

Supervision Policy

King Edward's School, Birmingham

1 Policy statement

- 1.1 **Scope:** This policy applies to employees and supervisors (as defined below) at King Edward's School, Birmingham (the **School**).
- 1.2 **Publication:** This policy is provided to all employees and is available on request.
- 1.3 This policy can be made available in large print or other accessible format, if required.
- 1.4 **Policy aims:** Through the operation of this policy the School aims to protect the health, safety and welfare of pupils and others at the School, or affected by the School's operations, by:
- 1.4.1 ensuring the proper and effective supervision of pupils on School premises or whilst on School arranged educational visits and other activities and on authorised journeys;
 - 1.4.2 ensuring that the School meets its duty to supervise pupils to the required standard of a reasonably careful or prudent parent;
 - 1.4.3 ensuring that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level.

2 Definitions

Authorised Journey: means transport arrangements made by or on behalf of the School for the purpose of transporting pupils on educational visits or trips. It does not include trips on public transport or private arrangements between parents or pupils.

Employee: means anyone who works under a contract of employment at the School.

External Provider: means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.

Ratio: means the number of supervisors to pupils.

Supervisor: means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: teachers, teaching assistants, lunchtime supervisors, dinner ladies, temporary or agency workers, peripatetic tutors, instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18 (including prefects or senior pupils) or gap students. All Supervisors will have been assessed and authorised in accordance with the School's child protection procedures and safeguarding arrangements and the appropriate legislation and guidance applicable at the time.

Supervision: means the effective arrangements for the management and care of pupils whilst under the care of the School, whether on the School premises or otherwise. Supervision may be close or remote: in some instances the School may not require pupils to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should be able to summon help quickly in the event of an emergency.

Teacher: means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.

Transport Provider: means a bus, coach, taxi company or other external transport provider which has been authorised for use by the School.

3 Responsibilities

- 3.1 The Governors of the Schools of King Edward VI in Birmingham (the **Foundation**) as employer, are responsible for ensuring the health, safety and welfare of pupils on the School premises or whilst on School arranged educational visits, other activities and on Authorised Journeys and the health and safety of those affected by the School's operation. They delegate responsibility for the day to day management of Supervision arrangements at the School to the Chief Master.
- 3.2 The Chief Master is responsible for implementing the terms of this policy and for ensuring that:
- 3.2.1 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the School's Supervision arrangements generally;
 - 3.2.2 there are suitable arrangements for the proper and effective Supervision of pupils at all times whilst they are under the care of the School;
 - 3.2.3 Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively;
 - 3.2.4 Supervision arrangements are risk assessed in accordance with the School's health and safety policy.
- 3.3 **Supervisors:** All Supervisors should be aware of and abide by the School's Supervision procedures.
- 3.4 **Pupils:** Pupils must follow the instructions of Supervisors at all times and adhere to School rules and the code of conduct / discipline and behaviour rules.
- 3.5 The School will ensure that pupils are aware of the Supervision arrangements at all times and, in particular, that pupils know:
- 3.5.1 who is responsible for their Supervision;
 - 3.5.2 who to contact in an emergency;
 - 3.5.3 what to do in an emergency.

4 Security

- 4.1 The School will take all reasonable steps to ensure that there are clear arrangements in place for the Supervision of anyone who is not an Employee or Supervisor (as defined in section 2 above) and who may come into contact with pupils whilst they are on School premises or under the care of the School.
- 4.2 The School has a policy of restricting access to the School buildings in order to ensure the safety and security of Employees, pupils and other authorised visitors to the School.
- 4.3 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.
- 4.4 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

5 Ratios

- 5.1 The School will ensure that there is an adequate Ratio whilst pupils are under the School's care.
- 5.2 The Ratio will become closer the more complex or hazardous the activity.

- 5.3 All Ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time.
- 5.4 Where supervisors have children who are parents of pupils at the school, the risk assessment will be adjusted to ensure that good supervision can still be provided in the event that there is a problem concerning the supervisor's child.
- 5.5 Prefects and senior pupils will not usually count in the Ratio, but may assist Supervisors in their supervisory duties. Where Prefects or senior pupils assist Supervisors, the School will ensure that they are regularly supervised and directed in their duties and there are adequate measures in place to deter possible abuse of the role by them.
- 5.6 Supervisors remain in overall charge of pupils and will be readily available to prefects and senior pupils at all times.
- 5.7 There will be adequate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of pupils within classrooms or reorganising activities.
- 5.8 Where possible, there should be provision within the Ratio for sufficient Supervisors, in the event of an emergency or incident, to:
- 5.8.1 deal with any emergency or incident;
 - 5.8.2 seek emergency and / or medical assistance and / or administer first aid;
 - 5.8.3 supervise the remainder of the pupils.
- 5.9 Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.

6 Risk assessments

- 6.1 Supervision arrangements and Ratios will be considered as part of the overall risk assessment process. Factors which may be considered include:
- 6.1.1 the age, abilities, behaviour and any special needs or disabilities of pupils;
 - 6.1.2 the nature of the activities in which they are engaged;
 - 6.1.3 the location, environment and conditions in which the activity will take place;
 - 6.1.4 the number, competencies and qualifications of available Supervisors;
 - 6.1.5 the availability of first aid cover;
 - 6.1.6 contingency arrangements for staff absences and illness;
 - 6.1.7 contingency arrangements for other incidents or emergencies;
 - 6.1.8 travel, transport and accommodation arrangements.

