



**King Edward's School**  
**Supervision Policy**

<b>Committee</b>	N/A
<b>Policy Type</b>	School
<b>Policy Owner</b>	Deputy Head Pastoral
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<b>Version</b>	1.1

## **1. Policy aims**

To ensure the proper and effective supervision of pupils on school premises during the school day.

## **2. The school day**

Pupils may arrive at school from 7:30am and can attend breakfast in the Dining Hall, use the outside space, go to their form room, use the practice rooms with the supervision of the Music staff, or to the library; members of the Upper School may go to the USCR (Upper School Common Room). Formal supervision is not offered by the school until registration at 8:45am.

The school day ends at 4:00pm (except on a Friday when some activities end at 3:20pm), although pupils may remain to take part in co-curricular activities that are supervised by a member of staff. Pupils not taking part in a supervised activity are expected to leave the site in a timely manner, but may stay in school to study. Pupils choosing to remain in school must go to the library and register there with the SLT member on duty; all other areas of the school are out of bounds. The library is supervised until 6:00pm Monday – Thursday and until 5:00pm on a Friday.

## **3. The school site**

Pupils in years Shells to Fifths (7-11) are not permitted to leave the school site during the school day unless accompanied by a member of staff on an authorised school trip. Members of the Upper School (year 12/13) may leave the school site at lunchtime to use local shops; they must not drive other than to and from school at the beginning and end of the school day. Registration is taken in form groups after lunch (except on a pupil's Games afternoon and a Friday, when it is taken by the member of staff leading the Games option or Friday afternoon activity), to ensure all pupils are back on site.

## **4. Supervision of the School site during the day**

Pupils are expected to attend all timetabled lessons. A register is taken each lesson to ensure records of attendance are kept and to identify pupils who are missing lessons. At times it may be authorised for a pupil to miss a lesson, for example a pupil dropping a subject at GCSE, in these circumstances arrangements are made for the pupil to be supervised in a suitable alternative location, such as the Learning Support area or the Library.

## **5. Travelling to and from School**

Pupils are not supervised when travelling to and from school. All pupils are expected to maintain high standards of conduct inside and out of school, and should recognise that they are representatives of the school. We always investigate complaints about poor behaviour or issues around pupil safety. A member of staff is on duty to supervise when the school buses depart in the afternoon.

## **6. The Bristol Road**

At times, during the school day it is necessary for pupils to cross the Bristol Road in travelling to Eastern Road or the Southall Hockey field. Pupils must use the traffic lights provided at either the

Park Vale Drive gate or Edgbaston Park Road. Pupils found crossing at other points will be sanctioned, usually with a Master's Detention.

### **7. Specialist equipment**

Pupils may not use specialist equipment, such as the gym or swimming pool without suitably qualified supervision. Potentially dangerous areas of the school, such as science laboratories or the swimming pool are locked when not in use; pupils are not permitted in these areas without supervision in line with risk assessments and the school's Health and Safety policy.

### **8. Break and lunchtime supervision**

All members of the teaching staff are expected to take a reasonable and *pro rata* part in the duty system. This is designed to ensure good coverage of the school site throughout break and lunchtime. The duty rota is written and monitored by the Deputy Head Pastoral and is reviewed regularly in line with feedback from pupils, health & safety needs and behavioural incidents that arise. During break and lunch pupils may use form rooms, the dining hall, outside spaces or other communal spaces, such as the library or USCR (Upper School) The duty rota ensures a member of staff is readily available and monitoring behaviour in these areas of the school.

### **9. Authorised activities outside the School day**

Authorised activities offsite must have due regard to the Trips and Visits Policy.

For authorised activities taking place on the school site but outside of timetabled lessons the member of staff arranging the activity is responsible for ensuring suitable levels of supervision are maintained. Some activities that involve risk may have strict ratios as demanded by relevant Health & Safety Policy and/or regulation. It is the responsibility of the organising member of staff to ensure these are followed, and to discuss any questions or concerns with a member of the Senior Leadership Team.

D. Kennedy

Oct. 2024