



## **SUPERVISION OF PUPILS POLICY**

**This policy should be read in conjunction with the 'Safeguarding and Child Protection Policy' and other policies mentioned within this document.**

**This policy is applicable to all pupils in the School including those in EYFS and to all staff and any adults working in the School regardless of gender, race, religious beliefs or any disability.**

### **AIMS**

The aims of supervision are:

- To ensure the physical security of the children
- To promote a happy and caring environment
- To promote good order in accordance with the School Rules for children and the Staff Code of Conduct
- To encourage a sense of social responsibility, fair play and pleasure in active recreation
- To reinforce the Core Values

It is important for staff to arrive promptly on duty (especially when relieving a colleague), to be vigilant for potential problems and to be visible to the children at all times.

### **CODE OF CONDUCT**

The adults who work at the school set the tone and the character of GES. This tone should be both positive and professional; one characterised by respect between members of staff, with parents and also with the pupils.

Staff have a crucial role to play in shaping the lives of the pupils. They have a unique opportunity to interact with children in ways that are both affirming and inspiring. The guidance contained here is designed to help staff ensure the happiness and safety of all pupils and members of the GES community. [Refer also to the Safeguarding Policy, First Aid Policy, Health and Safety Policy, Behaviour Policy and Staff Code of Conduct.](#)

### **GENERAL EXPECTATIONS FOR BEHAVIOUR**

Although it is neither desirable nor practical in a school community to live by a prescribed list of 'do's' or 'don'ts', it is equally necessary to have some rules to regulate behaviour and relations between individuals. This framework helps children understand what is expected of them and gives staff a clear idea of common aims and objectives. [Refer also to the Behaviour Policy, Core Values, School Rules and Rewards and Sanctions Policy.](#)

### **ASSEMBLY**

Assembly is an important time when staff and pupils meet together. Everyone should enter the Gym quietly and an atmosphere of calm should be encouraged. The themes of assemblies explore and affirm local and global issues in line with the aims and ideas

enshrined in the ethos of the school – especially linked to the Core Values. This is reflected in how we celebrate individual achievement in all fields, talk about disciplinary matters and other whole school related matters.

All staff are expected to attend assembly, as per their timetable, unless excused by the Head or Deputy. The current pattern of assemblies is:

Monday: Whole School

Thursday: Lower and Upper School separately

#### **In Assembly staff should reinforce....**

- Good listening and thinking skills
- Appropriate celebration of the success of others
- Entering and leaving the Gym in a quiet, safe and orderly manner

### **CLASSROOM**

Every child has the right to learn and it is the role of all staff to ensure that the supervision and behaviour of the pupils enables this to happen by following the Core Values and building an atmosphere of mutual respect.

#### **In the classroom staff should ensure....**

- Lessons start and end in an appropriately controlled manner
- Punctuality
- Pupils are respectful in discussion, especially when another person is speaking
- The level of noise is pertinent to the task
- Skills are taught to enable pupils to work independently and collaboratively
- Pupils know how to interact appropriately and politely to visitors
- Pupils are taught to be self-disciplined and take responsibility for their actions

### **DUTIES AND COVER**

Duty allocations are organised at the start of an academic year by the Deputy Head, with any necessary amendments at the beginning of each new term. Any difficulties or concerns should be brought to the attention of the DH. The allocations are reviewed annually and changed according to need.

Duty cover is organised mutually with colleagues. It is important that staff arrange a duty swap for any known absences. The Deputy Head will cover duties for absences due to illness.

Class cover is organised through the Deputy Head, and in their absence the Head of Upper School and the Head of Lower School. Any unexpected absence should be communicated as early as possible to the Deputy Head, via a telephone call, to ensure the safety and continuity of provision for pupils. Teachers should ensure a copy of their planning is always available.

### **EXPECTATIONS OF COVER STAFF**

For known absences staff should leave planning and activities for the pupils that the cover member of staff is able to supervise. For short absences of only a few days there is no expectation that cover staff will be paid for planning or marking time.

For unplanned absences the cover staff will do their best to follow any planning left but may change the expected activities whilst aiming to deliver the intended learning outcome,

ensuring supervision is maintained.

