



HEATHFIELD SCHOOL

Supervision Policy

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| Policy Area: | Safeguarding |
| Relevant Statutory Regulations: | ISSR Part 3 NMS 15 Health and Safety at Work Act 1974 |
| Key Contact Personnel in School | |
| Nominated Member of Leadership Staff Responsible for the policy: | Deputy Head (Pastoral and Boarding) |
| Version: | 2021:01 |
| Date updated: | 01 September 2021 |
| Date of next review: | 01 September 2022 |

This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.

Introduction

The Governing Body and the Headmistress are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. All staff at Heathfield School (“the School”) have a duty of care to all pupils in the School. It is their responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School grounds, as well as during activities either on or off the site. The Teaching and Boarding staff are required to maintain good discipline among pupils and to safeguard their health and safety, whenever they are authorised to be on the school premises or engaged in authorised activities elsewhere. It is the Headmistress’ responsibility to ensure that there is effective supervision of the School buildings, and that the site is secure.

Aims

The aims of this policy are:

- To set out what parents can expect from us, the School, in terms of supervision
- To set out what we expect from our parents and pupils to help us supervise pupils appropriately

The extent of the supervision is affected by:

- The ages and numbers of pupils supervised
- Whether they have any physical or mental disability
- The environment of the school, i.e. particular risks assessed at that location.

The School demonstrates

- A systematic approach to safety and risk assessment taking into account reasonable foreseeable risks.
- The School Code of Conduct is discussed with pupils at the start of every year and also in Tutor sessions where they are regularly cross-referenced.
- 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 specific circumstances.
- Where there has been an accident or incident the circumstances will be fully investigated and current procedures reviewed. Where appropriate measures will be put in place to reduce the possibility of a re-occurrence.
- Boarders require additional arrangements for their supervision outside the normal school day.

Boarding Pupils' Arrival and Departure

Pupils may arrive at the School at the beginning of term, half terms and optional leave weekends from 7.00pm and sign in with their Housemistress. Pupils are not allowed on site without supervision. At least one member of the teaching or boarding staff is always present on duty in order to supervise pupils whenever they are in the School. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late and weekend duties. All pupils on site are aware of how to contact the member of staff on duty. Pupils are able to call on a member of staff at any time if necessary.

Day Pupils

Day pupils are allowed onsite from 07.30am until the end of prep at 8.15pm for Forms I, II & III and 8.45pm for Forms IV, V, LVI & UVI. All day pupils must sign in and out with the Day Girl Co-Ordinator on arrival and sign out at the end of each day. Should they be staying on site past supper they must sign out with their Year group Housemistress.

In the event of absence from the School, the parents or guardian are asked to call a dedicated telephone number to notify the School; this information will then be distributed to Reception, Director of Boarding and Surgery to ensure the pupil's inclusion on the 'out of school' list. Parents can also report an absence on the School app and by emailing absences@heathfieldschool.net.

Pupils' Return to School Buildings during Term Time

All pupils are expected to return to and remain in the School building in the evening. Times vary depending on year group and term (see Pupil Handbook). Pupils in UVI are expected to be in Wyatt House by 10pm and will not be permitted to leave the Wyatt House until the next morning without prior permission from the house staff. A security guard carries out a regular patrol of the School and its grounds throughout the evening until the early hours.

Registration and Lessons

The School ensures that the whereabouts of all pupils is known at all times by operating a signing in and signing out system when pupils leave the School, and by registering attendance throughout the School day in formal registration meetings and regularly at mealtimes. Parents are responsible for notifying the School if their daughter is absent for any reason. The School will always contact the parent if a child fails to arrive at school without explanation, after taking reasonable length to account for them on site.

In addition, all teachers must take a register of their class at the start of each lesson in their markbooks or SIMS. If there is an unexplained pupil absence (ie the absence is not in SIMS or on the Surgery day sheet on Firefly), the teacher must send one pupil to Reception with a note to report that a pupil is absent without explanation. In the event of an emergency (eg a pupil is ill or is injured in the classroom), the teacher must send one pupil to the Surgery to seek help. The teacher should not leave a class unattended at any time.

Pupils leaving the School site with a driver or person unknown to the School should ensure that person is brought to Reception and proof of photo I.D. needs to be shown before a pupil is allowed to sign out and get into the vehicle.

We make sure we, as far as possible, know the whereabouts of boarders by operating a signing in and out system. Boarders are registered at wake up/breakfast, lunchtime, study time and bedtime.

