Stephen Perse

Foundation

Supervision of Pupils Policy

Contents

1. Introduction

1.1.   The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils.

1.2.   This policy applies to teaching staff (including volunteers) at the Stephen Perse Foundation (the **School**) including all staff in the Early Years Foundation Stage (**EYFS**).

1.3.   Our aims are to provide sufficient supervision measures to maintain an orderly, respectful and positive school and boarding environment; promote the health and safety of pupils at the School; demonstrate how staff are deployed to ensure the proper supervision of pupils; and ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day, including in the EYFS and in the boarding houses.

1.4.   Supervision arrangements specific to boarders can be found in Annex 1 of this policy.

2. Legal obligations and the duty of care

2.1.   The Governing Body and the Principal have specific obligations to ensure, as far as is practicable, that the School is a safe place for all pupils, employees and others who enter the School when they are in our care. The School is required to ensure that the supervision of pupils throughout the school day, and outside of the school day when children are on site in connection with the purposes of the School, is adequate to ensure their health, safety and welfare.

2.2.   All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe.

2.3.   In order for staff members to carry out their duties effectively, the Heads of School have certain responsibilities. These include:

   ● Formulating the overall aims and objectives of the school and policies for their implementation;
   ● Ensuring that staff members at the school receive information they need in order to carry out their professional duties effectively;
   ● Ensuring the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present on the school site or in boarding, whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere;
   ● Making arrangements for the security and effective supervision of the school buildings, boarding houses and their contents and of the school grounds;
   ● Ensuring that there is an appropriate member of staff on site to carry out emergency procedures including the fire evacuation procedure when pupils are on site;
   ● Ensuring that there is a member of the Incident Management Team on site or on call in the case of an incident; and
   ● Ensuring that EYFS supervision ratios are met.

2.4.   In defining the measures in place to ensure adequate supervision of pupils, the following are considered:

   ● Regard for the ages and capabilities of our pupils;
   ● A systematic approach to safety through risk assessments in the light of foreseeable risks;
   ● School and boarding rules and codes of conduct, copies of which are available in form rooms and on students' iPads respectively, have been drawn up to seek to eliminate (or

significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during pastoral meetings, form time and PSHEE sessions and weekly boarding house meetings and are regularly cross referenced in assemblies and classroom discussions;

- Staff members have a responsibility to be aware of their supervisory responsibilities; and
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils.

3.   Protective measures

3.1.   *Registration*

3.1.1.   Pupils may arrive at school from 7.45 a.m. in the Senior School and Sixth Form and 7.30 a.m. at the nurseries (Madingley, Shaftesbury Road, Salisbury Villas, Dame Bradbury's), Dame Bradbury's School and the Stephen Perse Cambridge Junior School.

3.1.2.   In 1-11, pupils are expected to go home by 6.00 p.m. unless they are staying late for a function.

3.1.3.   In 11-18, pupils are expected to go home or to their boarding house by 5.30 p.m. unless they are staying late for a function.

3.1.4.   Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. In addition there is always one senior member of staff on duty until the last pupil has left the school building, in accordance with the times detailed above.

3.1.5.   The School has the following measures in place to protect pupils:

- We take a register of pupils at the start of the morning and afternoon sessions.
- Senior School students and our Sixth Form students register their presence on visitor management software, InVentry, when they enter and leave a site. The exception to this is the Visual Arts Centre (VAC) where students move between the buildings without signing in or out.
  - For students in Year 7, appropriate supervision is arranged between the Senior School and the VAC (apart from when leaving to go home at the end of the school day) taking into account the age of the students, and similarly for Latham Road where students in Years 7-9 will be accompanied by staff to the site.
- All pupils are registered electronically by 9.00 a.m. at the latest (individual schools have end times between 8.30 and 9.00 a.m.) and then by 1.45 p.m. (compliance registrations) at all Schools with the exception of the Sixth Form where students only register through the InVentry system when they arrive at and depart from the building. Senior School students also register on the InVentry system on arrival and departure at the end of the school day as well as being registered electronically.
- In the Nurseries, children are registered electronically on arrival via the School's management information system, iSAMS. Children are signed out through InVentry if they are collected before the end of the Nursery day.