For longer-term absences (usually more than a week) cover staff will undertake some planning and marking to ensure the learning of the pupils is not compromised and progress can be made.

### **DINING HALL DUTIES**

The Deputy Head will ensure staff are timetabled to be on duty in the Dining Hall during lunchtimes. There is a detailed list of organization on the [Lunch duty rota](#). Staff will be allocated specific areas in which to help the pupils.

#### **Staff should encourage....**

- Pupils to try new food but not force them to eat
- A positive and happy atmosphere
- Every pupil to drink sufficient water to keep them well hydrated
- Good table manners and calm conversation

### **OUTSIDE DUTIES**

Staff will be allocated specific areas to ensure all round supervision within the permitted areas of the school grounds. Staff should be vigilant at all times to what all the pupils within their sight are doing, refraining from prolonged conversations with other members of staff. Staff should encourage positive play in line with the [GES Core Values and the School Rules](#). Where conflict arises, the following process should be encouraged:

Ask the pupil if they have told the other person involved that they do not like what they are doing. If they have and the problem persists, go with the pupil to reinforce the message. If the problem continues then appropriate action should be taken in line with the [Behaviour Policy](#) and the class teacher informed.

### **GAMES AND PE LESSONS**

All teachers should consider the Health and Safety aspect of physical activity for all pupils and include any specific risks in their planning, especially relating to any pupil with specific medical or behavioural requirements.

#### **On the playing fields staff should develop....**

- Fair play and sportsmanship
- Encouraging and supportive language
- The understanding that a referee's or umpire's decision should be accepted without question
- Pupils spacial awareness

### **MOVING BETWEEN LESSONS**

Younger pupils should always be accompanied around the school between lessons. As pupils get older, they will be encourage to become more responsible practice integrity as we build a trusting expectation of their behavior. However, safety must never be compromised and specific risks, especially relating to an individual, should always be paramount.

#### **Staff should encourage in children....**

- Orderly, quiet behaviour
- Politeness and good manners at all times
- General tidiness – dress, desks, lockers, cloakrooms, school bags, sports equipment and litter

## END OF DAY

Staff are expected to be outside to hand over their pupils to the person who is collecting them. If this is not the usual carer, then the member of staff is responsible for checking with the School Office that permission has been received for the child to go with the alternative person. Pupils booked in for After School Care should be taken down to the Dining Room area and handed over to the team.

Late pick-ups should be taken to the Entrance Hall for supervision by the duty member of staff. Any children remaining after 15 minutes will be taken to After School Care to be supervised.

Pupils attending an activity should wait with their class teacher until the second bell and then meet the activity leader who should be visible in the playground.

## AFTER SCHOOL CARE

The After-School Care team should offer a varied, creative and appropriate programme of activities that encourage pupils of all ages to be involved and enthusiastic whilst maintaining appropriate behaviour in line with the [GES Core Values, school rules and behaviour policy](#). Rewards and sanctions should be used in line with our [Rewards and Sanctions Policy](#). Any unacceptable behaviour should be reported to the class teacher either by email or in person the following day.

## OFF-SITE ACTIVITIES AND OUTINGS

Please refer to the [Educational Visits Policy](#), the [Risk Assessment database](#) and the [Staff expectations on Residential Trips policy](#) .

### **Generally, a member of staff should, in line with the Core Values...**

- Ensure all procedures are followed carefully in line with the [Educational Visits Policy](#)
- Be vigilant regarding the safety of any activity
- Carry out regular head counts
- Ensure all pupils are aware of any risks and safety precautions
- Ensure all pupils know what to do in the event of an emergency, fire, separation from the group
- Provide an example of the kind of good behaviour that GES expect
- Treat colleagues and pupils with courtesy and respect
- Promote a caring, friendly atmosphere
- Encourage pupils to look after each other
- Discourage rudeness, cheekiness and insolence
- Remain consistent in actions and reactions
- Deal firmly and fairly with misdemeanours
- Praise acts of kindness and thoughtfulness
- Encourage self-discipline
- Promote a recognition of fair play and a moral sense of right and wrong
- Demonstrate courage and embrace innovation

## DEPUTY HEAD

Approved by the Board of Governors

Reviewed: July 2018

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