Supervision during the day

During the school day, pupils will not be allowed off-site unless they are on a School arranged educational visit or trip) unless the School has received a written request from the pupil's parent(s) or guardian(s) and/or approval has been given by their house staff or HOH.

The Headmistress or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School.

Lessons

All lessons will be supervised by the relevant Teacher, or a cover teacher where necessary. Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable, and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all.

Teachers of practical subjects: Art, Science and PE will consider the organisation of the pupils involved in practical activities. The lessons should be supervised by the appropriately trained and qualified specialist, with enhanced supervision when necessary, e.g. when swimming, doing experiments.

Pupils on 'Study periods' are supervised by the Library Staff and those pupils in Form 5-UVI may work in their bedrooms after reporting to the member of staff on duty in the Boarding House.

Surgery

Surgery is always manned by at least one Sister who is responsible for ensuring that pupils are adequately supervised whilst they are patients in, or attending the Sick Room and Surgery.

Break

During break, the following arrangements are in place:

Pupils are not permitted to remain in classrooms unless as part of a supervised activity. Pupils can play outside, provided the weather is reasonable. There is no formal supervision around School, only in the dining room. Where pupils will be monitored accessing their break time snack.

Meal times

A minimum of two staff are on duty in the dining room for all meal times to ensure good behaviour and safety of pupils and to monitor attendance. Pupils enter the dining room through the main door and exit via the side door. Pupils queue to collect their meal and sit at tables and Sixth Form Prefects are on duty at the entrance to ensure the numbers and distancing of those waiting to go in to the dining room are controlled.

Priority is given to Sixth Form and club members via a pass system and then by year group rota set at the start of each week.

Lone Person supervision in remote areas of the school during the school day

Staff in remote areas such as the sports hall, boarding houses and school grounds must carry the school mobile phone / walkie talkie with them. Staff must contact reception if they need assistance when supervising pupils in remote areas.

Supervision during boarding hours

Extra-curricular clubs

Activities arranged by the School

The terms of this Policy will apply at all times to all after school care and extra-curricular clubs and activities which are arranged by the School. A Ratio of 1:20, is recommended for out of school care and extracurricular clubs for pupils aged 12 and over. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

Activities facilitated but not arranged by the School

The School is not responsible for checking the adequacy of supervision arrangements for extra-curricular clubs and activities where the parents contract is directly with a tutor or organiser and which take place outside School hours (such as music or sports tuition) and off School premises. In that case it is the parent(s) and / or tutor(s) or organiser's responsibility to ensure that there are adequate arrangements in place for the supervision of the pupil during the session and when the pupil is travelling to and from the session.

Boarding

The School has a duty rota to ensure that there are adequate supervision arrangements in place for Boarders at all times. Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. Each boarding house is manned throughout the day by at least one member of staff. Notices on the office doors indicate which member of staff is on duty when.

Boarders will be appropriately supervised outside of teaching time (including during breaks, prep time, during evenings outside of prep time, at night time and before school, and at weekends.

Supervising staff will be sufficient in number and deployment for the age, number and needs of Boarders and the locations and activities involved. The School will ensure that there are satisfactory contingency arrangements in place to cover in the event of unexpected house staff sickness and absence.

Boarders temporarily away from the School premises remain under the overall responsibility of the Boarding House until such time that a guardian or parent has acknowledge they have taken responsibility for the individual pupil.

The School will ensure that Boarders are aware at all times of who is on duty and how to contact them. They are also aware of the arrangements to contact an alternative member of staff in the event that their supervisor is not available and/or in an emergency e.g. the SLT on duty on 07803425389.

Boarders permitted to leave the School premises must follow the School's signing in and out procedures each time they leave or return to the School premises.

Supervision in the boarding houses at night will be by means of appropriate patrolling and/or availability of on duty staff members. Apart from in exceptional circumstances, access for male staff to the Girls' Landing after 8pm will be limited to senior boarding staff and avoided where possible. Supervisors will be sensitive to the need for privacy, particularly at times when Boarders are dressing, undressing or bathing or showering and will avoid intruding unnecessarily on Boarders' privacy, while balancing health and safety requirements. Supervisors are reminded that they should be "supervising, not watching"

Boarders are registered each morning, at lunch, after supper and before lights out to confirm that each boarder is in their room. Boarders from Form I-II are not allowed back into the Boarding houses during the day unless they have permission from the House staff. At weekends, boarders are registered as in the week and must also sign in and out of the Boarding House when leaving the School site. Boarders who go into town at the weekend, must travel in a group of 3 or more students. Boarders who wish to go away and stay with guardians/relatives, must have had approval from the Housemistress following a written request from guardians/parents. International students must also comply with Tier 4 regulations in relation to where they are staying and the School must know their whereabouts at all times and who is taking responsibility for them. Boarding staff have all of the boarders' mobile phone numbers, so that they can contact a boarder at any time.

