

# Supervision of students policy

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	Owner	Date	Completed
Review	Director of Pastoral Care	January 2023	✓
Approved	Education Committee	7 February 2023	✓

To be published on the following:	
Staff Portal	✓
School website	✓



## **Supervision of students policy**

### **Who this policy applies to**

This policy applies to all members of the school's community, including students, parents, employees, temporary staff, contractors, agency workers, visiting music teachers and other peripatetic workers, volunteers, governors and all other people when working in or for the school. It applies whenever staff or volunteers are working with students, even where this is away from the school, e.g., on a school trip.

### **This policy aims to:**

- describe how the school supervises students on the school site and on trips and visits
- set out the processes associated with supervision of students

### **Legal framework**

- Keeping Children Safe in Education 2022

### **Other relevant school policies**

- Safeguarding Policy
- Anti-Bullying Policy
- Health and Safety policy
- Behaviour
- First Aid
- Visitor Policy

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## Supervision of students policy

### 1. Introduction

1.1 St Paul's Girls' School takes seriously its responsibility to ensure that students are supervised effectively to ensure their safety while on school premises or school visits. Staff who supervise are mindful of our Safeguarding Policy, our Anti-Bullying Policy and our Health and Safety policy. The school's Supervision of Students policy is the over-arching document, and its guidelines and procedures should be adhered to at all times..

### 2. Supervision during lesson times

2.1 We ensure that a member of staff directly supervises all students in lessons during years MIV-VI (years 7 to 11). Students in the Senior School (years 12 and 13) can work unsupervised in lesson time anywhere on the school premises which is not otherwise out of bounds to unsupervised students for reasons of health and safety. Students in the Senior School may leave the premises temporarily during the school day (e.g., at lunchtime), or if they have no lessons in the afternoon. They must sign out according to the Senior School registration protocol. Parents may oppose this privilege at the start of the academic year, or at any other point in the year.

2.2 Students who are off games will be either in the library or at the pitch side / sports hall / pavilion, supervised by the teacher running the activity. Senior students must inform the senior school office of their location if they are off games.

### 3. Supervision outside lesson times

3.1 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. Students are not normally under direct supervision before 8.30am or after 4pm unless they are engaged in an activity organised by a member of staff. Annex C sets out the early / late duty emergency evacuation procedures.

3.2 Members of SMT and the Head of Year team operate an Early / Late / Gate Duty rota. They carry with them a radio when they are on duty, as detailed below.

3.3 **Between 7.30am and 8.00am:** if in school, students in MIV - VI should be in the dining room or the library. In addition, students in the Senior School may go to the Garden Building. Students are not permitted in school before 7.30am unless special arrangements have been approved by the Director of Co-Curriculum. The PE Department run training sessions in all PE facilities including the Pavilion from 7:15/7:30 to 8:15am. All training sessions are supervised/coached by a member of the PE department and any students coming into main school before 7:30 are escorted through to the venue by their coach/teacher. A member of SMT is on Early Duty from 7.30am to 8am, and Gate Duty from 8am to 8.30am.

3.4 **Between 4pm and 6pm:** if in school, students in MIV - VI should be in the dining room or the library. In addition, students in the senior school may go to the Garden Building. Between 4pm and 6pm any girl who needs the assistance of a member of staff should go to the school reception, from where the member of staff on Late Duty will be contacted. **Students should not be in school after 6pm unless under the direct supervision of a member of staff.**

3.5 Students attending a school event after 6pm should wait in the dining hall unless otherwise directed by a member of staff. The member of staff on duty that night will operate a loose supervision process and will do a sweep of the appropriate areas at the end of the evening.

3.6 Teachers who are running co-curricular activities are responsible for all students engaged in them until the point that all pupils have gone home. Registers are taken of all clubs and kept until the end of academic year.

3.7 The person on late duty carries out a sweep of the dining room, library and the Garden Building at the end of the day. See Annex A for the risk assessment for after-school activities.

#### **4. Areas always out of bounds**

4.1 Some areas are out of bounds to unsupervised students in all year groups. These include the science laboratories, the design workshops, the swimming pool, the medical centre, and any area designated as staff only including the maintenance department and the kitchen areas.

