



ST. JOSEPH'S COLLEGE  
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## Supervision of Pupils Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

### Introduction

St Joseph's College recognises and accepts its responsibilities to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors. The College takes the following steps to ensure the supervision of pupils.

### College Hours

Pupils should not be in College before 7.45am as they will not be supervised. The Dining Hall will open for breakfast at 7.45am; the Senior Library opens at 7.45am and the Prep pupils are supervised in the playground from 8.00am. Pupils should not be in College after 6.00pm unless they are being directly supervised by a member of staff. Pupils are not allowed on site without supervision.

### Supervision outside of lessons

At least two members of staff are always on duty in both the Prep and Senior Schools in order to supervise pupils. The staff duty rota is displayed in the Staff Common Rooms.

All duties are carried out by members of the teaching staff and assistants. In addition, Lunchtime Assistants are employed in the Prep School to help supervise at lunchtimes.

In the EYFS outdoor area, at least two members of staff are always present during playtimes.

Risk assessments are regularly carried out to ensure safety for all areas.

A member of the Senior Leadership Team is always on duty from 7.45am to 6pm.

The main duty times are:

Breakfast (7.45am – 8.00am)

Early morning duty (8.00am - 8.20am)

Break duty

Lunch-time duty

After-school duty (3.40pm - 4.00pm)

Arrangements are made to ensure pupils are supervised during events that bring small groups into school out of hours, e.g. play and concert rehearsals. Members of the PE Department supervise pupils on both home and away matches.



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Pupils from Years 12 and 13 may leave the premises at lunch-time. 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. The school will always contact the parent if a child fails to arrive at school without an explanation.

## **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, one of the College Deputy Heads or the Bursar.

## **Peripatetic Lessons**

Pupils in Year 2 and under will be accompanied to their individual lessons by a member of staff. Pupils in Years 3– 13 will be able to attend their individual lessons without the need of being accompanied.

## **EYFS Pupils**

- The safety of all children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:
- In the Early Years Centre we will ensure a staff ratio of 1:13 when a qualified teacher is present, and 1:8 when the teacher is not present. Staff ratios will satisfy the statutory qualification requirements. Exceptionally, where the quality of care and safety and security of children is maintained, changes to the ratios may be made.
- Ensure adequate supervision of children when they are eating
- Only allow a child to go home with a parent, unless we have received advance permission (preferably in writing) that he or she may be collected by another adult
- Never allow a child to leave the premises unsupervised.
- There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school



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- Ask all visitors to identify themselves and to state their business before we give them access to the Early Years Centre. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving
- Check all pupils out as they are collected by their parents or carers

### **Medical Support**

A number of members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office/Finance Office/Medical Rooms.

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

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. Teaching Assistants escort and supervise Prep pupils until the school buses depart.

### **Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

### **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 swimming pool and the science laboratories. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.



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**Security, Access Control and Workplace Safety**

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for safety of the College.

**Staff Induction**

All new members of the teaching staff receive a thorough induction into the College'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, and is available in the staff handbook.



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**Appendix 1: Prep School Description of Duties**

<b>Timing and Duty</b>	<b>Requirement of the Duty</b>
0745 – 18.00 <b>On-Call Member of PLT</b>	Duty Member of SLT to have overall responsibility/be the port of contact before and after school.  At 1800, the Prep Office Administrator should contact the duty member of SLT to inform them if there are any issues (such as uncollected pupils) and to discuss any further action if required
0745 - 0815 <b>Supervision in Dining Hall</b>	Breakfast cover from 7.45-8am by EYP From 8-8.15 by Teaching Assistant When breakfast is finished, Teaching Assistant takes all pupils across to the EY Centre or Prep Playground
0800-0820 <b>Supervision of Prep pupils in classrooms</b>	Pupils are supervised in their classrooms from 8am. Four teaching assistants are on duty at the Prep gates as well as roaming cover within the Prep school building.
1010 – 1030 <b>Morning Break Supervision in Playground</b>	Year 1 & 2 are supervised by 1 member of staff on the netball court. Year 3 & 4 are supervised by 1 member of staff on the junior playground or field Year 5 & 6 are supervised by 1 member of staff on the field 1 Teacher roams around the three areas. All staff have a radio.
1010 – 1030 <b>When wet Indoor supervision of classrooms, corridors and cloakrooms</b>	Pupils to remain in own classrooms. Staff on duty will discuss supervision of all classrooms and corridors.
1200-1300 <b>Dining Hall supervision</b>	Class teachers walk their class to Dining Hall and remain until all are seated and Lunchtime staff can take over responsibility. 2 EYPs look after EY and REC pupils whilst eating lunch. See duty rota for numbers and timings of staff on duty 2 EYPs and Teaching Assistant escort EY and REC pupils back to EY garden when lunch finished
1230-1300 <b>Supervision in EY garden</b>	Supervision for safety is paramount 2 staff on duty outside at all times 1 staff will be inside the Centre to help with First Aid etc Pupils may go indoors to use the toilet, staff should be aware who has gone in and if help is needed.
1300-1330 <b>Supervision outdoors for playtime</b>	Supervision for safety is paramount Year 1 & 2 are supervised by 1 member of staff on the netball court. Year 3 & 4 are supervised by 1 member of staff on the junior playground or field Year 5 & 6 are supervised by 1 member of staff on the field. All staff have a radio.



