



Name of Policy:	Supervision Policy
Applicable to:	Whole School
Approved on behalf of the ELT	John Bagust
Effective date:	February 2019
Date of next review:	February 2021

Supervision Policy

NCBIS Mission Statement

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

Purpose and Scope of Policy

The purpose of a policy on the Supervision of students is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both students and staff. A policy on supervision should also have benefits related to discipline. Students can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

Links to other relevant school policies

- Behaviour
- Anti-bullying
- Whole School Policy for Safeguarding, including Child Protection
- Health and Safety Policy

Summary

- The school takes responsibility for students from 07.30am (Primary) and 7:45am (Secondary). From those times teachers must be on duty.
- It is the task of the teachers on duty to supervise the students with due regard to the rules relating to break-time and playground behaviour.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Students in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Students require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher.
- Students should go to ECAs or straight home after school and not play in the playground or on the field
- Students who have not been collected after school should go back into school, inform a teacher and then wait in the office.
- Students will not be allowed to go off the school premises for lifts or taxis. They should be collected from the drivers gate if collected by a driver.

Roles and responsibilities

This policy applies to:

- All staff
- Pupils
- Parents/Carers (at dropping off and picking up times).

Outside Duties

It is the responsibility of the teachers on duty to supervise the students with due regard to the rules relating to break-time and playground behaviour.

- students must never be allowed to leave the school grounds at any time without parental and/or Senior Leadership permission.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of students.
- The duty staff are the first point of reference for students with problems or minor injuries. students are not expected to come into the main school for any reason (other than to use the toilets or in the case of an emergency), without the permission of the teacher on duty.
- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to any unforeseen circumstances, then the Head Teacher / Deputy must be informed immediately so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the school doctor who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home.
- If a teacher knows that he / she will not be in school on the day of their duty, then it is the teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Head Teacher / Deputy should be informed.

Before School

- The school takes responsibility for students from 07.30am From that time a teacher must be on duty in the field.
- Security is situated by the main gates to ensure that students come in but do not go out again.
- The teacher on duty will ring the bell at 07.50am (Primary) and 7.55am (Secondary). In primary school the teacher/TA should come to the field to supervise students coming into the building. Secondary students make their own way in to their tutor base.
- The main gates are locked at 8am. Any latecomers have to come in via the main entrance and sign in at the school office.
- If bad weather requires it, the Head Teacher may request the teacher on duty to ring the bell at early. The responsibility for indoor supervision on this occasion will be with class teachers and support staff.

Morning and Afternoon Breaks

- Students require a break from work and, unless there is good reason, they should be encouraged to take their breaks outside.
- There will be a minimum of nine adults (Primary) and five adults (Secondary) on duty outside during breaks.
- The adults will supervise all areas of the field, play equipment and eating areas, ensuring that less visible areas and the toilets are regularly supervised.
- The duty staff will supervise the students going in through the various entrances.
- If the Head Teacher designates the break as an indoor break due to bad weather, then the duty staff will supervise the students indoors, supervising the corridor and toilets.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher.
- The standards and routines expected during lunchtime play must be identical to those at any other time. It is essential that students are encouraged to have the same respect and responses for canteen staff and cleaners as they do for school staff.
- At the end of lunchtime the responsibility for tidying away is with the students but the staff on duty are asked to model and encourage these behaviours.

Inside Supervision

- Teachers should be in the classroom to receive the students at the beginning of each session.
- Students should never be left in school to carry out any activity, task or duty whilst unsupervised unless it has been approved by a senior leader.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Students in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the session when they are dismissed from that classroom in an orderly manner.
- If students need to go to the library for research purposes, the task and time limit to carry out that task must be clear. It must be remembered that the library is often a teaching area also.
- In the rare event that it is necessary for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.

Games/P.E

- In Primary, if it is not appropriate for students to change together in the classroom for P.E. then the teacher should ensure that there is some supervision of both groups whilst changing. In Secondary, all students will use the appropriate changing rooms. This is remotely supervised by the P.E. teaching staff.

- Students who cannot take part in PE activities can join their group as an observer (warm weather only). If this is not appropriate then students must be designated a class or person and must report to that teacher with some work to do. They must stay with that class/person until the end of that session.

Students' Responsibilities and Duties

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for students to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Students doing jobs / tasks must be directly supervised by the teacher. Students should not be left in the classrooms during normal break times without class teacher supervision. Any other students performing tasks (i.e. paper recycling) are the direct responsibility of the Head, Deputy-head or Year Coordinator.
- All students have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet.
- Students who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

After School

- Students who go to ECAs should go to their activities in an orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all students leave the school safely. Staff will accompany the students on to the field in Years 1-4. Secondary students will be supervised in the pergola area.
- Students should go straight home after school and not play in the playground or on the field.
- Primary students who have not been collected after school should go back into school, inform a teacher and then wait inside the office. Secondary students can wait with school security until the arrival of their transportation. If this is not imminent, or a student is waiting until the end of an ECA (4pm) they should wait in the library where they are supervised.
- Primary students should never wait outside for drivers or taxis. They should be collected from the Reception area. Secondary students should wait inside the school grounds until the arrival of their driver / taxi or their school bus.

ECAs

- NCBIS ECAs usually run from 2.45pm to 4pm/5pm. Parental permission must be given prior to any child attending an ECA. Paid ECAs must be paid for at the start of the term. If an ECA is oversubscribed a waiting list is kept. If a child is feeling unwell, then a phone call to their Parent/Carer is made for the child to be collected ASAP. A register is kept by the ECA deliverer and is taken at each session. Where a child is absent without an explanation, a phone call home is made so that the whereabouts of the children and their safety is established. The register is returned to the ECA Coordinator. The adult responsible for the ECA ensures that all pupils are collected by the designated adult/carers or is taken to the appropriate bus.
- Cancelled session –In the event of a session being cancelled the school informs the parents as soon as possible. Where practical the school contacts Parents/Carers by phone.

- ECA numbers – Suitable ratios of adults to students are maintained by the adult responsible for the ECA. Any Parent/Carers supporting the delivery of a club have an up to date police check.
- Payment – Outside agencies providing ECAs will make clear the cost incurred before parents/carers agree to students attending the ECA. The school and outside agencies retain any payments received.

ECA Expectations

All ECA leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour and changing arrangements.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's safeguarding policy. Providers should contact the Head Teacher/Deputy Head Teacher in the event of a disclosure. All club leaders will have a current police check certificate. The school will make clear to 3rd party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All ECA leaders are given a copy of the school's safeguarding policy.

Insurance – All 3rd party providers offering ECAs provide a copy of their public liability insurance and their employer liability insurance if appropriate.

First Aid

Allocated members of staff and outside agencies have an up to date first aid certificate. An accident form will be completed for all accidents and any bumps to heads or more serious injuries require a phone call home to Parents/Carers.