



King's College
The British School of Madrid

Soto de Viñuelas

Supervision of Pupils Policy

Policy Statement

King's College has put in place procedures and guidance for all staff regarding the proper supervision of pupils in School and on outings and trips. It is recognised that EYFS pupils require additional levels of supervision and protection both on-site and during off-site visits. This policy sets out the parameters for the effective supervision of pupils of all ages.

This policy is available to all interested parties on the School website and in hard copy on request from the School Office. It is also available to all staff on the Staff server. The policy is reviewed annually, and when events or legislation requires, by the Headteacher and the Governors. The next review date is September 2018.

King's College takes seriously its responsibility to ensure that pupils are supervised effectively to make certain of their safety whilst on school premises or school visits. Staff who supervise are mindful of our Safeguarding and Child Protection policy, our Anti-bullying policy and our Health and Safety requirements.

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Supervision out of Teaching Hours

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School. Pupils who are in years 3-6 who live near to the School and wish to walk to and from the premises or to and from King's College should have a letter of permission from their parents. Pupils are not supervised by a member of staff when travelling on the School buses to and from School; with the exception of the driver and the bus monitor. They are issued with a set of rules and expected to abide by them and behave responsibly at all times.

Any complaints about poor behaviour are investigated and dealt with in a swift and efficient manner as soon as is practicable and sanctions are in place for incidents of poor conduct during these journeys.

Supervision Before School

The school provides supervision from 8.00am in the Pre Nursery classroom. From 9.00am there is also supervision provided on the Infant and Junior playgrounds but not before this. Children in Pre Nursery, Nursery and Reception classes can go straight to their classes from 9.00am. All other pupils, from Year 1 to Year 4 must remain outside until the bell rings at 9.20am.

As a special recognition of them being in the Upper part of the Primary School, Year 5 and 6 pupils may enter the building following authorization from a designated member of staff in Year 5 and 6. Signs at the Junior entrance will show when this is allowed. Children in Year 5 and 6 are allowed to enter to work quietly in their classrooms until direct adult supervision.

The playground monitors supervise the playground areas each morning from 9.00a.m. All teachers should be on the patio from 9.20a.m. Teachers should ensure that their class is in-line before proceeding to class through their respective entrances.

There are two secondary teachers on duty in the porch and playground area from 8.55 until 9.15 when the students are allowed to enter the building.

Sixth Form students are allowed into the building from 8.30am. They are allowed to go to the common room or to their tutor room. They are not supervised, but know to go to the Head of Secondary's office if there is a problem.

Supervision During Class Lessons

During the School Day

Registration

An electronic register is taken across the whole school at the start of the day (9.25/30 am) and again during the afternoon registration period in Primary. Parents are responsible for notifying the School Office by email or phone call if their child is absent for any reason. The School will always contact the parent if a child fails to arrive for registration without an explanation. Pupils who are late for registration or miss it are asked to register in person in the School Office.

Class Supervision

King's College works within these ratios:

Pre, Pre Nursery and Pre Nursery: All staff have relevant qualifications

Children aged 20 months + 1:6

These ratios apply for all areas of Pre - Nursery including all break and lunchtimes.

Nursery: All staff have relevant qualifications

Children aged 3+ 1:12

These ratios apply for all areas of Nursery including all break and lunchtimes.

Reception – 1:12 (Each class has one qualified teacher and a full time Teaching Assistant.)

Years 1 and 2 - 1:14

Years 3 - 6 - 1 : 28

Children should be supervised at all times by the teacher who is teaching them for that session. The teacher should not leave the room unless an emergency occurs.

Teaching assistants can supervise and work with groups of children but the responsibility of those children remains with the teacher.

If a child is not taking part in a PE lesson, the child should work in a different class or remain with the class with a non-participant activity

All staff are aware of the need to check strangers on the premises and report immediately to the school office wherever there is a concern.

The Golden Rules are displayed in each classroom, together with other school rules. Class teachers establish classroom behavior contracts and provide guidance for their pupils.

Physical Education

The same principles of care apply during physical education lessons as to other school activities. All staff must read the Health and Safety policy at the beginning of each academic year. It is the class teachers' responsibility to consider such factors as safety of apparatus being used, the condition of the floor, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the children.

As part of their curriculum, all KS2 children have swimming lessons. The class teachers/teaching assistants accompany the pupils and remain responsible for their supervision.

Supervision at Break Times

To ensure the most secure play environment for all pupils, adequate teacher supervision of mid-morning, lunchtime and mid-afternoon breaks is vital. To that end a rota for all Key Stages is prepared at the start of the academic year. Appropriately qualified staff are on duty during playtimes using suitable ratios.

