



ST JAMES

Senior Boys' School

Pupil Supervision Policy

Aims of the policy

The aim of the policy is to highlight to all staff that supervision of pupils is of the highest importance and pupils should be supervised at all times by members of staff apart from the change-over period between lessons.

Pupils Arrival and Departure

There is no formal supervision in school between 07.00 (when the buildings are unlocked) and 07.45 but at least one member of staff is always present between these times. Pupils may arrive at school from 07.50 and are expected to go home by 16.15 unless they are staying to attend clubs or another supervised activity. N.B During the pandemic only the CCF takes place afterschool. Also, during the pandemic, following government guidelines, the school had a staggered start and finish. Years 7 & 8 arrived from 08.00 and were registered at 08.15. Years 9, 10 & 11 arrived from 08.30 and were registered at 08.45. The Sixth Form arrived from 10.00 and registered at 10.30. Years 7 & 8 departed at 16.00, while Sixth Form may left at the end of their last lesson. Years 9, 10 & 11 left at 16.30.

Covid-19 Restrictions lifted

Currently due to the lifting of all Covid-19 restrictions the Government have allowed schools to be more flexible with their timings. Staggered start and end of the day are no longer required. All students except Sixth Form are required to register by 08.15 in accordance with the Attendance Policy. All students are dismissed at 16.00. Afterschool activities have also resumed and these are supervised by the staff responsible for those activities.

Receptionist and Caretaker

From Monday to Friday, the Receptionist is available until 17.00. After these times there is an Evening Caretaker onsite, who will stay until the last pupil has been collected and who will contact a senior member of staff (Deputy Head Academic or Headmaster who reside onsite) if assistance is required.

Supervision during the day

All members of the teaching staff and some specialist support staff are expected to supervise aspects of registration, assembly, lessons, break and lunchtime supervisory duties. A rota of staff duties and their timings are placed on the staff noticeboard as well as being placed on staff timetables. These duties are also emailed out every working day

Out of hours events

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. N.B. During the pandemic events were either postponed or cancelled.

Sixth Form

Pupils from Years 12 and 13 may leave the premises at lunch-time. They can also leave school when they finish their last lesson of the day if they have no other commitments that day, and if their tutors have received written consent from parents. Pupils from other year groups are expected to remain onsite throughout the school day. Please see Attendance Policy for further details about school attendance.

Registration

We take a register of all pupils at the start of the morning and afternoon sessions. Please see above for procedures during the pandemic. Afternoon registration for Years 9, 10 and 11 is at 13.10, while registration for Years 7, 8, 12 and 13 is at 13.55. 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 register at school for registration sessions without an explanation. Please see the Attendance Policy for more detail on this.

Medical Support

There is a school Nurse on duty from 07.50 to 16.15 every day. The Nurse is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

Some members of the teaching and non-teaching staff, who are trained and qualified as First Aiders are able to provide emergency First Aid. The names of First Aiders are published on the First Aid notices that are displayed around the school (see First Aid

Policy). First Aid boxes are in all potentially high-risk areas, as well as in the Nurse's Office. The Nurse regularly checks and replenishes the First Aid boxes (see First Aid Policy).

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff whilst travelling on the public buses or designated school routes. All pupils are expected to behave responsibly whilst travelling. We always investigate complaints about poor behaviour. The Estates Team is on duty to supervise when the school buses depart in the afternoon. At times, when the school feels it is necessary, pupils are supervised at Ashford Surrey train station.

Supervision during educational visits

The arrangements for the supervision of pupils during educational visits and for trips outside of schools will vary according to the nature of the trip and are done in accordance with our Educational Visits policy. Full details of trips are communicated to parents. Please see separate Educational Visits policy which is contained within our Health and Safety policy.

Unsupervised access by pupils in certain areas of the school

Pupils are not allowed into the Lake without a qualified member of staff in charge, nor are they allowed to use the Sports Hall, athletic or climbing equipment without staff 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 or risky areas, such as the Lake, Science Laboratories etc. If pupils enter these areas without a member of staff present, they will face disciplinary sanctions. Doors to room areas are always kept locked when not in use. All flammable materials are kept securely locked in appropriate storage facilities. See separate Risky Areas policy.

Staff induction

As part of their induction, all new members of the teaching staff are advised of 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 normal lesson times.

Policy Written by	Deputy Headmaster, David Beezadhur
Reviewed by	Deputy Headmaster, David Beezadhur
Approved by	SMT
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