

## Supervision Policy - Westminster

### 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 Governors 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 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 08.40 and is recorded by the advisory teachers through iSAMS and is checked and monitored by the Attendance Officer. All advisory attendance must be recorded by 09.00.

For each scheduled classes, attendances should be recorded on iSAMS by the subject teachers and students who have classes scheduled must be in attendance.

The advisor/teacher should mark absent any missing students and the Attendance Officer should update the attendance record on iSAMS with the appropriate code depending on the

reason for absence. In case of an emergency/fire/evacuation staff must have copies of their class lists so that they are aware if a student is missing.

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

Any students missing at the start of a class should be marked as absent from their class, and if they subsequently arrive late, they should report straight to the school office where they will sign in. The Attendance Officer will update their attendance record.

All absence data is immediately accessible to staff via iSAMS.

In case of the Attendance Officers being absent from school, the Administration staff at each site know 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. Permission not to attend school may be granted for medical reasons or exceptional circumstances by the Principal up to a maximum of ten days. If permission is not given or the maximum is exceeded then the family is in breach of the law and the school is obliged to make an annual return of such unauthorised absences to the Government.

### **a. Supervision in classroom**

Students and staff move around each site to go to different specialist and non-specialist rooms for lessons. In some cases, for Grades 9, 10, 11 and 12, students and staff will also be required to move from site to site for the lessons. In addition, students from all Grades move to separate sporting facilities for curricular and extracurricular activities. For information on the inter-site transit and use of sports facilities see appropriate sections below.

Staff and students are expected to arrive to lessons, in good time, as far as is practicable. They will need to wait in an orderly fashion for rooms to be vacated. Due to the necessary transit of staff and students 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. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, two students will be deployed to seek assistance or the teacher will use a mobile phone to call Reception.

### **b. 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:

- There are also no arrangements made beyond 17.00 unless there is an evening activity at the site
- This statement is included in the school's Parent/Student Handbook

(Refer to entry and exit procedures below for activities out of normal school hours)

At Portland Place students are permitted to enter the building at 08:20 from which time until 08.30 a member of the administration and other staff as required, are on duty. The same applies to the afternoon from 15.20 to 17.00. The rota is arranged by the Head of Lower Seniors.

At the Conway Street site, the students are permitted to enter at 08.15 and leave at 17.00. For before school, 08.15 to 08.30, and after school, 16.10 to 17.00, the Librarian, and other members of staff as required, are included on a supervision duty rota arranged by the Head of Upper Seniors

### Extracurricular Activities

Most clubs take place between 15.30 and 16.30 (some major ones until 17.00), or at lunchtime. There may be some exceptions to this, eg sports practices or music rehearsals, which run later. In these cases, the Deputy Principal or Principal must be informed, a note added to the Facilities helpdesk, and the activity leader is responsible for all students leaving the building safely.

Depending on the activity, teachers may end their respective activity between 17.00 and 17.30. Teachers must ensure that their respective students vacate the building by escorting them to the exit door and must ensure they are familiar with the requirements of being the designated person on site after office hours.

All staff members taking after school activities take attendance registers at the start of the activity.

#### c. Entry and exit to buildings and off-campus guidelines

Due to the nature of the open campus feature at Southbank Westminster, it is essential that safeguards are in place and that all students and staff are informed of the security and safety procedures by the Grade Leaders or Head of Schools during the health, safety, security and fire evacuation presentations at the start of the school year and, for students arriving during the year, by Advisors. Right from the start and throughout the school year, it is imperative that all students and staff adhere to this policy. **All staff must use SALTO when they enter and leave the respective sites.**

##### f.i. Off-campus requirements

Because of the physical restrictions of the sites, it is necessary for some students to take their lunch, break times and some study periods or free-periods off-campus. In addition, certain lessons are taught to some students at a particular site, and there is therefore necessary transit between both sites for both staff and students.

##### f.ii. Students

All students must follow the code of conduct (see below) during all times when not in the school buildings (off campus) within the school day of 08.40 to 16.30. These occasions

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include changing of classes between the three sites, morning break and free periods (only for students in Grades 10-12) and lunch sessions available to all students. At the start of the school year, students who wish to qualify for off campus privilege related to morning breaks, free periods and lunch sessions, must have read the off campus letter from the school and counter-signed the off campus parent consent and code of conduct forms.

