



WISBECH GRAMMAR SCHOOL

Supervision Policy (A12)

Scope:	Senior School (Including Boarding)
Release date:	September 2023
Author:	Senior Deputy Head Senior School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors <i>released pending ratification at Michaelmas Term Edcomm Meeting</i>
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Linked documents

This Policy should be read in conjunction with:

- Behaviour Policy (A4)
- First Aid Policy (A7)
- Health and Safety Policy (A9)
- Teacher's Guide (Internal)

Acronyms

N/A

Availability

This Policy may be viewed on the School website, and a printed copy is available upon request from the School Office/Pupil Services Team.

Policy Statement

Scope

This Policy applies to staff (teaching and non-teaching) at Wisbech Grammar School.

Aim

Through the operation of this policy we aim to:

- Protect the Health and Safety of pupils at the School; and
- Ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

Responsibility

All members of staff are responsible on a day to day basis for ensuring that pupils at the school are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

During the School Day

During the School day, staff are deployed as follows:

- From 7.45-8.25am a member of teaching staff will be on duty in the Skelton Hall
- From 8am there will always be one member of staff on duty at Pupil Services
- From 8.10-8.30 am there will be one member of staff on duty in the main school car park and at the SH bus stop.
- If for any reason these members of staff are unable to be in their areas then Deputy Heads of Section or senior staff will deputise.
- All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In some subjects, typically Science, the classroom teacher may be supported by a technician.
- There will be a member of the Quad in School each day. They have overall responsibility for supervision/discipline/welfare of pupils across the entire School.
- In the Skelton Hall, there will always be at least one member of staff on duty throughout break, assisted by at least one Prefect. Other duty members of staff will patrol as per the Staff Duty Rota.
- The lunch break is divided into two duty slots for Prefects and staff. There will always be at least one member of staff on duty in the Dining Hall, assisted by Prefects. Other duty staff will patrol as per the Staff Duty Rota.
- In School Assembly, Head of Lower School will operate in a supervisory capacity, supported by Form Tutors and Prefects. In their absence, the other Heads of Section will supervise. Section Assemblies and House Meetings are supervised by Heads of Section or House respectively, supported by tutors or attached teachers.
- In Period 5, Lower and Middle School study periods are supervised by staff in designated classrooms. In all areas, staff are available running clubs or activities nearby should there be a problem.

Before the School Day and After the School Day

- On a day to day basis, pupils are expected to arrive at school from 7.45am.
- On arrival, they should go directly to the appropriate area of the School (eg. SH from 7.45am, form Rooms and Dwight Centre from 8.20am) where they will be supervised by a member of staff.
- Breakfast Club is supervised by a member of teaching staff in the Skelton Hall, every day from 7.45am to 8.25am.
- After school, pupils disperse in a variety of ways; supervision is offered to those pupils leaving the site to catch buses on Harecroft Road, the Main School Car Park and the Skelton Car Park and for those staying for clubs/activities.
- Homework Club takes place, each day, in Room 56 and is supervised by a member of staff.
- All relevant members of staff are given a copy of the duty list at the beginning of each term.
- Each day, a member of staff is on Late Duty, This will either be a member of the senior team or a Head/Deputy Head of Section, they supervise homework club. A member of the Senior Team will be available until 1800.

Educational Visits

Details for the ratios for educational visits are contained in the school's Educational Visits Policy.

Communication

Staff supervising in remote areas are required to take a fully-charged mobile phone with them.

Physical Education

Timetabled PE is supervised by a member of teaching staff, with enhanced supervision when necessary; eg. when swimming, a member of the Hudson Centre staff is always on duty. In case of an emergency, all staff should have a mobile telephone. When pupils are changing or showering, supervising staff should take account of needs of pupils; particularly with regard to the need for pupil privacy.

Games, Swimming and Other Hazardous Activities

Supervision ratios for Games, Swimming and hazardous activities are contained in the Risk Assessments.

Illness/Feeling Unwell

Pupils who feel unwell are instructed to report to Pupil Services, where a trained First Aider or will assess their condition and potentially refer them to the school nurse in the Annexe. Pupils who complain of feeling unwell should be accompanied by another pupil.

Pupil Services supervision arrangements are managed by the Deputy Bursar.

Pupils' Responsibilities

Senior Prefects, other senior pupils, Heads of Houses and Form Prefects regularly supervise younger pupils. Pupils in supervisory roles receive appropriate training, prior to and post appointment and on-going support from senior staff. All pupils in supervisory roles must be able to make contact easily with a member of staff.

Details about Prefect duties are contained in the Staff Handbook.

Boarding Supervision

The Boarding Staff are responsible for the boarders from 1730-0830 (Monday – Friday), all day on Saturday and Sundays, and in half term holidays unless the boarders are on a supervised trip, sports fixture or an agreed guardian placement. At the end of each school day Boarders report to house at 1620 where they are supervised by a member of boarding staff, they can also sign out to Homework Club and other supervised activities as well as town leave.

During the times outlined above there will always be a tutor on duty and there will always be a duty tutor on call who will always be within 20 minutes of the boarding House and in an appropriate physical state to take over the running of the House. In the event of a fourth member of staff being required the duty tutor/Boarding on call will contact either the Head/Deputy Head of Boarding or the Senior Deputy Head – Senior School

In the case of trips and excursions any pupils remaining on site must be supervised by another member of the boarding team.

On trips all Boarders must have their mobile phones and the staff member must ensure they have their numbers and have given them the trip phone number. Boarders should remain in groups of at least three when on a visit to a town or city and given a clear meeting point. Depending on the age of the pupils and the length of time they are at leisure the member of staff may consider a sign in necessary, again this should be done at a clear meeting point. Any pupils not arriving when required should be sanctioned appropriately.

At all times during term time the Head of Boarding is in Loco Parentis.

Appendix 1: Daily Duty Rota

Session	Duty and Location
Before school 7.45am – 8.25am	One member of Staff supervises Breakfast Club in Skelton Hall (Refectory), and Pupil Services is staffed from 8am.
Before school 8.10am – 8.30am	One member of staff is based in the Main School Car Park and H2SS bus stops During this time other colleagues will be working in their classrooms or offices and thus available to support, should the need arise.
Break 10.25am – 10.45am	Two staff members are available to support the prefect team should they be required in the Skelton Hall
Lunchtime Session 1 12.30pm – 12.50pm	Two staff members are available to support the prefect team should they be required in the Skelton Hall ensuring that the systems run smoothly and efficiently. Other staff will supervise the following areas: Hub, Field, English/MFL and the Science block and the locker area.
Lunchtime Session 2 12.50pm – 1.15pm	Members of staff are on duty as in Session 1
After school 4.10-4.30 pm “Bus duty”	Staff on duty at the end of the school day proceed IMMEDIATELY to the Harecroft Road, Jarvis Car Park or Skelton Car Park area. This area is busy with traffic and pupils, and the safety of the latter must be paramount. The duty staff member at bus stops should supervise pupils onto the buses, Staff should remain at their station until all buses have left. After that, they should return to school, and the ‘late phone’ should be returned to Pupil Services.
After school 4.20-5.40 pm	staff should ensure that all pupils have been collected and that the homework club is empty before returning the leaving school.