Student Supervision
Policy

Southbank International School

Hampstead Campus

Abstract

This policy is to be read in conjunction with the following policies:

- Behaviour Policy
- Data Protection Policy
- Digital Use Policy
- Fire Safety Management Policy
- First Aid Policy
- Health and Safety Policy

Purpose

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students throughout the school day.

Legal Obligations

The Executive Principal and Principals have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, students and others who enter the school. The employer is required to ensure that the supervision of students throughout the school day is adequate to ensure their health, safety and welfare.

The Southbank International School Leadership Team (SLT) will make arrangements for the security and effective supervision of the§ school buildings and their contents.

The teachers have a duty of care to the children, which is based on the principle that they are ‘in loco parentis’. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively, they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline during the school day when students are present on the school premises and whenever the students are engaged in authorised school activities whether on the school premises or elsewhere

Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a student would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the student. However, if anything happened to a student, the cause of which could be attributed to some lapse in the standard of the appropriate care, the member of staff may incur some legal liability.

The employer is responsible for any negligent acts of their employees committed in the course of their employment.

Responsibility During the Day

Standard Protocol
Students arriving before the start of the school day in primary campuses are required to be supervised by parents/carers or SLT/ Admin staff from 0800 by prior-arrangement to support events such as parent meetings. Students are to remain under the supervision of staff until the school day starts unless there is a before school ECA and the lead teacher will take responsibility for the students in the ECA.

Students arriving by bus will be supervised by chaperones until 0820 when school staff will meet them and take them to the school forecourt where they will join their respective classes

Unexplained absence
The responsibility to ensure that a student attends school regularly is that of their parents and guardians. The school office will contact parents if students are absent from school without notification (see registration procedure below).

Illness
When students are taken ill during the school day the school will, if required and usually after discussions with the classroom teacher and/or trained First Aider where appropriate, contact the parents/guardian whether at home or at work in order that the student can be collected. Information about contacts is kept on the school's electronic system and in the school office. (See also the First Aid Policy: attendant policy for the administration of medication, for the procedures regarding sick students).

All students who are known to have a medical condition and/or allergies are known to staff members. A list of these students is recorded on iSAMS/Medical Tracker, retained by the school office and is on display in the staffroom and in the lunchroom.

Registration
The law requires regular attendance by students at school and schools are required to take an attendance register twice daily (except where students are boarders). This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LEA if a student attends irregularly, or is absent continuously without authorisation for ten or more school days.

Procedure of Registration
Morning and afternoon registration is recorded following UK law and Government guidelines:

Morning attendance at Southbank International School Hampstead campus is taken at 08.40 (08.45 EC) and is recorded by the classroom teachers through iSAMS and is checked and monitored on the school database by the campus Attendance officer. All attendance must be recorded by 08.50.

In case of an emergency/fire/evacuation Administrative staff keep and distribute hard copies of all class lists so the school is aware if a student is missing.

Should teachers receive any information on a student's absence, this information must be forwarded to the school office.

Any students arriving late into school should be marked as absent from their class, and on their arrival to school they should report straight to the school office. The school office will update their attendance record.

A daily list of student absences is created on iSAMS by 09.30 and an updated list is kept in the emergency folder in the school office.

In case the Attendance Officer is absent from school, another member of the administration staff will take responsibility for all attendance and lateness procedures.

The law in this country requires all children, between five to sixteen, who are educated at a school to attend, so long as they are well. The Principal can grant permission for absence, other than for medical reasons, only in exceptional circumstances. If permission is not given the family is in breach of the law and the school is obliged to make annual return of such absences.

Supervision in classrooms
Some students and staff move around to go to specialist and non-specialist rooms for lessons and are expected to arrive for lessons promptly. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a student will be deployed to seek assistance or a call made to Reception.

Children in Early Childhood (2-5 year olds)
For children in Early Childhood, our supervision arrangements meet or exceed those required by the statutory framework of the EYFS.

We operate an EC classroom, each with a maximum of 16 EC4 (4-5 year olds) and a maximum of 14 EC3 (2-4 year olds). Some EC3 children stay for the morning only (except by agreement with the Principal, after the first half term), going home after lunchtime. EC4 children stay all day. A fully qualified teacher is assigned to each classroom and is the Key Worker for each class. Additionally we have the equivalent of two full-time assistants which ensure that supervision ratios and qualifications are adhered to at all times.

Teachers are responsible for organising the timetable of assistants to ensure adequate supervision for all planned activities, including outdoor play and at snack and lunch. Lunch is eaten inside the hall. Assistants are also directed to supervise after-lunch playtime with classroom teachers accessible nearby in the building.

All specialist lessons timetabled for this age group (Library, Music, PE) are taken by fully qualified teachers and accompanied by EC assistants to ensure full supervision at all times.

Any external visits are fully risk-assessed in line with the school's policy and accompanied by class teachers, assistants and parent volunteers. In line with school policy, parent volunteers assisting in a school visit are asked to complete a DBS check and accompanied at all times.

