SUPERVISION OF PUPILS POLICY

APPLICABILITY: All Academic Staff

AUTHOR: College Deputy Head / Head of Prep School

REGULATORY REQUIREMENTS: ISS Part 3: 14

1. DfE guidance states during the time pupils are in school, staff are under a legal duty to exercise "reasonable" care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents and injuries may occur and pupils will occasionally abscond, even in the best-regulated schools.

2. Tettenhall College has:

   a. Due regard for the ages and capabilities of their pupils;

   b. A systematic approach to safety and risk assessment taking into account reasonably foreseeable risks;

   c. A pupil Code of Conduct that is known by all pupils and has been drawn up to seek to significantly reduce anticipated risks. Pupils are made aware of the School's non-negotiables, for instance during tutor periods, in the course of normal lessons, with visual displays and in assemblies and classroom discussions; and

   d. Staff who are aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and staff that are appropriately experienced.

3. Risks are kept under review and rules and procedures are changed as necessary, especially to meet the needs of particular pupils in specific circumstances. Where there has been an accident or incident, the circumstances are fully investigated and current procedures reviewed. Where appropriate, measures are put in place to reduce the possibility of a re-occurrence. Individual care plans are put in place for pupils that pose a greater risk to either themselves, other pupils or staff.

4. As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit. All staff should be prepared to challenge strangers on the premises, and to report concerns to the Bursar. Visitors also receive a copy of the school's safeguarding information.

SENIOR SCHOOL

Early Morning Arrivals

5. Swim Academies open at 7.30am, under the supervision of Mrs Tracey Bate. Swimmers go to have breakfast with the boarders at 8.00am (supervised by a member of the boarding staff).

6. No members of day staff are on duty to directly supervise day pupils before Registration. However, there are members of staff present on site from 8.00am and they

can be contacted via School Reception. In addition, the Assistant Head (Pastoral) and Heads of Section patrol Jacks Block from 8.10am.

7. Any pupils who do arrive at School before 8.30am are expected to go straight to the Study Centre, their Common Room or Tutor Room. Pupils must not leave the School site before Registration.

Registration

8. Pupils are required to register at 8.30am and 1.50pm and thereafter to follow the set routines of the School day according to their individual timetables and extra-curricular commitments.

Assemblies

9. All staff are responsible for the supervision of pupils in assemblies.

Lessons

10. Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present it is his or her responsibility to inform the Assistant Head (Academic). In Years 7 to 11, cover will be organised for classes and supervision maintained. In the unlikely event of a teacher not arriving for a lesson, a pupil from the class should report the absence to Reception. In the Sixth Form, classes are set work, which they should then take to the Study Centre, where they will be supervised by the Study Centre Supervisor.

Breaks

11. As part of their duties, teachers are responsible for supervising pupil behaviour during morning and lunchtime breaks. Duty Teachers should be aware of the School rules and should actively patrol the School site with these in mind. If a member of staff is due to miss a duty it is his or her responsibility to inform the Assistant Head (Pastoral).

After School

12. Lessons end at 4.10pm (4.45pm on Thursdays). After that time, any day pupils on site are expected to go to an organised School activity, which will be supervised by a member of staff, or to do their prep in the Study Centre. A member of staff is on duty in the Study Centre until 6.00pm each evening. On closure of the Study Centre at 6.00pm, day pupils should leave the site or have tea with the boarders if they have prearranged this (supervised by a member of the boarding staff). There is no general supervision of the site for day pupils after 6.00pm. Pupils still engaged in activities after this time will do so under the supervision of the staff leading those particular activities (e.g. School play or concert).

13. Boarders are at all times under the responsibility of an identified member of staff. There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.

Clubs and Activities

14. It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled, pupils and

parents must be informed as early as possible so that they can make alternative arrangements.

Supervision of Pupils on Trips

15. For detailed guidance on the appropriate supervision of pupils on trips and off-site activities, please see the Trips and Visits Policy.

Pupil Supervision of other Pupils

16. Where senior pupils (usually School Prefects) have supervisory responsibility for younger pupils, there must always be a member of staff readily accessible.

Remote Supervision

17. Remote supervision is the term used when the leader is not directly present with participants. Members of staff supervising pupils from a remote situation must carry a school mobile and give the mobile number to the pupils.

Visitors

18. As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit. Visitors must be collected from reception by a member of staff. All staff should be prepared to challenge strangers on the premises, and to report any concerns to the Bursar.

Review

19. This policy will be reviewed annually by the College Deputy Head

THE PREPARATORY SCHOOL

Early Morning Arrivals

20. Breakfast Club and Swim Academies open at 7.30am, and pupils are handed to the care of staff directly by parents. Breakfast Club pupils are accompanied back to Preparatory School at 8.00am by supervising staff. Swim Academy pupils are accompanied back by 8.30am.

