

Supervision Policy

Supervision Policy for both the Junior School and Senior School

Date Originated	September 2016
Issue number	1.1
Last Revision Date	March 2018
This policy is endorsed by	The Governors and SLT
This policy is owned and maintained by	Deputy Head
ISI Reference	
Next Review Period	January 2019
Review Body	Governors & SLT

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	✓
Internal Staff Only	
Internal Students Only	
Internal Staff and Students	
Statutory requirement to be made available (non-ISI)	
Statutory requirement to have on website (non-ISI)	



CITY OF LONDON
FREEMEN'S SCHOOL

Supervision Policy

Freemen's recognises and accepts its responsibilities to ensure, as far as it is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors.

The School takes the following steps to ensure the supervision of pupils outside lesson times.

Contacting the School during the School Day:

The School's reception desk and telephone is manned from 8am until 5pm in term time, during the School day. The Receptionist will answer telephone calls, respond to emails, pass messages to pupils and staff and deal with enquiries from visitors during this time. There is a School answer phone which is also managed by the Receptionist. Parents are responsible for notifying the School as soon as possible before 8.30am if their child is absent.

All visitors are required to report to the Gatehouse, including parents visiting during the School day.

Pupils' arrival:

Pupils may arrive at School from 8.00am. Heads of Year and Heads of Section in the Senior School supervise their areas from 8.00am until registration. Head of Junior School oversees the supervision of Junior pupils.

Pupils may join the boarding community for breakfast.

Pupils' departure at the end of the day:

Unless participating in a staff-led activity or in a supervised area, all students are expected to leave School by 4.15pm.

There is a supervised homework club for pupils in KS2-KS3. The School Libraries are open until 6pm. Pupils must sign in.

Pupils not collected/able to go home are instructed to return to the Junior or Senior reception where the situation will be managed.

In exceptional circumstances, pupils may be taken into the Boarding House.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into School out of hours. Members of the PE Department supervise pupils on both home and away matches. At the end of their activity, pupils should leave the School quickly. PE staff will ensure that those involved in a sport get changed and leave the School promptly.

Travelling to and from School:

Pupils are expected to show respect for themselves, respect for other people and respect for the environment. Pupils are under School discipline when they are travelling to and from school, including when they are using public transport. We would always investigate complaints about poor behaviour.

During the School day:

All pupils are registered at 8.35am and 1.55pm.

If a pupil is absent without explanation, their parents will be contacted to ascertain the reason for their absence. If the School is unable to contact the missing child's parents, we will follow the procedures set out in our Missing Child Procedures.

If pupils are late arriving to School they should sign in at Reception before joining their classes, unless Assembly is taking place in which case they should wait in Reception until it has finished.

Pupils from Form One to Upper Five may not leave the premises at break-time or lunch-time without permission of their Head of Section. Any pupil leaving or returning during the School day must sign in or out.

Upper Sixth pupils without afternoon lessons may sign out at 2 p.m. and Lower Sixth at 3 p.m..

Pupils wishing to leave a lesson for any reason must ask permission; if they need to see the School Nurse, in the case of younger pupils, the teacher may arrange for them to be escorted by another pupil.

Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson. In certain medical situations a pupil may be allowed to leave the classroom at will; staff are made aware of particular arrangements.

It is not normal practice for a pupil to be sent out of class for bad behaviour.

Medical Support:

There is a qualified nurse on duty in the Medical Centre from 8.30am-5.30pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid.

First aid boxes are in all potentially high-risk areas, as well as in the School Office. The School Nurse regularly checks and replenishes the first aid boxes.

Staff Induction:

All new members of the teaching staff receive a 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 normally lesson times and is available in the staff handbook.

Staff Duties:

The Deputy Head draws up a rota of staff duties each term. These duties are designed to ensure a suitable level of supervision at break-time, lunch-time and after school. The rota is displayed in the Staff Common Room and in the Deputy Head's Office.

The Role of Prefects:

The Senior Prefects organize a rota of prefects who assist in the supervision of pupils out of lesson time. The Head of Sixth Form oversees this rota.

Safety:

During lessons, the supervision and safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with their Head of Department.

Unsupervised access by pupils:

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas such as science laboratories, the design technology rooms, the auditorium and the CCF store 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.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the School. Clear signs are displayed.

Supervision during educational visits:

The arrangements for the supervision of pupils during educational visits and trips out of Schools are described in our policy: *Trips and Visits Policy*.