every student has been collected by an appropriate adult.

It is the responsibility of parents to collect their child promptly at the end of the club/practice or fixture. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

6.2 For pupils travelling by bus.

Students travelling from Tile House Mansion to Akeley Wood House via shuttle are supervised by duty staff, registered as they board the busses and seatbelts checked.

All students travelling on school transportation will be supervised in the coach park at Akeley Wood House by members of duty staff, in addition to the transport manager. Prior to departure registers will be taken and seatbelts checked. Students are not supervised by a member of AWSS staff on the buses and are expected to adhere to conduct expectations, behaving responsibly and following the drivers' instructions at all times.

7 Non-Collection Arrangements at End of Formal School Day

7.1 Students remaining in school and not attending a scheduled club/rehearsal or fixture must be collected by 4.20pm. If students are not collected, they will be placed in after school club at Akeley Wood House and a charge may be incurred.

7.2 The following procedure will be followed when a pupil is not collected: Duty team leader/reception staff will check if a call has been received to explain the late collection. Duty team leader/reception staff will call the parent/guardian to ascertain reason and expected arrival time. The student will be placed in after school club and a charge may be incurred.

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity
- 8.3 The following procedure will be followed when a pupil is not collected: The supervising teacher will call the parent/guardian, the supervising member of staff will place the child in after school club (prior to 6pm) or wait with the student until the parent arrives (post 6pm) in both cases a cost may be incurred.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.4 The following procedure will be followed when a pupil is not collected: The supervising teacher will call the parent/guardian, the supervising member of staff will place the child in after school club (prior to 6pm) or wait with the student until the parent arrives (post 6pm). In both cases a cost may be incurred.

10 Travel to and from School on Buses

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. All students travelling on school transportation will be supervised in the coach park at Akeley Wood House by members of duty staff, in addition to the transport manager. Prior to departure registers will be taken and seatbelts checked. Students are not supervised by a member of AWSS staff on the buses and are expected to adhere to conduct expectations, behaving responsibly and following the drivers' instructions at all times.
- 10.2 The Head teacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

11 Leaving the Site during the School Day

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

12 Specific Arrangements for Sixth Form

- 12.1 Sixth Form students can identify one afternoon per week where, with parental consent, they are permitted to leave the site to work independently.
During Wednesday afternoon Sixth Form students can elect to attend off site sports provision. Students are supervised by two members of staff whilst offsite , travelling to and from school on coaches provided by school.
Sixth form community volunteering takes place on an individual basis, throughout the year all activities adhere to school supervision policy and are fully risk assessed.

13 Supervision Duties

- 13.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

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14 Supervision during PE Lessons, including Changing Arrangements

- 14.1 PE lessons are supervised by members of the teaching staff. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

15 Medical Support

- 15.1 There is a qualified welfare officer on duty from 8.30 to 4.00 every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to Wendy Delaney in the Medical Room at Akeley Wood House and Kirsty Argall (a.m.) and Karen Grimes (p.m.) in the Medical Room at Tile House Mansion Reception.

16 Supervision in Remote Locations

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories, technology workshop and the water treatment works, catering and caretaking areas of the school, the Rhododendrons and the woods.

Ownership and consultation	
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Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	01.09.2018
Review date	April 2019 for implementation in September 2019

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards

Adopted	Sept 2018
Review	Sept 2019
Signed	Rebecca Chapman