Early Years children may enter and exit the building accompanied by their parents via the

main entrance, especially when they are new to the school. At morning drop-off, once children feel confident, parents may leave Early Years children in a supervised line at the student entrance until the door opens. Collection at the end of the day is from the supervised school gate with children lined on the forecourt with Early Years staff until the parent arrives at the gate. Lunchtime collection for half-day EC3 children takes place at the front gate with children brought up to parents by Early Childhood staff.

Before and after school
Students do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school:

- The school has written to all parents stating the time of the start of the school day. After 08.20 children are supervised outside the student entrance until the side door opens. A duty rota of staff is maintained. Supervision exists for some students from 08.10 who are transported on the shuttle bus from Hampstead campus to Westminster campus.
- Early morning supervision in the STEM room or outdoors is available for children from KG upwards whose siblings are attending an early morning activity or music session. A sign-in record is taken.
- There are also no supervision arrangements made beyond 16.30 unless there is an evening activity at the site in which case a teacher is assigned to supervise the students until parents' pick-up.
- Supervision is arranged for buses returning from Charteris or sports events and a supervising teacher is assigned and a member of SLT /DSL team is available
- Refer to entry and exit procedures below for activities out of normal school hours

End of Day Arrangements- Standard Protocol
Students not taking part in ECAs are accompanied to the Forecourt where at least four staff members are present to monitor and supervise dismissal. Students are then released to parents/ carers. Students in Upper Primary whose parents have filled out the school's permission to walk home by themselves are able to do so. No students may be in any other area of the school site unless under the direct supervision of an authorised adult.
Students taking part in ECAs assemble in the Hall under supervision of staff. No students may be in any other area of the school site unless under the direct supervision of an authorised adult.

Students travelling by bus are expected to gather in the assigned areas, and will be supervised by staff who will then accompany them to the buses.

Extracurricular activities and lessons
The exception to the above is for students who are in a supervised extracurricular activity where ECA Procedures apply. For early morning (08.00) activities, students enter by the front gate supervised by staff and join their ECA activity line to access the building. Additional teachers are on duty to supervise latecomers to the activity.

Lunchtime activities are supervised directly by the teacher/s running the activity in the assigned room.

After-school activities and lessons are all registered in the Hall at dismissal.

ECA Coordinator and assistant register students for each club and check any anomalies with the attendance officer on the online fire register. Club supervisors once they receive their register and group do a head count confirming the number of students in the ECA.

Offsite groups must ensure that headcounts are done before boarding a bus at the start and end of the activity and when returning to school.

Activity leaders must ensure that students vacate the building by escorting them to the exit door and handing them over to a parent or adult assigned to collect them.

The ECA Coordinator ensures all children are collected by a known parent or nominated adult.

A member of the Senior Leadership Team is on hand every evening until all children have been accounted for and collected by parents.

Sports Activities
The same general principles of care apply during all PE sessions as to other school activities. When risk-assessing all activities, it is very important that the teacher should consider factors such as:

- Condition of the flooring
- Safety of apparatus and equipment to be used
- Suitability of student clothing
- Suitability of the activities for the ability and age-range of the students

Please follow the procedures listed below:

- Children should not be allowed to wear watches or jewellery during PE activities
- Ear-studs should be taped over
- If valuables are handed to the member of staff for safe-keeping, the school accepts responsibility for them
- Staff should wear appropriate clothing
- Students should not be allowed into the sports hall before the start of the session without direct supervision
- Students should not be handling PE equipment without direct supervision

Students not taking part in a PE session should accompany the PE class, unless suffering from an injury which precludes easy movement.

Southbank makes use of its own sports facility: Charteris Sports Centre. This is located off-campus, at the following address: 24-30 Charteris Road, London NW6 7ET

All students using this facility for curricular and extracurricular activities are accompanied to and from the site, via coach-service, by the PE teaching staff or school chaperone.. A register of attendance is taken before leaving the school site, upon arrival at Charteris Sports Centre and once the party has returned to the school. Headcounts are done before leaving the campus, at the site, before boarding the bus to return to school and on return to school.

Practical on-campus activities
Teachers of practical subjects: Art, Science and so on will consider the organisation of the students involved in practical activities. Consideration is given to the number of students who can be suitably supervised when organising practical activities. Teachers will take all necessary precautions to include, where appropriate:

- Training in the carrying of glass and sharp objects
- Training in the carrying of hot substances
- Training in the use of tools and other equipment
- Use of masks and goggles

In addition, the following guidelines will be followed:

- All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary
- Students should be closely supervised when using sharp equipment
- Students should not have access to craft-knives or other sharp tools/blades
- Teachers should ensure that students are trained in the correct use of tools

Lunchtime and recess supervision
There are members of staff on duty when students are timetabled for recess on the Green Top or Forecourt, with the exception of when a grade is off-campus on a trip or scheduled sports activity. At least two staff are also scheduled to supervise each lunch sitting in the hall. A duty rota is maintained by the Deputy Principal. Duty staff are also assigned to supervise the transit area between the hall and main building when children need to use the bathroom. When on duty, staff members are expected to:

- Be mobile – move around the area to actively supervise and not stay with the colleague on duty so that all areas are covered and children can access help if needed
- Be on time
- Be proactive – intervene before a game or activity becomes too rowdy
- Consistently enforce the agreed codes of conduct
- Ensure that all student travel between the main building and the Green Top is safe
- Ensure that children do not go to the bathroom without a peer
- Ensure that children never move between the Green Top or Hall and the main building without being accompanied by an adult
- Ensure that students line up, observe safe behaviour and are ready to return to class in good time

Risks associated with the sharing of the school site.

