

# **Pupil Supervision Policy**

## **Incorporating After-School Care**

### **St James Senior Boys' School**

#### **Aims of the policy**

The aims of this policy are to inform members of staff of their responsibility in relation to pupil supervision, incorporating after school care. It also provides guidance as to the procedures for pupil supervision. It should be read in conjunction with the Pastoral Care, Health and Safety and Child Protection Policies.

#### **Principles and Overview**

All adults have a responsibility to keep children safe from harm. All employees of St James are responsible for ensuring that pupils are safe at all times. This involves both direct supervision, and remote supervision.

#### **During the school day**

Pupils arrive from 7:50am. A roving member of staff is on duty at that time until Registration at 8:15am.

During lessons, pupils are directly supervised by their teachers. Pupils are remotely supervised by the general staff body when moving between lessons. If a teacher is absent, a cover teacher is arranged.

A duty rota is established for Lunch and Break Time. The duty rota is posted on the staff room noticeboard. Staff duties are also recorded on staff members' timetables. Staff are allocated areas of the school for which they are responsible to supervise. Supervision involves being visible for the boys in case they require assistance, as well as preventing and/or stopping any unsafe behaviour. Boys are also briefed by their Head of Year as to what is safe behaviour at break time and lunch time – for example, limiting physical contact.

