

Supervision Policy – Kensington

Abstract

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

- Behaviour Policy
- Data Protection Policy
- Fire Safety Management Policy
- First Aid Policy
- Health and Safety Policy
- Staff Employment Handbook
- Parent Student Handbook

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 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 Senior 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 students, 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 students. 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. (For information regarding claims for negligence and disciplinary procedures etc, see the Staff Employment Handbook).

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Any injury to a student would not in itself be grounds for a successful action against a member of staff. 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. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the student. The employer is responsible for any negligent acts of their employees committed in the course of their employment.

Responsibility during the day

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 class teacher and/or trained First Aider where appropriate, contact the parents/guardians 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, retained by the office and on display in the staffroom and in the students' lunch room.

Registration

The law requires regular attendance by students at school and schools are required to take an attendance register twice daily. 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 is taken at 0840 and is recorded by the class teachers through iSAMS and is checked and monitored on the school database by the campus Attendance Officer.

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

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 where the Attendance Officer will update their attendance record.

A daily list of student absences is created on iSAMS by 0930.

In case of the Attendance Officers being absent from school, another member of the administrative team will take responsibility for all attendance and lateness procedures.

The law in this country requires all students, from five to sixteen, who are educated at a school to attend, as 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 unauthorised absences to the Government.

Supervision in classrooms

Some students and staff move around each campus to go to different 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 (3-5 year olds)

For children in Early Childhood, our supervision arrangements meet or exceed those required by the 2014 statutory framework of the EYFS.

We operate one Early Childhood class where some children stay half a day and others the whole day. Two fully qualified teachers work in the room along with a Teaching Assistant and Key Teachers are assigned to a student.

Teachers are responsible for organising the timetable of staff to ensure adequate supervision for all planned activities, including indoor/ outdoor play. Snacks and lunch are eaten inside the classroom. Two staff supervise lunch.

All specialist lessons timetabled for this age group (Music and PE) are taken by fully qualified teachers, and the library time is accompanied by EC staff 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 must hold a current DBS check, and are accompanied by Southbank staff at all times.

At morning drop-off, parents drop their child at the main doors. Dismissal is directly from the EC exit on Portobello Road and the EC teachers and assistant ensure supervised collection by an approved parent/ carer.

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 students before school. Our responsibility begins when the students arrive at school:

- The school has written to all parents stating the time of the start of the school day and indicates that students are expected to arrive at school between 08.20 and 08.40 and go to the garden, unless they are attending an early morning lesson
- For siblings of students on the shuttle bus, siblings of students at early morning violin, supervision is available in the front garden from 08.00
- The Portobello Road entrance to the school is open from 08.10- 08.40 to allow entry to the school for students
- Supervision of students in the garden before school from 08.00-08.40 is carried out by teachers on a rota drawn up by the Deputy Principal
- No arrangements are made for supervision of students after school finishes at 15.20, except in the case of extracurricular activities below. At 15.20, class teachers must hand the students over to a parent or other known adult, pass them to the bus, or send the students to the garden for extracurricular activities
- All students in Grade 1 to Grade 5 are dismissed from the front (Kensington Park Road) entrance to the school
- Students in Early Childhood and Kindergarten classes may arrive at school between 08.20 and 08.50 and are supervised in the classroom. To avoid congestion, their day ends at 15.00, when the teachers begin handing the students over to a parent or responsible adult at the Portobello Road entrance
- These details are included in the school's Parent Student Handbook.

Extracurricular activities

The exception to the above is for students who are in a supervised after school activity. The daily class lists for after school activities are on clipboards placed outside the PE office. Activities run from 15.30 to 16.30 (on-campus activities), and from 15.30 to 17.00 (off campus activities). The Extracurricular Activities Coordinator ensures there is adequate supervision in the garden from 15.20 to 15.30. Activity leaders must ensure that their respective students vacate the building by escorting them to the exit door, and handing them over to a parent or responsible adult. All staff members leading after school activities take attendance registers.

Sports activities

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

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

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Students 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 no responsibility for them

- Students should not be allowed into the sports hall before the start of the session without direct supervision
- Students should not handle PE equipment without direct supervision.

Students not taking part in a PE session should accompany the PE class where appropriate.

Southbank makes use of its own sports facility: Charteris Sports Centre. This is located off-campus, at 24-30 Charteris Rd, London, Greater 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. A register of attendance is taken before leaving the school site, upon arrival at Charteris Sports Centre, on leaving the sports centre and once the party has returned to the 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:

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

In addition, the following guidelines will be followed:

- Students should be closely supervised when using sharp equipment
- 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 not have access to craft-knives or other sharp tools/blades
- Teachers should ensure that students are trained in the correct use of tools.

Suitable safety information should be available for students eg posters on display in practical settings such as the laboratory and written guidelines issued.

ICT

Please see the Southbank Data Protection Policy and Acceptable Use Policy for information on the supervision of student use of ICT.

Lunchtime and break supervision

There are two members of staff on duty at all times when students are timetabled for recess in the garden, according to a rota drawn up by the Deputy Principal. Two members of staff will be on duty at all times when students are eating lunch in the hall. When on duty, staff members are expected to:

- Be on time
- Be pro-active – intervene before a game becomes too rowdy
- Consistently enforce the codes of conduct
- Be mobile – move to different areas to supervise, away from the colleague on duty

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- Ensure the students are lined up quietly and ready to return to class in good time.

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)

- Start and finishing times are shared with cleaning staff
- The main entry door for visitors must be supervised by a staff member
- Exit door is supervised at all times and all attendees must exit from the main door (Kensington Park Road)
- 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
- In the absence of the Health and Safety officer a member of the administrative 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 outlined in the school Critical Incident Plan or the Fire Safety Policy.

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:

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- 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