#### **5. Use of the school's multi-gym**

5.1 Students in the VI (year 11) and the Senior School (years 12 and 13) may use the multi-gym 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 certain agreed times and under no circumstances should students use the gym alone.

5.2 Students in the Lower and Middle School (years 7 to 11) are not permitted to use the gym without the direct supervision of a member of PE staff.

#### **6. Supervision at break and lunch times**

6.1 Teaching staff undertake weekly daytime supervisory duties throughout the academic year. One member of staff, is allocated to each duty to walk the school premises and outside areas at break and lunch times, ensuring that students are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of students interacting in a way which could be considered bullying, or of lone students who seem distressed. Incidents should be reported accordingly to the Head of Year, Director of Senior School or Director of Pastoral Care.

#### **7. Supervising students in productions**

7.1 We ask all staff to help supervise students involved in music, drama, or dance productions in the evenings. The Senior Deputy ensures that staff are appropriately chosen for the nature of the role – for example female staff only are used for costume change duties. Staff supervisors are fully briefed by the organisers of the activity.

#### **8. Supervision of students on visits**

8.1 The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the students 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 Educational visits policy.

#### **9. Supervision of students on school journeys**

9.1 A bus company provides the school with transport to and from school, before and after school. The bus driver is in charge of supervision at those times and knows to report any concerns to their line manager, who will contact the school directly.

#### **10. Supervision of students on school site during weekends/school holidays**

10.1 To ensure their safety, students should not be in school unsupervised at the weekends and during the school holidays. We advise parents that we cannot assume responsibility for their child during these times unless they are involved in a specific teacher-led activity. **Teachers must arrange any weekend or holiday activity in advance, by submitting a calendar request. Events not in the calendar should be notified to the Business Directorate at the earliest opportunity.** Occasionally the school may make arrangements in the run up to public examinations for students to revise in the library during holiday time. Such arrangements are made on an ad-hoc basis, and students are notified of such arrangements in advance.

#### **11. First Aid**

11.1 The medical room is open between 8.30am and 4.30pm Monday to Friday during term time. It closes at lunchtime, and for administrative duty at certain times of the day, although the nurse would be available in case of emergency at these times. When the medical room is closed, first aid may be sought from the front office staff, who will contact the nurse via the radio, or organise first aid as necessary.

## **12. Visitors**

12.1 In accordance with the school's Visitors Policy, all visitors to the school must sign in and out at school reception, where they will receive a lanyard, which they are expected to wear for the duration of their visit. Staff and students from St Paul's Girls' School are also required to wear their lanyard whilst on school premises. All staff should be prepared to challenge people on site without a lanyard, and to report any concerns to the school reception immediately.

## **13. Lone working**

13.1 Under certain circumstances staff may find themselves working on a one-to-one basis with students. Such circumstances are normally restricted to visiting music teachers, the counsellors, medical team or senior students working on a tutorial type basis with a member of staff. Exceptionally classes in the senior school may be timetabled for only one student.

13.2 Informal one-to-one meetings with students frequently take place on the Marble.

13.3 Further guidance to staff for lone working with students is set out in the staff code of conduct which all staff are required to read at the start of the academic year.

## **14. Detentions**

14.1 Detentions take place after school on Fridays, and are supervised by Heads of Year, on a rota basis. The list of weekly detention is held by the Attendance Supervisor.

## **Availability of this policy**

A copy of this policy may be downloaded from our website [Policies and reports - St Paul's Girls' School \(spgs.org\)](https://www.spgs.org) or is available on request from the school office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 603 2288). This policy can be made available in large print or other accessible format if required.

## Appendix 1: Risk Assessment

### St Paul's Girls' School: Risk Assessment: Pupil on site Out of Hours / off site during school day

This risk assessment should be read in conjunction with the following policies:

*Supervision of Students  
Behaviour  
Safeguarding (Child Protection)  
First Aid  
Visitor Policy*