Members of staff are required to go out on duty promptly (at the start of break). The staff supervise the children until the end of break when the bell rings. No hot drinks may be taken outside unless in special sealed beakers.

There will always be 3 members of staff on duty at all times in all Primary playgrounds. Members of staff are required to supervise all areas by carefully patrolling the designated zones and must never stand together.

No children should be in the school building, unless given permission by a teacher, attending a class or visiting the school nurse.

In the event of an incident that needs support on the playground the teacher should send for a member of the Primary Leadership team.

Inclement Weather

- Whenever possible breaks should be outdoor, however there will be times when weather conditions will prevent that.
- The Deputy Head of Primary or Coordinators will decide whether outside conditions merit a break being declared indoor. A message should be sent, in plenty of time, to other teachers. Different decisions may apply for pupils of different ages.
- For specific arrangements see Primary Wet Playtime
- All responsibilities attaching to an outdoor break time still apply though emphasis will differ.
- Children must stay in their respective areas and again ask permission to go to the toilet or carry out any tasks.

Responsibilities of Teachers on Duty

- To be present in the area for which they are responsible.
- To patrol visibly the various outdoor areas, separately from the other teachers on duty to ensure that all areas are covered.
- To observe pupils' activity to detect in so far as possible any individual or group action which might :
 1. Be considered intimidating (bullying)
 2. Give rise to injury
 3. Cause damage
- To enforce the playground rules.
- To be aware of such individuals whose presence on school premises is not justified.
- To take appropriate action in the event of an incident.
- To ensure that the appropriate signal (bell / whistle), is given on time to indicate the end of break.
- To ensure that the lines are orderly until the class is collected by the Class Teacher.

Responsibilities of staff at the end of breaks

At the end of break teachers will proceed to the playground without delay to escort the children into the classrooms. Pupils in Years 5 & 6 will walk straight inside to their classrooms once the whistle has blown.

Timing of Breaks (See Primary timetables.)

Absence of duty teachers

In the event of the absence of a duty teacher any supply teacher employed in their place will assume their duty. The Key Stage Co-ordinator will ensure they are aware of their duties.

If no supply teacher is engaged at the time of an absent teacher's duty other members of staff will fill that duty as directed by the Key Stage Coordinators / Head and Deputy Head of Primary.

It is the responsibility of all members of staff to ensure that if they are not in school as they are attending a school trip / training day, then they must arrange for their duty to be covered by another member of staff or in fact swap the duty for another day.

Supervision At Lunch Time

The lunchtime duty rota is also available for each Key Stage. The same principles apply as to the break time supervision arrangements.

The management of behavior at lunchtime is co-ordinated by the duty teachers in line with the Behaviour and Discipline Policy.

Supervision at the End of the School Day Early Collection

Pupils who have appointments in School time are collected from the School Office by their parents. Pupils in Infant classes should be brought to the office by an adult.

School finishes at 4.25pm.

Early Years and K.S 1 pupils are escorted to the buses by classroom assistants and bus monitors. Junior pupils make bus lines that are supervised and checked by Junior teachers and are then directed to the buses (within the school grounds), where the duty teachers are available to help, along with the bus monitors. All children who travel by school bus are supervised on and off the school bus, either by the duty teacher or a bus monitor.

All Infant pupils who are collected from school remain in supervised care until they are collected by a parent or guardian. Junior pupils may also wait in supervised care in the Movement Room until 5pm when they are taken to the Nursery building for further supervised care. If permission has been given by their parent / guardian then they may wait under the porch. In the first 6 weeks of term 1, the Year 3 teachers go down to the porch with the Year 3 classes to supervise collection of children. This is to support the transition process for Chamartin children and those moving from KS1 to KS2 in Soto.

Pupils attending Optional Activities are supervised by the relevant instructor under the direction of the Optional Activities Coordinator.

General Information

If parents are going to be late collecting their children, they should ring the School Office before 4.00pm. A message will then be given to the relevant member of staff and the child will be taken to After School Care.

Uncollected Children

If a child is not collected at the end of the school day/after an extracurricular activity, then the child will be taken to After School Care. At 6.00pm at the end of After School Care, the child/ren will be taken to the school office where a member of SLT will supervise; they will call the contact numbers for the parent or carers. If there is no answer, the School office or member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely

looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers the Headteacher will:

- Make emergency arrangements for the child (either staying at school, if the School is open or arranging for other care, perhaps with friends)
- Inform the Children's Social Care Services that the child has not been collected
- Telephone the Police to inform them of the situation; their guidance should then be followed.