### f.iii. Parental consent for off-campus privilege

All parents are required to sign a form that gives consent for their child to be eligible for off-campus privilege. Consent forms are sent electronically at the start of every academic year to current parents and to all prospective parents at the time of registration. Full and up-to-date records are maintained of all students who are not eligible for off-campus privilege and who will therefore not be allowed off campus during school hours, unless on a supervised trip, visit or timetabled off-campus activity e.g. sports lessons at Charteris Sports Centre. School Administrators maintain this list.

### f.iv. Students: all grades entry and exit into school buildings requirements

Apart from Grades 11 and 12, all students are required to tap out and in every time they enter and leave the respective sites during days and times as follows:

- **Grade 6** five days a week during lunch only
- **Grade 7** two days a week during lunch only: Tuesday and Thursday
- **Grade 8** three days a week during lunch only: Monday, Wednesday, Friday
- **Grade 9** four days a week during lunch only: Monday, Wednesday, Thursday  
Friday and class changes between the three sites
- **Grade 10** five days a week during free periods, lunch and class changes  
between the three sites
- **Grade 11-12** five days a week during break, lunch and free periods

These digital registers are accessible by the office staff at each site.

Written registers are kept in the school office for exit and entrance at other times, e.g., when leaving for medical appointments during lesson time.

### Further Details

Entry and Exit logistics: all sites

Turnstiles have been fitted to provide additional checks on entry to the building. All staff and students must use their ID cards to pass through the turnstiles; if they do not have their card, they report to the office where they are given a temporary pass against which their name is recorded.

- All staff and students are expected to wear their lanyard with ID card affixed. Frequent reminders are issued to staff and students to observe this requirement. Temporary cards are available at the office.

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- Should an ID card be lost, it is to be reported immediately to the school administrators, who cancel the lost card and issue a replacement.
- At Cleveland Street, a set of secondary doors controlled by ID cards limits access beyond the turnstiles.

### f.v. Portland Place campus

Staff Entrance: 63 Portland Place W1B 1QR

- Current practice includes a SALTO card reader; staff and students have separate entrances.
- All staff must tap in/out when leaving using their ID cards.

Student Entrance: 65 Portland Place W1B 1QR

- Current practice includes a SALTO card reader; staff and students have separate entrances.
- Student access is operational from 08.20-17.00.
- **Grades 6-8** are not permitted off campus during morning break and are not required to move between sites, but are allowed off campus for some lunch times.
  - For lunch breaks Grades 6-9 sign in and out of Portland Place, which is overseen by secretarial staff in the main office or by third party providers such as Fit for Sport.
  - Supervision of Grade 6 off-campus weekly lunchtime period is offered by Fit for Sport personnel, who take Grade 6 registers prior to leaving campus and wear high-visibility vests. Students carry their ID cards (no photographs) and are aware that the supervisory personnel will patrol their allocated area of off-campus privilege
  - Supervision of other Grades is implemented by Fit for Sport personnel, who patrol the designated perimeters of the off-campus area for the duration of lunch
  - Guidelines are issued by the Pastoral Leadership Team for Grades 6-9 at Orientation sessions at the start of each academic year (and/or upon arrival for new joiners)

### f.vi. Conway Street and Cleveland Street

Staff and Student Shared Entrance

- Conway Street and Cleveland Street sites have one main entry point to the building. Students and staff share the main door entry, via a card reader. Student Access times: The student cards are operational from 08.00 until 17.00
- **Grade 10** has lunch freedom and may have a number of scheduled free periods and with parent consent are allowed off campus

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- o Students are required to sign in and out every time they leave and re-enter the building during lunch sessions
- o Free periods can be used for Library/study slots but due to space constraints there is a limited number of students who can opt to study in the Libraries during their free period/breaks.
- **Grades 11-12** have lunch freedom as well as a number of scheduled free periods and with parent written consent are allowed off campus
  - o Guidelines are issued at Orientation sessions at the start of each academic year (and/or upon arrival for new joiners)
  - o Study or free periods are open for a range of student uses and are offered to students in the spirit of trust (which can be reviewed student by student if the school's trust has been abused by the breaking of the off-campus code)
  - o Study or free periods can also be used for Library/study slots but due to space constraints there are a limited number of students who could opt to study in the Libraries during their study or free period/breaks.

**f.vii. Staff and students transferring between the three sites**

Students in Grades 9 and 10 are required to follow a prescribed route when having to change classes between the two campuses. They must not stop in shops, and must avoid distractions that would cause lateness to class. Staff who travel between the two campuses are also required to walk along the same route as students as a means to monitor students' progress. Staff should note and report any students repeatedly failing to follow these procedures via iSAMS (Wellbeing Manager). A map detailing the prescribed route is issued to students and staff, posted in the staff room and displayed around the campus.