- Netherhall Education Association (NEA) administration staff and residents occupy buildings neighbouring the school site, including communal points of transition, during the school day.
- This is considered a high risk.
- Given the potential of either unintentional or intentional site access during school hours, it is of utmost importance that existing supervision measures to mitigate risk are enforced with rigour, as described above.
- To further mitigate risk, Security Signage and soft barriers are in place to delineate boundaries. CCTV is also in operation.
- Staff are reminded to challenge any unauthorised personnel who are present on the school site and immediately report it to the Site Manager and Principal.

Visitors
All visitors must sign in and out using the Visitor Management System located at the point of entry or School Office and will be issued with a visitor's badge. If you have made an appointment to see a parent or other visitor, please inform Reception in advance. Visitors

must be collected from Reception and not be allowed to move around the school unaccompanied. Staff should politely challenge any person not displaying identification and walk them back to Reception.

Community events (during and after school)

- Open/closing times are shared with cleaning staff
- The main entry door for visitors is supervised by administration staff
- Health safety, security and fire evacuation procedure must be announced at the start of all events. This is done either by the designated Health and Safety officer or the host of the event
- The host is given health, safety and fire instructions by the Health and Safety officer
- For events, including those with Early Years, visitors should be reminded that no images of other children are allowed to be shared on social media
- In the absence of the Health and Safety officer a member of the Admin team will be briefed in these procedures

Emergency

In the case of an emergency please send a student to the main office or adjacent classroom to seek help if the teacher is alone. Do not leave the class unattended. In the event of a fire or other evacuation, please follow the procedures as outline in the school Fire, Emergency and Evacuation Procedures and Critical Incident Management Plan.

Procedures for Dealing with Children who are not Collected at the End of the Day

The school recognises that it has a statutory duty to safeguard and promote the welfare of its students, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity. The following protocol explains those arrangements:

- Emails will be checked for any information regarding collection of the child
- If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate
- If the above is unsuccessful, attempts will be made to contact emergency numbers on iSAMS
- Attempts will be made to contact the parents/carers in any other reasonable way eg another parent
- Staff will not allow the child to leave school with anyone other than those specified by parents

The school agrees to care for a student who has not been collected until such time as they are collected by a parent/carer, or appropriate alternative arrangements are made with social care and/or police to ensure the student's safety. However, it is also acknowledged that occasionally primary age students and most secondary age students travel independently between home and school, and when considering these children's circumstances the policy will need to be applied with discretion. The school's Designated Safeguarding Lead will keep a record of every occasion when parents do not collect a child from school or are late in doing so for no good reason. Any child welfare concerns arising out of such incidents will be dealt with in accordance with the school's child protection procedures. Instances of the same child repeatedly not being collected on time may result in a referral to social services.

Lost or Missing Children, including on trips

In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

- If a teacher suspects that a child is missing from a lesson or activity, they will contact the Principal and school office immediately.
- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of exits will be made; reasonable efforts will be made to secure exits. Doors are secured and the risk of a pupil leaving the site is minimised. If something is discovered, the SLT member must be immediately informed.
- The following list held in the school office will be checked: attendance register and other school clubs.
- If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Director of Education (Cognita Principal Office), including where a child is found wandering or at risk of being lost or missing.
- The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Principal, or SLT member in the absence of the Principal, will decide at which point the police will be called.
- All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Principal remains responsible for the care and welfare of the child, including off-site.
- A thorough search of the premises should continue until the child is found. CCTV will be used as part of the search.

In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:

- If a teacher suspects that a child is missing from a lesson or activity, they will alert other staff who will start a search. The Trip Leader will assume overall lead.
- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the staff member designated by the Trip Leader and matched against the register; usually the class teacher or nominated person.
- The Principal and school office will be contacted as soon as possible Pupil Supervision and Lost & Missing Children Policy
- The Trip Leader will organise a thorough search of the site and immediate surroundings including storage areas and toilets. A thorough check of exits will be made; reasonable efforts will be made to secure exits. Doors are secured and the

risk of a pupil leaving the site is minimised. If something is discovered, the Trip Leader must be immediately informed.

- If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Director of Education (Cognita Principal Office), including where a child is found wandering or at risk of being lost or missing.
- The school office will ensure that the parents are informed by the Principal, or SLT member in the Principal's absence.
- The Principal, or Trip Leader in the absence of the Principal, will decide at which point the police will be called.
- All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Principal remains responsible for the care and welfare of the child, including off-site.
- A thorough search of the premises should continue until the child is found. CCTV will be used as part of the search if available