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1450-1500 <b>EY afternoon break</b>	2 x EYPs + Teaching Assistants supervise EY and Rec in EYC garden for this 10 min playtime. Play equipment is used.
1450-1500 <b>Year 1 and 2 Afternoon break</b>	Short break in playground outside classrooms. If only one member of staff is available, other staff will be in classrooms and can be called if needed. No play equipment to be used in this short break.
1520-1545 <b>Supervision of pupils waiting for College transport or sibling collection</b>	2xEYPs walk Rec children booked for ASC to EYC. One EYP escorts EY transport children to lobby. One staff look after pupils in chapel. Pupils signed onto registers, then signed out by parents or taken to minibus. Pupils to sit quietly and keep bags out of way of traffic.
1535 – 1545 <b>Supervision of Junior Changing Rooms</b>	Class teacher takes their class to the changing room to collect their PE kit.
1545 <b>Walking pupils to minibuses</b>	Two Teaching Assistants walk pupils to minibuses on Upper Redlands Road. One at front of line, one at rear. Staff take walkie-talkies with them Pupils watched as they get onto the minibus and checked that have fastened seat belt. Walkie-talkie returned to Office.
1540 – 1555 <b>Supervision by Prep gate</b>	Members of staff, with walkie-talkies, to stand inside Prep gate, ensuring that pupils leave the school site safely with an adult. Any pupil not collected by 15.55 is to be brought back to Prep so contact can be made with their parent/carer.





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<b>unless wet, otherwise inside</b>	<p>back of the building by the swimming pool and Lower Seniors Cloakroom door. There are two Sixth Form Prefects that will report to the duty member of staff and will be on hand to support and supervise outdoors.</p> <p><b>Only allow the year group on the rota for your day on the Astro, even if the pitch is empty and not in use by anyone.</b></p> <p>The duty member of staff will decide if it is too wet/inappropriate conditions to be outside, and will amend the door sign by the pupil entrance accordingly. The member of staff should ensure that all pupils are then in their own tutor base, Dining Hall, Library or Computer Rooms and support the member of staff on indoor duty.</p>
10.10 – 10.30 <b>Supervision outdoors, back of school, unless wet, otherwise inside</b>	<p>Staff should patrol the area around the back of school outside the Music Block, Gym, back gate and behind the Dining Hall.</p>
10.10 – 10.30 <b>Indoor supervision of tutor bases, corridors, cloakrooms, common rooms</b>	<p>During break time, pupils should not be in their tutor bases (unless it is a wet break). The member of staff should patrol the cloakrooms, tutor bases and common rooms.</p>
13.15 – 14.00 <b>SLT Dining Hall supervision</b>	<p>To oversee the pupils entering the dining hall. A rota for timings of sections is located by the doorway and pupils should only enter at the allocated times, unless they have a lunch pass for an activity.</p> <p>Two members of Sixth Form operate the biometric tills.</p>
13.15 – 13.40 <b>Indoor supervision of tutor bases, corridors, Lower Seniors cloakroom, and common rooms</b>	<p>During lunch time, pupils should not be in their tutor bases (unless it is a wet break). The member of staff should patrol the cloakrooms, tutor bases and common rooms.</p> <p>There are two Sixth Form prefects who will report into the member of staff on duty, and will support with the indoor supervision.</p>
13.15 – 13.40 <b>Supervision outdoors and the Upper Seniors cloakroom</b>	<p>Staff should patrol around by the Astro Pitches and around by the swimming pool, pupils should not congregate at the back of the building by the swimming pool and Lower Seniors Cloakroom door. There are two Sixth Form Prefects that will report to the duty member of staff and will be on hand to support and supervise outdoors.</p>





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<p>13.40 – 14.10 <b>Supervision of Computer Rooms</b></p>	<p>Member of staff on duty should ensure that there is no eating in S5 and S6 and that computers are being used appropriately.</p>
<p>15.40 – 16.00 <b>Supervision (front of school)</b></p>	<p>Member of staff to be stood outside in the main car park, ensuring that pupils leave the school site safely. Parents should only collect via the top car park and staff parked in the main car park should not leave the site between 1520 –</p>



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	1600.
15.40 – 16.00 <b>Supervision (back of school)</b>	Member of staff to be stood outside by the Hatherley Road gate at the back of school, ensuring that pupils leave the school site safely.
15.40 – 16.00 <b>Library</b>	Staff should support the Librarian during this busy period, ensure good order and discipline maintained in the library whilst pupils are waiting to be collected or for afterschool activities to begin.