Grade 11 and 12 students do not need to follow the designated route, but they should not travel alone and must cross the road at a pedestrian crossing or traffic light.

**f.viii. Off Campus privileges and prescribed route between the three sites**

The guidelines for staff in monitoring students behaviour should be noted as per the stated student code of conduct (see below). Staff will deal with single infringements on the spot or via Advisory and report repeated failures via iSAMS (Wellbeing Manager).

It is the responsibility of all staff to monitor and safeguard students when travelling back and forth on the designated routes between the three sites. SLT members also perform spot checks and monitoring.

**Student Code of Conduct for transferring between the three sites and off campus privileges states the students must:**

- Tap out/in
- Remain within the boundaries as defined on the maps issued to students (Grade 6 to 10)
- Only use zebra or traffic-light controlled road crossings
- Not loiter or litter anywhere
- Not enter pubs or gambling establishments

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- Display good manners, behaviour and consideration towards the public and one another at all times
- Exercise safety/security procedures as defined by the Pastoral Leadership Team at the start of the school year or at any new intake date
- Enter the relevant school office telephone number into their mobiles.
- Report directly to their next scheduled class without stopping

### **f.ix Staff and students prescribed route between campuses (via Great Portland Street Station)**

The prescribed routes between sites must be adhered to by all Grade 6 to 10 students, and staff should routinely monitor this.

### **f.x Consequences**

Consequences will be applied by the Heads of Schools to students who fail to observe and follow procedures in the code of conduct, in consultation with Advisors and Grade Leaders. Emphasis will be on establishing personal responsibility to follow procedures that promote safe conduct.

### **d. 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
- The teacher's level of competence related to any activity

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 a venue 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 either accompany the PE class or will be assigned to a supervised library study session.

Southbank makes use of various sports facilities including its own site: Charteris Sports Centre. This is located off-campus, at 24-30 Charteris Road, London NW6 7ET

All students using external facilities 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 the sports facility, on leaving the sports facility and once the party has returned to the school.

### **e. Practical on-campus activities**

Teachers of practical subjects: Art, Science and Design 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.

### **f. ICT**

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

### **g. Lunchtime supervision on-campus**

Supervision of on-campus lunchtime periods is provided by staff members who may be supported by Fit for Sport staff, who patrol the designated areas for students at that time; top-to-bottom sweep, canteen, and turnstiles. Rotas are managed by the Heads of Upper and Lower Seniors.

### **h. Visitors**

- Visitors buzz the call button on a key pad system at each site on the entry door to notify the school office that they require access to the building
- Visitors must present themselves to the school office, provide identification if requested and notify who they are visiting
- They receive a security badge, with lanyard
- Visitors are signed in using the Entry Sign terminal

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- Visitors are requested to remain in the assigned waiting area until their Southbank host arrives
- All visitors remain with their Southbank host, and/or under supervision of another member of staff, for the duration of their visit, and are signed out by their host.

### **i. Community events (during and after school)**

- All events on site must be organised via the Event Assistance Request form to ensure proper prior instruction is given to the designated person in charge, and that plans are made for appropriate supervision.
- The main entry door for visitors is supervised according to arrangements made when requesting event assistance
- Door is controlled at all times and all attendees must exit from the designated door, except during emergencies
- Health safety, security and fire evacuation procedure should be announced at the start of all events. This is done by the designated person in charge or host
- The host should be given health, safety and fire instructions by the Facilities Manager following the Event Assistance Request form being lodged.

### **j. Emergency**

In the case of an emergency please send two students 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 Fire, Emergency and Evacuation Procedures for each site. In the event of lockdown, the procedures in the Lockdown Procedures Westminster Sites are to be followed.

### **k. Stairs**

Students and staff are required to walk and not run up and down the stairs, proceeding always on the right-hand side and in single file. Duty staff must monitor this, especially at peak times, and SLT will conduct spot-checks.

## **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

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- 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. In the Secondary campus the Advisor may be notified instead of the DSL in the first instance. 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 Deputy Principal or 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. If something is discovered, the SLT member must be immediately informed.
- The following list held digitally 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 incidents 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 Deputy Principal 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

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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 or Deputy Principal and school office will be contacted as soon as possible
- 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