



Supervision of Pupils Policy

The purpose of this policy is to explain how pupils in the School are supervised during normal school hours.

Our aims are to:

- Provide sufficient supervision measures to maintain an orderly, respectful and positive school environment.
- Promote the health and safety of pupils at the School.
- Demonstrate how staff are deployed to ensure the proper supervision of pupils.

Staff are given additional instructions with reference to the supervision of pupils through their introduction into the School and via the Staff Handbook. Any specific issues with regard to supervision are also addressed through email and staff briefings/meetings.

Legal obligations and the duty of care

The manager, head of the academics and management have specific obligations to ensure, as far as is practicable, that New Cambridge International School is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils 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 pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

In order for teachers to carry out their duties effectively the Head of academics has 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.

In order to ensure the adequate supervision of pupils, the following measures are in place:

- The School bounds are clearly delineated. Pupils are regularly reminded which areas are out of bounds. Students are not allowed into areas that are out of sight of the duty rounds.
- Duty staff will use their mobile phone so they can contact reception if they encounter any issues in more remote locations.
- There is a systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments) and these rules are known to all pupils. Pupils are made aware of these rules during tutor time and are regularly cross-referenced in assemblies and classroom discussions.
- Teachers 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 pupils.

Protective measures

The following measures in place to protect pupils:

- All pupils are registered at 7.45am. Parents inform Reception of absence from School, which is recorded as authorised absence with an appropriate code. Pupils are assigned as 'Out of School' for authorised absences. If pupils are late to school and miss registration, they sign in at Reception. If any pupil fails to sign in for the morning registration without satisfactory explanation, a call is made to the pupil's home by Reception to establish their whereabouts. This information is then recorded on FEDENA and the teaching staff informed.
- Members of staff register all pupils in lessons using FEDENA. Use of the registration system is tracked by the Heads of Academic head, and the admin staff.
- All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil is ill or injured, this is recorded on the student file so that the class teacher must be informed. If a pupil cannot be found, the School will instigate the procedure explained in the Staff Handbook and a member of management will be contacted immediately. Staff will search the site and speak to peers for any information on the possible whereabouts of the missing student. If the student is still not located, parents will be informed.
- Pupils in Years 7 to 11 are not allowed to leave the School premises without permission from the Head of Academics, HRM and Admin staff.
- If a pupil has to be sent home unwell, they will not be allowed to leave the School premises until their parent or guardian is aware of the situation. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent/guardian arrives and assumes responsibility.

School hours

- Pupils should not be in school before 7:00am, as they will not be supervised.
- The school canteen opens for breakfast at 7:00a.m. Home students starts coming at 7:00a.m.
- Flag raising would happen at 7:45a.m.
- Duty teachers must be in before 7:00a.m. And the other staff should be in the school by 7:45a.m.
- Club activities that may occur each day after school are supervised by a member of staff. At the end of these activities, pupils are collected up by parents.
- If a pupil in Years 7 to 11 is in school after 5.00pm, they should be supervised by dorm parents.
- Pupils should not be in school after 5.00pm unless they are being directly supervised by a member of staff.
- The Reception will be staffed between 7.00am and 5.00pm if contact with the School is needed.

Staff duties

- The Academic Head and the HRM draw up a rota of staff duties. These duties are designed to ensure a suitable level of supervision before school, at break time, lunch time and after school. The rota is displayed in the notice board.
- All areas that are 'in bounds' to the pupils are supervised by staff during the break and lunchtimes. These areas include classrooms, corridors, the Dining Hall, outside areas and other designated areas, such as playground or basketball court.
- After school, staff are on a rota to supervise the dispersal of students by the parents' cars.
- For all duties, the priority is to maintain a safe environment for the pupils and this is often best achieved by a vigilant, proactive presence that engages with the pupils and has the added benefit of building relationships and reducing the likelihood of problems occurring.
- Where particular issues are noticed, staff should deal with them immediately, if appropriate (for example, assisting a pupil who has hurt themselves playing football and needs medical attention), or contact a member of the school management.
- When staff are unable to do a duty on a particular day, it is their responsibility to organise a replacement for it.

Wearing seatbelts in vehicles

- In order to ensure that all journeys by our pupils are undertaken in the safest possible manner, it is the School's policy that **seatbelts must be worn at all times by all staff and pupils in cars (including taxis), minibuses and coaches.** All staff and pupils are made aware of this and are asked to adhere to the policy strictly. We will do everything we reasonably can to enforce this policy.

- We therefore ask parents to help us to reinforce this message about the use of seatbelts to pupils, so that we can continue to ensure their safety when they travel in vehicles.

The role of class representatives

- The Heads of academic and BAC organise a rota of Prefects who assist in the supervision of pupils at lunch times.
- The weekly student duties is displayed on the notice board.
- Heads of academic and HRM attend by weekly meeting with the student council. This meeting will be used to discuss any difficulties with regard to the supervision of pupils.
- Class representatives have additional supervision responsibilities such as lunch times, flag raising and check-in duties in the morning.

Lessons

- During lessons, the supervision and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with their Head of academics.

Break and Lunchtime supervision

- At morning break (10.20am to 10.40am), all pupils from Years 7 to 11 will have their food in HISO or school canteen. If they want to have their lunch in the HISO they should place their orders during this time.
- At lunchtime, the lunch queue is supervised by duty teachers at 12.20pm. Students on duties will help the duty teachers.
- Duty teachers and other staff members will keep an eye on students during the break times to ensure good behaviour and politeness to the catering staff.

Trips and visits

- Members of staff planning to take pupils out of school for off-site activities must be aware of school risk assessment policies, which is available with school management.

Occasional events

- After school events, such as prom night, which start later in the evening and may result in significant numbers of pupils remaining on site, will be supervised either directly by the organising staff member, or delegated staff. This applies before the event and after, until pupils have been collected by their parents or another appropriate person.
- If the event for which pupils are required does not begin until later in the evening, pupils remaining in school must be supervised by the duty teachers.

Reviewed by:	Head of Academics		
Date of last review:	22/09/2022	Date of next review:	04/01/2023