



## Student Supervision Policy

### Introduction

The Governing Body and Senior Leadership and Management Teams of Leighton Park School recognise their responsibilities for safeguarding. Safeguarding is at the forefront of all the School's operations. Being aware of students' whereabouts is an essential element of safeguarding.

This policy has been developed in accordance with the following guidance:

- Part 3, Paragraph 14, Welfare, Health and Safety of Pupils, from the Commentary on the Regulatory Requirements of the Independent School Standards, September 2019.

### Scope

This policy applies to employees and supervisors at Leighton Park School (the **School**).

### Aims

This policy aims to set out clear arrangements for the supervision of students, including boarding. The School takes its responsibility to supervise students very seriously and all reasonable measures are taken to ensure proper supervision is in place whilst the School is responsible for its students. This is especially so in times such as post COVID-19.

### Arrangements during the day

Day students may arrive at school from 0720. Day students on site before this time will not be under the direct supervision of the School and the School cannot accept responsibility for day students at this time.

Students are expected to remain at School throughout the school day from the time of their arrival to the time they depart after lessons at 1630 or after activities finish at 1730 Monday to Thursday and 1615 on a Friday. This is the case unless; they are being taken away on School business (e.g. a school fixture, educational visit) where they will be supervised accordingly by staff members in charge of the activity, if they are staying for wrap around care or where they have permission from parents to leave for an appointment/other reason, sanctioned by the parent in writing.

All students are required to register at 0815 and before Period 5 Monday to Friday.

During lesson times all students will be supervised by the teacher in charge of that lesson.

The School operates duty rotas to ensure that staff supervision is in place during the school day outside of formal lesson times.

The main duty times are:

- Breakfast
- AM registration
- Morning break
- Lunchtime
- After school
- Tea
- Bus and taxi Duty

Guidance information for each duty is provided to staff.

During the activity periods, 1630-1730 and 1800-1900, the teacher or approved outside provider responsible for the activity will supervise the children who have signed up to that activity.

School reception in Old School is staffed from 0720 to 1800 for students to seek help should they need it. At the end of the School day, arrangements should be made to collect day students between 1730 and 2100 hours (unless this is not possible, e.g. in the event of a late return from an educational visit). Day students will not be supervised on the School premises outside of these times (i.e. after 2100), except with prior agreement between the parent(s) and the School, or if the students are attending School arranged extra-curricular activities or are on educational visits. On Fridays school transport leaves at 1645.

From 1800 onwards, any day student at school will follow the guidelines/ rules as established for boarders, including attendance at roll calls and prep in one of the boarding houses. Wrap around care should be booked in advance if it is required.

Any student who misses a bus or a taxi, should call their parents and then go to School or Reckitt House to wait to be collected.

### **Registration**

A register of students is taken at the beginning of each day, prior to afternoon lessons and during each lesson. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Please see the Missing Students and Absence Attendance and Registration Policies.

### **Medical Support**

The Director of Medical Services is responsible, with the nursing team, for ensuring that students are adequately supervised whilst they are patients in or attending the Health Centre.

### **Educational Trips and Visits**

When taking students off site for any curricular or co-curricular excursions; staff must refer to the Educational Trips and Visits Policy and the correct procedure in terms of notification, risk assessment, safeguarding of children, staffing ratios and financing must be followed.

## **PE**

Curriculum PE is supervised by a member of the teaching staff. In the case of an emergency, the Health Centre can be contacted by telephone. When students are changing or showering, supervising staff should have regard for the school's Safeguarding and Child Protection Policy and Procedure and consider the need for students' privacy.

### **Supervision whilst Travelling to and From School**

Parents are responsible for their children travelling safely to and from School. Students are not supervised when travelling on School coaches/ taxis to and from School in the morning and in the evening but are expected to behave responsibly. The School will always investigate complaints/ reports of poor behaviour.

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.

### **Supervision of Risky Areas**

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the swimming pool, science laboratories, DT workshop, Food Tech Room etc. Doors to these areas are kept locked when not in use.

Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

### **Arrangements for Boarders outside of teaching time**

The School has a duty rota to ensure there are always adequate supervision arrangements in place for Boarders.

Boarders are always under the School's care either directly or indirectly, except when in the care of a Guardian, or other person approved by the parents. Where leave has been granted, e.g. weekend leave, day leave for interviews/open days etc, written permission will be sought from parents/guardians. In the case of weekend leave or any overnight stay; a handover of the duty of care to a responsible adult is established and all arrangements and permissions are done in writing and agreed beforehand.

Boarders will be appropriately supervised outside of teaching time (including during breaks, prep time, during evenings outside of prep time, at night-time and before school and at weekends.)

Supervising staff will be enough in number and deployment for the age, number and needs of Boarders and the locations and activities involved.

The School will ensure that there are satisfactory contingency arrangements in place to cover in the event of unexpected house staff sickness and absence.

The School will ensure that Boarders are aware always of:

- the identity of the member of staff on duty;

how to contact their designated duty staff member and, have the means to do so.

- the arrangements to contact an alternative member of staff in the event of an emergency.

Boarders, where the School considers a Boarder to be sufficiently mature and where prior consent has been obtained, are permitted to leave the School premises to access local facilities without being accompanied by a member of staff and can be granted permission to plan day trips to places of interest. Clear instructions as to where they are and are not allowed is given on induction. Boarders permitted to leave the School premises must follow the School's signing in and out procedures each time they leave or return to the School.

The School will ensure that there are enough staff present and accessible to Boarders in each boarding house at night. Supervision in the boarding houses at night will be by means of appropriate patrolling and presence amongst the boarding to ensure safety and wellbeing.

Supervisors will be sensitive to the need for privacy, particularly at times when Boarders are dressing, undressing or bathing or showering and will avoid intruding unnecessarily on Boarders' privacy, while balancing health and safety requirements.

### **Staff Induction**

All new members of the teaching staff receive induction into the school's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

### **Students' Responsibilities**

Sometimes senior students supervise younger members of the community (eg when they volunteer to run an after-school activity) and in the boarding houses and around the school site (e.g at break times). All students in supervisory roles are given suitable training and instruction and can make contact easily with a member of staff whilst serving in a supervisory capacity.

### **Linked policies**

This policy should be read in conjunction with policies covering the following areas:

- Educational Visits;
- Health and Safety;
- Safeguarding and Child Protection;
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy;
- Missing Student Policy;
- Absence Attendance and Registration Policy

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