*Departments maintain risk assessments for specific activities*

**NB: for the purposes of this risk assessment, normal school hours are defined as 8.30 am-4.15 pm.**

#### Risks and Mitigation

Risk	Mitigating Action
<p>Injury/other emergency as a result of an accident outside of normal school hours</p>	<p>Students are not allowed on site before 7.30 am (unless directly supervised). Between 7.30 and 8.00 am and 4.15 pm to 6 pm students are only allowed to work independently in the library or the dining hall and Garden Building (seniors only). From 8 am most staff are on site and the school day is in operation. The member of staff on late duty sweeps the specified areas to ensure that pupils have left by 6 pm. The duty caretaker locks the whole site at 8pm Monday to Thursday and at 6 pm on Fridays.</p> <p>There is a member of SMT on early duty between 7.30 am and 8 am Monday to Friday and a Head of Year on late duty between 4.15 and 6pm. The person on duty carries a radio. Reception is staffed during this time and the receptionist / duty concierge can contact the person on late duty via the radio. Any student in difficulty knows to contact reception whenever possible.</p> <p>Guidance is detailed in the school's Behaviour, and Supervision of Students policies. Students and staff are made aware of this guidance.</p> <p>The duty caretaker is first aid trained and can be contacted via Reception.</p> <p>Risk assessments are conducted of all risky places. Appropriate safety measures are in place. Students are not allowed unsupervised in risky areas (e.g., science labs, swimming pool, maintenance areas, makers spaces and creative technology spaces).</p> <p>Students involved in a school activity before or after normal school hours (e.g., a school play or concert) will be under the supervision of the lead member of staff and allocated duty staff. Staff receive first aid training in accordance with the requirements of their role.</p>
<p>Health related incident (e.g., fainting) outside of normal school hours</p>	<p>All mitigating action above <i>and</i></p> <p>For out of school events - information relating to students with severe or current medical and/or pastoral conditions will be relayed to the lead member of staff as appropriate.</p> <p>Duty caretakers are first aid trained</p>

<p>Incident due to self-inflicted actions</p>	<p>There is excellent communication between the medical staff and the school's pastoral team. Students with medical conditions of concern would have appropriate supervisory measures and restrictions put in place around them.</p> <p>In extremis, a student may not be allowed to attend school.</p>
<p>Incident due to actions of another member of the school community (e.g., risk of bullying)</p>	<p>St Paul's has a zero-tolerance approach to bullying. All students are aware of the school's approach to bullying which is discussed via PSHE and in tutor groups.</p> <p>The bullying log is regularly monitored and any patterns are identified.</p> <p>Appropriate action would be taken to mitigate the risk of any incident between individuals.</p> <p>Security cameras are in certain key public areas.</p>
<p>Incident due to actions of a third party (e.g., intruder on site)</p>	<p>The school has a comprehensive Visitors Policy.</p> <p>Visitors are appropriately supervised, in line with our Prevent and Safeguarding Policies. Some visitors, e.g., visiting speakers are risk assessed.</p> <p>The main entrance to the school has a double-door access control system, reducing the opportunity for someone to gain unauthorised access to the school.</p> <p>Reception is staffed between 7.30 am and school closing.</p> <p>A duty caretaker is on site until school closing.</p> <p>Security cameras cover points of entry / exit and in other designated areas of the school - these are not constantly monitored but act as a deterrent.</p> <p>Additional staff supervision is in place for school events that take place out of hours.</p> <p>The school has 'stay put' procedures in the event of an intruder on site.</p>
<p>Risk of incident while moving between the main school and the pool/Field</p>	<p>Students in the Lower School must travel between the main school and the field/pool in small groups.</p> <p>Older students may walk between the various sites alone, but all students have received guidance relating to street safety from their tutors as part of the school's PSHE provision.</p> <p>Street safety messages are repeated/reinforced by PE staff.</p> <p>Routes between the main school and the field/pool are along well-lit public footpaths.</p> <p>Pavements are wide, minimising the risk of pupils stumbling into the road</p>

Pupils on site before 7.30am (e.g., for an early morning sports practice)	Under certain circumstances and only with the express permission of the Director of Co Curriculum, students may be allowed on site before 7.30am.  From a pre-arranged time, they may enter the school through the main front door but must wait at reception until a member of staff accompanies them to their activity which is then always directly supervised.
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## Appendix 2 Early / Late duty – emergency evacuation

### Early Duty

Before 8.30am, SMT operates a duty rota. The member of staff on duty will manage an evacuation; they will:

- Ensure they have the duty radio.
- If the first person outside, help students, staff, visitors to cross the road safely by stopping the traffic, which may be dense at this rush-hour time.
- Radio the person at the fire panel (usually the duty caretaker) confirming that they are at the assembly point.
- Ensure that students are supervised.
- If there is a fire or if the fire and rescue service have attended the premises, the member of SMT on duty will arrange for students to be supervised until a contingency plan has been activated.
- If the person in charge at the fire panel, confirms that it is safe to return to the school buildings, give the instruction to students, visitors and staff assembled.

