



CHURCHER'S COLLEGE

SUPERVISION POLICY

SENIOR SCHOOL

SUPERVISION POLICY

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1 Introduction

- 1.1 This policy relates to all children at Churcher's College Senior School. Throughout this document, the terms "the School" and "Churcher's College" refer to Churcher's College Senior School.
- 1.2 The purpose of this policy is to offer guidance about the supervision of pupils at the School.

2 Principles

- 2.1 Churcher's College is committed to safeguarding and promoting the welfare of the pupils in its care. All staff must remain vigilant, whether on duty or not, in order to ensure pupils' safety. If staff have any concerns about pupil welfare, they should pass these on to the Deputy Head (Pastoral).
- 2.2 The School's supervision of pupils takes into account the age of the pupils, any additional needs that they may have and the nature of the activities in which they are engaged.

3 Responsibility

- 3.1 All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Teaching staff have a general duty to supervise pupils to the standard expected of a prudent or careful parent.
- 3.2 The Senior Management Team will make arrangements for the security and effective supervision of the School buildings and their contents and of the School grounds (see **Site Security and Workplace Safety Policy**).

4 Staff Induction

- 4.1 All new staff receive a briefing on security and workplace safety within their first week at the School. This includes advice on supervising pupils, where new members of the teaching staff are given training in registration and in arrangements for supervising pupils.

5 Supervision Duties

- 5.1 The main duty times for staff are as follows: -
- Before school 8.15am - 8.30am
 - Break 10.20am – 10.40am
 - Lunch 12.00noon – 1.10pm
 - After school 4.00pm – 4.15pm
- 5.2 The staff Duty Rota is displayed on the Staff Room noticeboard. A copy of the current staff Duty Rota is attached at **Appendix 1**.

6 Before and after School

- 6.1 Parents and pupils are responsible for ensuring that children travel safely to and from School. School rules apply on these journeys and the School may investigate incidents occurring at these times.

- 6.2 At least one member of staff is always present in order to supervise pupils whenever they are in the School outside normal School hours. Pupils are not allowed to be unsupervised on the School site. Arrangements are made to ensure pupils are supervised during play and out of hours' events.
- 6.3 Under normal circumstances, pupils should not be on School premises before 8.00am. Between 8.15am and the start of the School day at 8.30am, one member of staff will be on duty at the front of the school monitoring drop off and one member of staff will patrol New College. Pupils may wait independently in the Dining Hall from 8.00am and are permitted to enter New College from 8.20am. The School may open New College from 8.10am in the event of bad weather.
- 6.4 The timetabled School day ends at 4.00pm. Pupils who are not involved in supervised after School activities must vacate the School buildings by 4.15pm and leave the School site by no later than 4.45pm. The exception to this is Sixth Form pupils, who may remain in the Ramshill Sixth Form Centre until 6.00pm at the latest. One member of staff will be on duty between 4.00pm and 4.15pm to monitor pupils leaving School and will be expected to pay particular attention to the front of School. Pupils waiting to be collected should remain behind the bollards at the front of Old College.
- 6.5 Apart from Sixth Form pupils (who may remain in Ramshill until 6.00pm), only pupils who are attending an after School activity, doing supervised study in an allocated classroom or working in the library under supervision may remain on School premises until 5.30pm.

7 Supervision at break/lunch

- 7.1 During morning break, one member of staff will be on patrol (responsible for monitoring the all-weather surface and MUGA), one member of staff will be on duty in New College and two members of staff will be on duty in the Dining Hall overseeing tuck shop.
- 7.2 During lunch, one member of staff will be on duty at all times in the Dining Hall and two members of staff will monitor the lunch queue until all pupils have entered the Dining Hall. There will also be two members of staff patrolling the School grounds and one member of staff in New College.
- 7.3 Staff are also allocated to supervise Ramshill and the 5th Year Common Room.

8 Registration and absence

- 8.1 All pupils are registered at the start of the School day and after lunch (at the beginning of period 5).
- 8.2 Parents are responsible for notifying the School if their child is absent for any reason.
- 8.3 The School will contact a pupil's parents if the pupil is absent from School without notification.

9 Supervision in lessons

- 9.1 All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Design and Technology, Art and Science, the class teacher may be supported by a technician.

10 Leaving the School site

- 10.1 Pupils (except for Sixth Form – see paragraph 10.2 below) are not permitted to leave the School site before the end of the School day unless prior written parental permission has been given to the Form Tutor, Head of House, Deputy Head(s) or Headmaster (or School Nurse in the event of illness). A letter or email from parents must be received for pre-arranged absences such as doctors' appointments. Absences for normal medical and dental appointments may be approved by the Form Tutor.
- 10.2 The exception to the above is pupils in the Sixth Form, who are permitted off site in accordance with the rules contained in the Sixth Form Handbook.
- 10.3 Requests for non-medical or longer absences should be submitted to the Headmaster in writing. Such leave will only be granted in exceptional circumstances in order to avoid a detrimental effect upon the education of the pupil concerned.
- 10.4 All pupils leaving School during the School day, for whatever reason, must sign out at reception and sign back in if they return before the end of the School day.
- 10.5 The School cannot be responsible for pupils when they are off site without staff accompaniment.

11 Unsupervised access by pupils

- 11.1 The School ensures that pupils do not have unsupervised access to potentially dangerous areas such as the swimming pool, the science laboratories, the design technology rooms and the CCF store. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.
- 11.2 Pupils do not have access to the Grounds, Maintenance, Caretaking and Catering areas of the School and are informed or reminded regularly by pastoral and teaching staff of the dangers of entering risky areas of the School (see **Control of Pupil Access to Risky Areas Policy**).

12 Educational/External Visits

- 12.1 Guidance on ratios for educational/external visits are contained in the School's Educational/External Visits Policy.

