

Supervision Policy (A12)

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| Scope: | Senior School (Including Boarding) |
| Release date: | September 2025 |
| 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> |
| Review date: | September 2026 |

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.

Edition Changes

| Page | Updates/Changes |
|---------------------|--|
| Throughout document | Year changed in title and document reviewed Format of times |
| Page 3 and 6 | Additions made to incorporate flexible extended day arrangements |

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 0745-0825 a member of teaching staff will be on duty in the Skelton Hall,
- From 0800 there will always be one member of staff on duty at Pupil Services,
- From 0810-0830 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 Heads of Year 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, they may be assisted by at least one 6th form pupil, ideally a 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.
- In School Assembly, The Assistant Head Pastoral and/or Head of 6th Form Pastoral will operate in a supervisory capacity, supported by Heads of Year, Form Tutors and Prefects. In their absence, the other Heads of Year or Senior Staff will supervise. Year Group Briefings and House Meetings are supervised by Heads of Year or House respectively, supported by tutors or attached teachers
- In Co-curricular Periods 1st-5th Form 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 0745.
- On arrival, they should go directly to the appropriate area of the School (eg. SH from 0745, 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 0745 to 0825.
- 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 Jarvis Car Park and the Skelton Hall Hard-Standing 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 of Year, they supervise homework club. A member of the Senior Team will be available until 1800.
- Supper Club (1730-1830) Day pupils can book onto this supervision and receive an evening meal. This is supervised by Boarding Staff who are already in the Skelton Hall with the Boarders.
- After supper Club (1830-2130) Day Pupils can book onto this supervision remain on site after supper to complete homework and socialise in one of the school's boarding houses,

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 or a Sports Coach, 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.

Homestay pupils are the responsibility of their Homestay Hosts outside of school hours and when not on a school trip or sports fixture or agreed guardian placement.

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 Assistant Head International/Deputy Head of Boarding, the Senior Deputy Head – Senior School or Senior on Call. During Half terms the on-call rota is the Senior on call rota.

In the case of trips and excursions any pupils remaining on site must be supervised by another member of the boarding team or a member of teaching staff or a sports coach.

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 Assistant Head International is in Loco Parentis.

Appendix 1: Daily Duty Rota

| Session | Duty and Location |
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| Before school 0745 - 0825 | One member of Staff supervises Breakfast Club in Skelton Hall (Refectory), and Pupil Services is staffed from 0800. |
| Before school 0810 - 0830 | 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 1035 - 1050 | Two staff members are available to support the prefect team should they be required in the Skelton Hall. |
| Lunchtime Session 1 1235 - 1305 | 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/Humanities and the Science block and the locker area. |
| Lunchtime Session 2 1305-1335 | Members of staff are on duty as in Session 1 |
| After school 1610-1630 "Bus duty" | Staff on duty at the end of the school day proceed IMMEDIATELY to Harecroft Road, Jarvis Car Park or Skelton Hardstanding 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. |
| After school 1620 - 1740 | Staff should ensure that all pupils have been collected and that the homework club is empty before returning the leaving school. |
| Supper Club 1730 – 1830 | Boarding staff supervise pupils who have booked this service in SH and release to be collected at 1830. |
| After Supper Club 1830 - 2100 | Boarding Staff supervise pupils who have booked this service in relevant boarding houses. Pupils remain in communal areas and complete homework and socialise. Boarding Staff Manage pupil collection as and when parents arrive. |