**In the event of a fire evacuation after 4 pm**, it is very possible that the Senior Deputy, the Director of Pastoral Care, the Director of Operations or the Bursar will be in school and will manage an evacuation. However, we cannot guarantee that all staff are available after 4 pm and the site team will be focusing on establishing the location of fire rather than the management of people at the assembly point. Therefore, it is important that all staff on late duty understand their role in the event of an evacuation after 4 pm if other members of the SMT usually in charge are not present.

The school fire emergency plan states:

The member of staff on late duty (until 6 pm) will:

- Ensure that they have the duty radio and wear a high vis jacket.
- If the first person outside, help students, staff, visitors to cross the road safely by stopping the traffic.
- Radio the person at the fire panel (usually the duty caretaker) confirming that they are at the assembly point.
- Ensure that any students not accompanied by another member of staff are supervised.
- If there is a fire or if the fire and rescue service have attended the premises, the member of staff on late duty will send students, staff and visitors home as instructed by the person in charge at the fire panel.
- If the person in charge at the fire panel, confirms that it is safe to return to the school buildings, give the instruction to students, visitors and staff assembled.

### Duty radio

To enable the person on late duty to carry out these responsibilities we have a duty radio (and a high vis jacket) which are kept in the front office (radio on table by the door to marble, and high vis jackets on top of pigeonholes).

At the start of the duty, you should collect the radio from the front office and turn the radio on to channel 1. **Please remember to return the radio (put back on charging station) and the high vis jacket at the end of the duty.**

### Instruction on hearing the fire alarm:



- Ensure your radio is turned on to channel 1. You will be able to hear the caretakers / maintenance staff dealing with the fire alarm.
- Put on your high vis jacket.
- At the assembly point, confirm that you are there by using the radio and stating something along the lines of 'This is [your name]. I am the person on duty and I am at the assembly point'.

#### **For Late Duty**

- If a member of SMT is there, they will liaise with you. If there is no member of SMT there, the person in charge at the fire panel (a member of site team) will liaise with you to tell you whether:
  - It's a false alarm and you can return to buildings
  - They are still trying to identify if there is a fire (they will be sweeping the building / area where the alarm has been triggered)
  - There is a fire, in which case the fire brigade will be called, and we will follow their instructions.
- All staff will be told in the school training documents that out of hours they should report to the person on late duty at the assembly point if the member of SMT usually in charge is not present. Staff should confirm that all their visitors or students in their charge are accounted for, or if they have anyone missing. In the event of a fire, we would be asking you to help ascertain whether anyone at the assembly point has information about the whereabouts of colleagues and if they can confirm that a certain area was clear on evacuation (e.g., the sports hall).
- No one should be sent home until told that they can do so by the person in charge at the fire panel (or the member of SMT present) as we may be trying to ascertain the whereabouts of individuals.

If there is a member of SMT coordinating at the assembly point, the person on late duty will still need to assist with accounting for people and with supervising students who are not with a teacher.

#### **Stopping the traffic on Brook Green**

If you are the first person outside, please assist with stopping traffic on Brook Green so that students, staff and visitors can cross the road. The following principles should be followed:

- You should wear your high vis jacket
- The safest place to stop traffic so that all exits out of school can be used is the island just to the right of the car park gates
- When stopping the traffic, always face the direction of the traffic but stay at the side of the road and clearly signal a stop sign by raising your arm/hand so that drivers can see you.
- Stay on the side of the road until the first vehicle has stopped (do not take any risks)
- Step out into the road and stay in the middle of the road until all have crossed with your arm raised so that drivers can see you.
- Staff in charge of after school events should help with escorting staff / students to and from the assembly point.

For large after school events and when we expect significant amounts of visitors, we will have designated traffic marshals.