13 Communication in remote areas

- 13.1 Staff who are supervising in remote areas, should take a fully charged mobile phone with them.

14 Games

- 14.1 Games lessons are supervised by members of the teaching staff with enhanced supervision in some circumstances eg when swimming. In the event of an emergency, the Medical Room (in the Health and Well-being Centre) can be contacted.
- 14.2 When pupils are changing or showering, supervising staff should take into account the need for pupils' privacy.

15 Medical Support

- 15.1 The School Medical Room is staffed by a qualified School Nurse who is on duty from 8.30am – 5.00pm Monday to Friday (usual times unless closed due to extenuating circumstances). The School Nurse is available to administer first aid, to deal with any accidents or emergencies or to help if someone is taken ill.
- 15.2 A number of additional members of teaching and non-teaching staff hold first aid qualifications. The list of these staff, including details of their qualifications, is held by the School Office, HR Support and the Deputy Head (Operations).
- 15.3 The School will ensure that there is always at least one suitably qualified first aider on site when pupils are present.

16 Pupils' responsibilities

- 16.1 Pupils in supervisory roles (such as Prefects and Peer Mentors) receive appropriate training prior to appointment. All pupils in supervisory roles must be able to make contact easily with a member of staff.

17 Weekends and holidays

- 17.1 Pupils should not enter the School site on weekends unless they are attending a School activity (eg scheduled sports fixture). The School cannot assume responsibility for pupils unless they are involved in an activity supervised by staff.
- 17.2 Pupils should not enter the School site during holidays without prior agreement with a member of staff and must sign in/out at the School Office.

Appendix 1 – Summer Term Duty Rota 2025

| | Before School 08.15-08.30 | Morning Break 10.20-10.40 | Lunch 1 12.00-12.15 | Lunch 2 12.15-12.30 | Lunch 3 12.30-12.50 | Lunch 4 12.50-13.10 | After School 16.00-16.15 |
|-------------------------|------------------------------|------------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------|
| MONDAY NC | NS | HLB | CCA | ERM | HFY | MCK | |
| MONDAY Clock Tower | JML | | | | | | MJW |
| MONDAY Patrol 1 | | GKR | HJT | CHM | KAM | KAM | |
| MONDAY Patrol 2 | | | NSA | FHP | LJB | LJB | |
| MONDAY Lunch Queue 1 | | | TXO | KLH | NSA | AHT | |
| MONDAY Lunch Queue 2 | | | SH | LJS | SAG | RGW | |
| MONDAY Dining Hall 1 | | NMR | HJW | ELG | MCG | LKS | |
| MONDAY Dining Hall 2 | | EMT | | | | | |
| TUESDAY NC | JEH | CJH | BDS | PD | CLH | KSR | |
| TUESDAY Clock Tower | PSE | | | | | | MGJ |
| TUESDAY Patrol 1 | | HJT | TCB | AJD | RB | RB | |
| TUESDAY Patrol 2 | | | MLR | MGJ | VJL | ELG | |
| TUESDAY Lunch Queue 1 | | | NAJ | RMH | GJF | SC | |
| TUESDAY Lunch Queue 2 | | | SH | TLG | SXJ | CJH | |
| TUESDAY Dining Hall | | FAM | SN | SJP | AMG | NAJ | |
| TUESDAY Dining Hall 2 | | MC | | | | | |
| WEDNESDAY NC | EFJ | SXC | DJD | BMH | BMH | SJE | |
| WEDNESDAY Clock Tower | SJP | | | | | | GJL |
| WEDNESDAY Patrol 1 | | SN | GCH | ALS | DXR | SJH | |
| WEDNESDAY Patrol 2 | | | CCA | HAS | CEU | JCP | |
| WEDNESDAY Lunch Queue 1 | | | SH | MCG | GJF | GCH | |
| WEDNESDAY Lunch Queue 2 | | | ASB | AMB | AJD | AHS | |
| WEDNESDAY Dining Hall 1 | | PLC | PD | KLH | NLP | TAJ | |
| WEDNESDAY Dining Hall 2 | | RN | | | | | |
| THURSDAY NC | SXM | NEC | GJF | CEU | EFJ | CHM | |
| THURSDAY Clock Tower | PSE | | | | | | GJL |
| THURSDAY Patrol 1 | | SXC | SEA | CEW | FJH | AMG | |
| THURSDAY Patrol 2 | | | MLR | DXR | CAS | RM | |
| THURSDAY Lunch Queue 1 | | | LJS | RMH | NLP | SAG | |
| THURSDAY Lunch Queue 2 | | | SC | ECS | PAH | DJN | |
| THURSDAY Dining Hall 1 | | ECS | ERM | MDU | CLH | CAS | |
| THURSDAY Dining Hall 2 | | HLJ | | | | | |
| FRIDAY NC | JEH | MJW | TLG | JCP | HFY | LW | |
| FRIDAY Clock Tower | TXO | | | | | | GKR |
| FRIDAY Patrol 1 | | TMS | SEA | HAS | GTW | ASB | |
| FRIDAY Patrol 2 | | | ALS | LXB | CRS | LKS | |
| FRIDAY Lunch Queue 1 | | | SH | RWT | BMH | KMN | |
| FRIDAY Lunch Queue 2 | | | JML | GTW | SJH | AHS | |
| FRIDAY Dining Hall | | HJW | HLB | APJ | LXB | TAJ | |
| FRIDAY Dining Hall | | CRS | | | | | |

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| Authorised by | Deputy Head (Pastoral) |
| Date | September 2024 |
| | Revised: April 2025 |

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| Date of next review | September 2025 or earlier as required |
| Status | Complies with <i>The Education (Independent School Standards) Regulations 2014 (SI 2014/3283)</i> |