



SUPERVISION OF PUPILS POLICY (SECONDARY)

We take seriously our responsibility to ensure that pupils are supervised effectively and kept safe while on school premises or during off-site activities.

AIMS

The aims of supervision are:

- To ensure the physical security and emotional wellbeing of our pupils throughout the school day
- To promote good order both in and out of lessons in accordance with the Pupil Code of Conduct and the Behaviour and Discipline Policy
- To encourage in our pupils a sense of community, responsibility, respect, integrity and enjoyment while in School

SUPERVISION DURING LESSONS

Every pupil 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 lessons, teachers should ensure:

- Lessons start and end in an orderly manner
- Resources and equipment are tidied away at the end of the class and the room is left tidy
- Pupils are punctual to lessons ([Please also refer to the Attendance and Registration Policy](#))
- Pupils should not leave lessons to go to the toilet unless you feel it is an emergency
- If a pupil feels ill during your lesson, send the pupil to the Head of HR at reception
- If a pupil has an external appointment during your lesson, allow the pupil to leave and the Head of HR will sign them out at reception
- Pupils must not normally be sent out of the classroom unless there is a serious safety risk, in which case, they must not be left unsupervised
- If a teacher does feel the need to send a pupil out of a classroom during a lesson, they should speak to the Assistant Head about the incident as soon as possible

SUPERVISION BEFORE SCHOOL, BREAK TIME, LUNCHTIME AND AFTER SCHOOL

DUTIES

Duty allocations are organised at the start of an academic year by the Assistant Head and

are amended accordingly at the start of each new term. There are three duties each day: 8:00 - 8:30, 10:30 – 11:00 and 13:00 – 14:00. On Mondays and Tuesdays, there are also bus duties from 16:00 – 16:10. Any difficulties or concerns should be brought to the attention of the Assistant Head.

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

When on duty, teachers should:

- be vigilant at all times to what all the pupils within their sight are doing
- avoid talking to other teachers as this will distract them from their supervision
- encourage pupils to take responsibility for their surroundings – for example, by picking up litter, hanging up their coats on the hangers and keeping all their personal equipment in lockers
- encourage pupils to interact with their peers, play a game, read a book, go outside, use their iPads for an educational activity or join a club

Please remember that pupils are only allowed to use iPads outside of lessons in the Grand Café.

If a pupil breaks a school rule during a duty, appropriate action should be taken in line with the [Behaviour and Discipline Policy](#) and the tutor should be informed.

Please be punctual to your duties.

BEFORE SCHOOL

One member of staff is on duty each day from 8:00 – 8:30. The member of staff on the duty should walk around all the corridors, Chaplin, Bowie and the outdoor space (especially the blind spot around the corner to the right). Pupils should not be in Chan, Shelley, Indira or Berners-Lee unless they have permission from a member of staff and that person is supervising them.

Once the warning bell sounds at 8:25, please encourage pupils to start moving towards their first lesson.

BREAK DUTIES

One member of staff is on break duty each day from 10:30 – 11:00. The member of staff on the duty should walk around all the corridors, Chaplin, Bowie and the outdoor space (especially the blind spot around the corner to the right). Pupils should not be in Chan, Shelley, Indira or Berners-Lee unless they have permission from a member of staff and that person is supervising them. Pupils are only allowed to eat their snack outside or in the Grand Café and not where there are carpets or sofas.

From 10:30 – 10:45 on Mondays, Wednesdays and Fridays, the member of staff on duty runs a 15-minute exercise session in Chaplin. This is compulsory for all pupils. All members of staff in school are encouraged to go along and join in too.

Once the warning bell sounds at 10:55, please encourage pupils to start moving towards their next lesson.

LUNCH DUTIES

All staff eat in the Grand Café and therefore all staff who are present are effectively on duty during the first half hour of lunch. Staff should encourage pupils to try new food and to take fruit and vegetables. If a member of staff notices that a pupil is not eating very much, please gently encourage them to have something. In the Grand Café, staff should encourage a positive atmosphere, good table manners and calm conversation.

From 13:00 – 14:00, two members of staff are formally on duty: one in the Grand Café and one patrolling around the School. The member of staff on the patrolling duty should walk around all the corridors, Chaplin, Bowie and the outdoor space (especially the blind spot around the corner to the right). Pupils should not be in Chan, Shelley, Indira or Berners-Lee unless they have permission from a member of staff and that person is supervising them or they are participating in a lunchtime club.

Once the warning bell sounds at 13:55, please encourage pupils to start moving towards their next lesson.

AFTER SCHOOL

A member of staff is on bus duty from 16:00 – 16:10 on Mondays and Tuesdays. This member of staff should supervise outside of the changing rooms while the pupils get changed for their sports clubs and while the pupils get onto the minibus. The minibus leaves at 16:10. (Please also refer to the [Attendance and Registration Policy](#))

If clubs are cancelled because of staff illness, staff meetings or parent/teacher meetings, pupils are allowed to stay in the Grand Café and quietly get on with homework or read. These pupils will be supervised either by the Head of HR or the Assistant Head.

Unless pupils have a club or we have been informed of a specific reason (e.g. parent held up in traffic), pupils must leave the school premises by 16:15

PE LESSONS

The Head of Sport 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.

The Head of Sport should consider any additional risks of off-site PE lessons, including accessing the bus and safeguarding the pupils in public venues.

MOVING BETWEEN LESSONS

Pupils should walk quietly between lessons. Pupils should line up quietly outside their next classroom and wait for it to be empty before entering.

SUPERVISION DURING ASSEMBLIES

Assembly is important whole school time. Everyone should enter Chaplin 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 in the ethos of the school – especially linked to the Core Values.

Assemblies will usually happen during tutor time, which is 13:40 – 14:00 on Wednesdays. All tutors should be present and any other teacher who is in school is encouraged to attend too.

We may organise assemblies during timetabled lessons if we have a guest speaker in School. In this case, if you would normally be teaching at that time, you should supervise the pupils during the assembly.

In assembly, teachers should encourage:

- Good listening and thinking skills
- Entering and leaving Chaplin in a quiet and orderly manner

OFF-SITE ACTIVITIES AND OUTINGS

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

Members of staff leading or assisting on off-site educational visits should:

- 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, or separation from the group

Catherine Peart, Assistant Head

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