Privileges Pupils in Form IV to UVI are detailed in the Pupil Code of Conduct, but pupils may go "on town leave" at weekends (IV,V) after 4pm during the week (LVI, UVI) in accordance with their privileges, but must be in groups of a minimum of three and only with parent and staff permission

Boarding pupils must sign in and out of their Boarding Houses at all times. The signing in and out registers are monitored regularly by House Staff. There is a procedure that must be implemented if a boarder is missing which is on display in all of the Boarding House offices. Boarders in Form I-V are registered by Boarding Staff in the dining room during breakfast, lunch and supper and Years LVI and UVI are registered in their boarding houses in the morning and evening and our registered in the dining room at lunch. In all Houses a night check occurs in every house each evening at bedtime. Sixth Form boarders must be registered during supper and must return to their Boarding Houses by 22:00. If they intend to miss the supper registration, they must inform House Staff of their plans. Girls in Form IV -UVI may work in the Main Library, computer rooms, Drama Centre or Art Studio unaccompanied in the evenings, but should let the boarding tutor know their whereabouts and must return to House by the curfew imposed. On these occasions, pupils should be signing in and out of the Main Building as they do during the school day. Additionally, boarders in Form V-UVI may take travel to Windsor, Bracknell and Ascot in groups of a minimum of three but must have parental and House Staff permission. Sixth Form boarders may go out in Ascot during their free time. In the evenings they must go with at least one other person. Additionally, they may go to London during the weekend with parental and House Staff permission. During the weekend all Houses check on all boarders' whereabouts during the day. Boarders who are unwell are taken to the Surgery and are then under the supervision of the Duty Nurse.

Medical Support

There is a qualified nurse on duty in the Surgery 24 hours a 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 are trained and qualified as First Aiders and are able to give emergency First Aid. The names of First Aiders are published on Firefly under the Surgery tab, in the "First Aid and Medical Care Policy" and in First Aid notices that are displayed around the School. The School Nurse regularly checks and replenishes the First Aid boxes. A defibrillator is kept inside the red doors that lead to the assembly hall.

Supervision during Educational Visits

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

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. Pupils are not permitted to use the gym until they have completed the necessary induction.

The School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the theatre technical area, the ceramic studio, 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.

Pupils do not have access to the Maintenance, Catering and Housekeeping areas of the School. Clear signs are displayed.

Leaving School Site

Pupils are expected to remain on the School site throughout the day. Any permission to leave the site e.g. for medical appointments must be given 24 hours prior to departure, so that all supervising staff are aware and records are updated. All girls must sign out at reception.

Permission to leave site during the School day must go to the pupil's Head of House or Head of Sixth Form; permission to leave during boarding hours (after 4pm) is sent to house staff. This can be done through emailing the School distribution list associated with the pupil, which will ensure all on duty staff responsible for the pupil are made aware.

Any change to a day pupil's travel arrangements should be sent to the Day Girl Co-ordinator.

Missing pupil procedures

Where a pupil is believed to be missing, the member of staff in charge should follow the procedures set out in the School's Missing Child Policy.

Education Guardianship

It is imperative that parents and the School do all they can to ensure that students, who cannot return to the care of parents, are being cared for by guardians who are entirely suitable for the role. Guidance for this role is outlined in the Educational Guardianship Policy.

Security, Access Control and Workplace Safety

The policies "Security, Access Control and Workplace Safety Policy" and "Lone Working Policy" describes the arrangements for the safety of the entire school.

Staff Induction

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

Supervision Whilst Travelling to and From School

Parents are responsible for ensuring that their daughters travel safely to and from school. Pupils are not always supervised by a member of staff when travelling on the school buses but are expected to behave

responsibly and listen to the instructions from the driver.

Related Policies

- Code of Conduct for Teaching and Support Staff
- Educational Visits Policy
- First Aid and Medical Care Policy
- Educational Guardianship Policy
- Health and Safety Policy
- Lone Working Policy
- Missing Child Policy
- Pupil Code of Conduct
- Safeguarding and Child Protection Policy
- Security, Access Control and Workplace Safety Policy