21. The School opens at 8.00am and children in the Nursery and Pre-School may be left in the Nursery from this time. Older children will be supervised on the playground or in the Crèche Room from 8.00am. At 8.30am Year 3-6 children are sent to their Form Room for registration. Pre-School - Year 2 children are accompanied to their classrooms at this time.

22. All children are signed in - either independently (Year 3-6 pupils) or by supervising staff.

Registration

23. Reception to Y6: Pupils are required to register at 8.30am Afternoon registration is at 1.20pm for Reception to Y2 and 1.35pm for Y3 to 6, and thereafter to follow the set routines of the School day according to their individual timetables and extra-curricular commitments.

24. Pre-School and Nursery: Pupils attend for different sessions and records of attendance are kept by Room Leaders.

Assemblies

25. All staff share responsibility for the behaviour of the whole body of pupils.

Lessons

26. Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present it is his or her responsibility to inform the Head of the Preparatory school. In Years 1 to 6 cover will be organised for classes and supervision maintained. In the Early Years, arrangements will be made to ensure that staff to pupil ratios are maintained, and this may involve employing temporary staff.

Breaks

27. As part of their duties, teachers and teaching assistants are responsible for supervising pupil behaviour during morning and lunchtime breaks. Duty Teachers should be aware of the School Rules and should actively patrol the playground with these in mind. If a member of staff is due to miss a duty it is his or her responsibility to inform the Head of the Preparatory school.

After School

28. Reception - Year 2: Lessons end at 3.30pm. Parents are invited to collect children directly from the classroom. Pupils not collected by parents at this point are taken to the Crèche Room for supervision by duty staff. Once ratios are safe, (and before 4.30pm) pupils are transferred to the Nursery for continued supervision until parents are able to collect them. Nursery closes at 6.00pm. Children still not collected are supervised until parents collect them (parents will be contacted if late). Penalties apply for late collection of pupils.

29. Year 3-6: Lessons end at 4.10pm. Teaching staff accompany children to the rear door of Prep School to meet parents, and they are dismissed once parents are in sight. Any children remaining are sent to prep and supervised there until 6.00pm for parents to collect directly.

Changing for PE, Games and Forest School, and some Activities after School

30. Pupils from Pre-School to Year 2 change in their classroom under the supervision of a member of staff. Blinds should be drawn if the classroom is facing a public area. As part of safeguarding training, staff are reminded to be aware of the Staff Code of Conduct and be mindful of their interaction with pupils when changing.

31. Pupils from Year 3-6 store kit and equipment in the cloakrooms and all girls use the cloakroom to change for activities under supervision. Year 6 boys change in the boys' cloakroom under supervision of staff, whilst Year 3-5 boys change in classrooms when not accompanied by PE staff to alternative changing rooms on site.

Clubs and Activities

32. It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled pupils must

be informed as early as possible so that they can make alternative arrangements. Children are accompanied directly to Crèche, Nursery or prep by supervising staff if parents have not collected directly from them.

33. Year 3-6 activity leaders accompany pupils to Preparatory School playground to meet collecting parents, and then accompany those who have not been collected to prep.

Supervision of Pupils on Trips

34. For detailed guidance on the appropriate supervision of pupils on trips and off-site activities, please see the Trips and Visits Policy.

Pupil Supervision of other Pupils

35. Where Year 3-6 pupils (usually School Prefects) have supervisory responsibility for younger pupils, there must always be a member of staff readily available and in overall charge.

EARLY YEARS

36. Strict ratios for pupil supervision are maintained throughout the Early Years at Tettenhall College. Children are supervised as follows:

a. Children aged two years: 1 adult: 5 children:

i. at least one member of staff holds a full and relevant level 3 qualification;

ii. at least half of all other staff hold a full and relevant level 2 qualification.

b. Children aged three years and over: 1 adult: 8 children:

i. at least one member of staff holds a full and relevant level 3 qualification;

ii. at least half of all other staff hold a full and relevant level 2 qualification.

c. Children aged four years and over: 1 adult: 13 children:

i. where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children.

ii. at least one other member of staff must hold an approved level 3 qualification.

37. Tettenhall College follows the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over between the hours of 8.00am and 4.00pm as follows:

a. there is at least one member of staff for every 13 children; and

b. at least one other member of staff holds a full and relevant level 3 qualification.

38. After or before school; if children aged three to five are not being cared for directly by qualified teaching staff or relevant level 6 qualified staff, the ratio is 1:8. Otherwise it is 1:13.

Review

39. This policy will be reviewed annually by the Head of the Preparatory School.