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| Policy:      | <i>SUPERVISION POLICY</i>              |
| Applies to:  | <i>Warwick Senior</i>                  |
| Authors:     | <i>S R Chapman, Senior Deputy Head</i> |
| Approved by: | <i>J S Barker, Head Master</i>         |
| Reviewed:    | <i>8<sup>th</sup> September 2020</i>   |
| Signed:      |  |

## SUPERVISION POLICY

The Health and Safety and Behaviour policies put in place procedures and practical measures to provide and maintain a safe working environment for staff, pupils and visitors.

The safety of our pupils is paramount, and the Staff Handbook contains guidance to staff on how pupils are to be supervised at all times and in all situations when they are in the care of the school. Staff supervision is an essential mechanism in providing responsible supervision of pupils in and out of lesson times. The staff are there to prevent threats to the health and safety of pupils and to be called upon by any pupil who needs help. All staff (teaching and support) have been vetted (enhanced DBS check).

### Before school:

In term time school opens at 7.45a.m and between this time and 8.10am, all pupils must go to the Warwick Hall, so that they are in an area where they can be supervised by a member of staff. The exceptions to this being those in for clubs running before school and/or partaking of school breakfast.

At the 8.10am boys may then go to their form rooms. The form room areas are supervised by early morning duty staff (8.20-8.40am). These early morning staff remain in these areas until form staff arrive to register the boys at 8.40am in their forms.

Sixth formers may go straight to the sixth form centre common room between after 7.45am and remain there until registration. A member of the Sixth Form Team is present in the sixth form centre at this time.

### Supervision at break or lunchtimes:

There is an academic staff duty rota for break and lunchtimes for all areas of the school at these times. If staff are absent their duties are covered by others.

### After school supervision:

When school finishes at 4.00pm, those pupils who do not go home immediately, should go either to a supervised extra-curricular activity or to the Homework Club.

The Homework Club runs until 6pm by which time all pupils must be collected and is supervised by a member of staff. The Homework Club is held in the Library. A register is kept, and the supervisor actively monitors the pupils in these rooms. The Homework Club staff member will contact a pupil's parents if he is not collected by 6.00pm and will be responsible until she is collected.

The school office is open from 8.00am until 5.30pm so that parents can talk to a member of the office staff rather than an answer machine. After this time, the telephone system will provide the details of the number to ring in the case of emergency. In addition, a member of the SMT acts as a Duty Officer each day until 6.00pm to which the emergency number automatically defaults.

Supervision during curriculum time:

Arrangements for cover of absent colleagues: Absent colleagues are covered by colleagues or fully vetted supply teachers.

Supervision during PE lessons, including changing arrangements, both on and off site:

PE teachers supervise during PE lessons. It is not our policy to supervise within the changing rooms but a teacher is always near the door and ready to respond should a problem arise. Appropriate supervision is in place for all PE activities both on and off site and when travelling to fixtures. (See Educational Visits Policy)

Supervision of pupils travelling to another venue for lessons:

Supervision of pupils attending lessons with peripatetic teachers: pupils are permitted to make their own way to and from peripatetic music lessons on the school site. All peripatetic staff are fully vetted and have had safeguarding training.

Supervision during extra-curricular activities:

Arrangements for keeping records of attendance: all staff/coaches running clubs are expected to keep a record of attendance.

All extra-curricular activities on a weekday are expected to finish by 5.30pm in time for late buses at 5.45pm

Supervision of pupils while waiting to be collected by parents at the end of an activity: pupils who wait after school to be collected by parents are expected to join the Homework Club which is supervised until 6.00pm (see After School) or if after 6.00pm be supervised by the activity leader until collected.

Where an activity is run by an external company the coaches will have been fully vetted and will receive safeguarding training and school procedure information. They supervise the pupils in their clubs/activities and are expected to keep registers of attendance. All registers are monitored by the respective activity line managers and Deputy Head Co- curricular.

Supervision during non-contact time for pupils, including sixth form:

The only year groups with non-contact time are Year 12 and 13.

Where a boy has dropped a GCSE or is not in a lesson, he is supervised in the Library or has permission to study in another supervised location e.g. the Art Room under supervision of the Art teacher. All pupils are registered, and their location known.

Year 12 and 13 boys are expected to study in the Sixth Form Centre or in the library during non- contact periods, or in available classrooms.

Supervision during examination periods:

During the internal exam periods all pupils Yr 7-10 are supervised in non-exam sessions.

Study leave – Yr 11 and 13 are given study leave at designated times and are informed (as are their parents) of the attendance procedures. All pupils are expected to be in school for their public examinations and a register is taken and they sign in and out. Pupils may, however, choose to revise in school and will then register, signing in and out accordingly. Yr 11 revise in the supervised Library and Yr12 and 13 are expected to study in the Sixth form Centre

Supervision of pupils on Trips:

Detailed guidance is provided in the Educational Visits Policy on the appropriate supervision of boys on trips and off- site visits.

Visitors:

As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit. All visitors are accompanied by the relevant member of school staff. All staff are briefed on security issues and should be prepared to challenge strangers on the premises, and to report concerns to the School Office who will pass this on to the Senior Deputy Head. All pupils are briefed on security issues and on not letting in visitors through the security doors only via the main reception.

Where prospective pupils and parents visit school, a tour of the school is usually conducted by two Sixth Form boys for security reasons or admissions staff.