Supervision On-Site Outside of School Hours

At least one member of the teaching staff is on duty to supervise pupils whenever they are in School outside normal School hours e.g. if leaving for or returning from a residential trip. Pupils who arrive back from PE Fixtures after normal School hours are supervised by a member of the PE staff until parents arrive to collect. PE staff keep a register of pupils who are under their supervision during the time that they are in their care.

Unsupervised Access by Pupils

Pupils are not allowed into classrooms without permission from a member of staff. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in any adventurous activity. King's College ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. In addition to this, pupils do not have access to the Maintenance, Catering and Caretaking areas of the School.

Staff Induction

All new members of staff receive thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times. Safe Recruitment practices are followed at all times. See our '**Safe Recruitment Policy**' and '**Staff Induction Training and Development Policy**' for more information.

Missing Pupils

Registration is taken in Form and Class groups. If a pupil does not turn up for a lesson, every effort must be made to find out his/her location. Please see the '**Missing Pupil Policy**' for details.

Supervision out of School on Educational Visits and Trips or Residential Visits

King's College staff are responsible for the supervision of King's College pupils at all times on both day trips and residential trips.

The arrangements for supervision of pupils during trips and outings are described fully in our **'Trips and Excursions Policy'**.

All trips require the Head Teacher's approval and a full risk assessment form.

Supervision of Secondary Pupils Policy

Supervision During Lesson Times

We ensure that a member of staff directly supervises all pupils in lessons for Years 7 to 11. Students in Years 12 and 13 can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds to unsupervised pupils for reasons of Health and Safety. Students should not leave lessons during lesson time unless they are a Sixth Former with permission or there is an emergency situation.

Supervision Outside of Lesson Times

At certain times remote supervision may be appropriate if students are working independently and are not engaged in high risk activities or that which require direct teacher supervision (such as outdoor practical Art work). Students are not normally under direct supervision before 8.45am or after 4.30pm unless they are engaged in an activity organised by the school such as sports, music or drama. Students are not permitted in school before 8.00am.

Between 4.30pm and 5.00pm, if students are on the school site they should be in the playground, unless they are engaged in a staff-led activity. Boarding pupils must return to Tenbury House for the 'merienda' registration. Year 12 or 13 pupils may be in the 6th Form Common Room or the Library. Between 4.30pm and 5.30pm any student who needs the assistance of a member of staff should go to the Main Reception, from where the member of senior management staff will be contacted. Students should not be in school after 5.00pm unless under the direct supervision of a member of staff.

Students attending a school event beginning after 6pm should wait in the Porch area unless otherwise directed by a member of staff.

Teachers who are running extra-curricular activities know that they are responsible for all pupils engaged in them until the point that all pupils have left the campus safely.

Areas Permanently Out of Bounds

Some areas are out of bounds to unsupervised pupils in all year groups. These include the science laboratories, the Auditorium, the swimming pool, the gym, the maintenance department, Tenbury House and the area behind Tenbury House (except for boarders or day pupils who have been given permission), the stables and the kitchen areas.

Use of the College's Gym

Students in the 6th Form may use the Weights Room once they have completed an induction session with a member of PE staff and the induction form has been signed to confirm this. To

ensure that a member of PE staff is in the vicinity, use is restricted to 4.30-6.00pm and under no circumstances should students use the gym alone. Students in Years 7 to 11 are not permitted to use the gym without the direct supervision of a member of PE staff.

Supervision at Break and Lunch Times

Teaching staff undertake weekly daytime supervisory duties throughout the academic year. There are four outside duty staff, three inside duty staff. At lunchtime there are also three members of staff on duty in the dining room. Duty staff are responsible for ensuring that students are behaving appropriately and that there is no unsafe activity occurring. They are also responsible for making sure pupils from Years 7-11 are outside or, if inside, are engaged in supervised activities,

Supervision of Pupils on Visits

The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Details of supervision arrangements are outlined in the School's Trips and Excursions Policy.

Supervision of Pupils on the College Campus During Weekends (see also the Boarding Handbook for Staff)

To ensure their safety, students should not be in school unsupervised at the weekends and during the school holidays. We advise parents through that we cannot assume responsibility for their children during these times unless they are involved in a specific teacher-led activity. Pupils may be invited to visit their friends within our boarding community on-site but only with the expressed permission of the Head of Boarding. All students involved in school sport need to be supervised by the member of staff responsible for the activity supported by a member of CLG.

Supervision of Pupils on College Buses

Pupils that travel on school buses should be supervised throughout the journey by the bus monitor. The bus monitor is responsible for ensuring pupils remain seated with their belts on throughout the journey to and from school. The older students should be seated towards the back of the bus, unless advised otherwise, so that the younger students can be supervised more carefully by the bus monitor. Staff taking the bus should take responsibility for students welfare and behaviour.

Review

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