7 Supervision arrangements during the school day

7.1 During the school day, pupils will not be allowed off-site (apart from at lunch time (see 7.3 below) unless they are on a School arranged educational visit or trip) or the School has received a written request from the pupil's parent(s) or guardian(s).

7.2 During the school day, staff are deployed as follows:

7.2.1 the Chief Master or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School;

7.2.2 all lessons will be supervised either by the relevant Teacher, supported by classroom assistant(s), or other Supervisor(s) (as determined by the risk assessment);

7.3 Break times and lunchtime

7.3.1 The School will ensure that there is an adequate number of Supervisors on duty to supervise pupils during break times as set out in the Staff Duties Policy.

7.3.2 Pupils in Years 7 to 11 are not permitted to leave the School premises during break time or lunch time.

7.3.3 Pupils in Years 12 and 13 are permitted to leave the School premises at lunchtime.

7.4 PE

7.4.1 PE is supervised by the PE Teacher, with enhanced Supervision when necessary, e.g. when swimming.

7.4.2 When pupils are changing or showering, staff should be sensitive to pupils' need for privacy, while balancing health and safety requirements.

7.4.3 Pupils are not authorised to enter the swimming pool or to use any sports equipment without qualified supervision.

8 Supervision arrangements for day pupils before and after school

8.1 All pupils will be appropriately supervised when on the School premises and when entering or leaving them.

8.2 Pupils are allowed on the School site from 8 am to 6 pm.

8.3 Breakfast is available in the Dining Hall from 8 am and the Library is also open from 8 am. Pupils are permitted to go to the Dining Hall and/or Library from 8 am, otherwise they should go directly to their form room for registration at 8.45am.

8.4 Registration will be conducted at the start of morning and afternoon school. Parents who have not contacted the School to explain their son's absence will be telephoned by the Receptionist.

8.5 At the end of the school day, arrangements should be made for pupils to leave the School site by 6 pm (unless this is not possible, e.g. in the event of a late return from an educational visit).

8.6 Pupils not involved in a supervised after-school activity may wait after school in the Library (Shells to Fifths) or the USCR (Divisions and Sixths). Both rooms are supervised.

8.7 Extra-curricular clubs

8.7.1 Activities arranged by the School

- (a) The terms of this policy will apply at all times to all extra-curricular clubs including team, club, society, rehearsal or School meetings and activities which are arranged by the School.

8.7.2 Activities facilitated but not arranged by the School

- (a) The School is not responsible for checking the adequacy of supervision arrangements for extra-curricular clubs and activities where the parents contract directly with a tutor or organiser and which take place outside School hours (such as music or sports tuition).
- (b) In that case it is the parent(s) and / or tutor or organiser's responsibility to ensure that there are adequate arrangements in place for the supervision of the pupil during the session and when the pupil is travelling to and from the session.

9 Educational visits

- 9.1 Details of the procedures and recommended Ratios for educational visits, school trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips are contained in the educational visits policy, which should be read in conjunction with this policy.
- 9.2 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.
- 9.3 The School will ensure that arrangements in respect of Supervision and the responsibilities for pupils are clarified in advance with External Providers, and that it is made clear from the outset whose instructions pupils should follow at all times.
- 9.4 Irrespective of the arrangements agreed as above, School Supervisors remain responsible for the moral and emotional wellbeing of pupils during the educational visits and will not hesitate to withdraw a pupil from an activity they consider to be unsafe or causing distress.
- 9.5 Pupils staying in accommodation on residential visits away from the School premises will be supervised by School staff and / or by appropriate supervisors and / or External Providers who have been approved by the School to accommodate and supervise them.
- 9.6 School staff will have at least daily contact with pupils who are staying in accommodation on residential visits away from the School premises and will regularly discuss any concerns that they may have in relation to their accommodation or care, or any other aspect of the visit.

10 Travelling to and from School

- 10.1 Parents are responsible for pupil's travelling arrangements to and from School and for ensuring that they behave sensibly when on public transport or school buses. However a Supervisor will be on duty to supervise pupils boarding school buses at the end of the School day.
- 10.2 The School is only responsible for the safety and Supervision of pupils on Authorised Journeys.

- 10.3 The exact nature of the arrangements for the safety and Supervision of pupils on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies .
- 10.4 Only Transport Providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on Authorised Journeys.
- 10.5 As part of the School's vetting and approval procedure, the School will ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place and that they have undergone suitable child protection checks in accordance with the School's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.

11 Monitoring and review

- 11.1 Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Chief Master or another senior member of staff.
- 11.2 This policy and related School procedures will be reviewed annually by the Chief Master or another senior member of staff, and updated as necessary.
- 11.3 In undertaking the monitoring and review, the Chief Master will take into account any complaints, accidents or incidents that may indicate problems with Supervision arrangements and any issues raised about Supervision by individual members of staff, parents and / or pupils