3.1.6.   Parents must phone or email the School when their child is unwell and cannot attend. Parents are requested to contact the school before 8.30 a.m.

3.1.7.   The Department for Education (**DfE**) absence codes are used to record all absences including authorised absences. If any pupil fails to arrive to sign in for the morning compliance registration without satisfactory explanation, a call is made to the pupil's home by the relevant School Office to establish their whereabouts. In the Sixth Form, the student is contacted

initially to establish their whereabouts and if they are absent, parental confirmation is then required. If any pupil is not registered in the afternoon compliance registration, without satisfactory explanation and having been registered in the morning, the School will instigate the Missing Child Procedure.

3.1.8. All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the School's Registration Procedure, the School will instigate the Missing Child Procedure.

3.1.9. All pupils, other than Sixth Form students, are not allowed to leave school premises, when not in lessons, without prior permission before the normal end of their school day. Students in Year 11 may be permitted to leave the site, at our discretion, during the lunch break in the latter part of the academic year.

3.1.10. If a pupil has to be sent home unwell, they will not be allowed to leave the school premises until their parent or guardian is aware of the situation. All Senior School and Sixth Form students leaving during the school day must sign out using the InVentry system and sign back in if they return using the InVentry system. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff will wherever possible accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

3.1.11. We operate identical registration procedures for EYFS; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us, preferably in writing, in advance. We may request that parents provide a photograph of this individual and the individual must also provide the password specific to the individual child on arrival to collect the child.

3.2. Lunch duty

3.2.1. Each school, with the exception of the Sixth Form, has a rotation of teaching staff, cover supervisors, teaching assistants/lunchtime supervisors on duty each lunchtime appropriate to the age of the pupils. Children in the EYFS are supervised by EYFS staff according to EYFS ratios which can be seen on our EYFS staff rotas and risk assessments. Heads of School are responsible for ensuring all areas of the school that require supervision are appropriately monitored to maintain the safety of the pupils.

3.3. Management of pupils in transit between home and school

3.3.1. A significant number of pupils travel to and from school each day using the transport service provided by the School. Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on Home to School Transport (HTST) vehicles and are expected to follow the HTST behaviour policy. We always investigate complaints about poor behaviour. Pupils are reminded of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is judged to merit that intervention. When sufficient demand is placed by parents of children in their Reception year for school facilitated transport, the School will endeavour to facilitate travel to their EYFS site. In this instance a child is only permitted to travel on HTST with a Passenger Assistant.

3.3.2. The School manages its home-to-school transport (**HTST**) services via Kura/Zeelo. Parents/carers are required to ensure that any changes to a pupil's use of the HTST Services (for example: frequency, route, home pick-up stop) are made via the Kura App. For example, if a child is not going to use their regular HTST journey on a particular day (for example: they are making alternative arrangements for their journey to/from school), the parent/carer is responsible for updating their child's booking through Kura/Zeelo.

3.4. General supervision duty

3.4.1. In addition to the duty rota, where applicable, which stipulates supervision before and after school and during pupil breaks, staff are expected to be vigilant during the school day and should be proactive in ensuring pupils' safety. Any concerns should be reported to the relevant Deputy Head/Head of School.

3.5. Supervision on trips and visits

3.5.1. Our arrangements for the supervision of all pupils (including EYFS children) on visits is described in our Trips and Visits Policy.

3.6. Unsupervised access by pupils

3.6.1. Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

3.6.2. We ensure that pupils do not have unsupervised access to potentially risky areas, such as the science laboratories, the design technology rooms, the ceramic studio etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

3.6.3. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

3.6.4. Access to rooftop areas is restricted by locked/alarmed doors.

3.7. Pupil/teacher ratios

3.7.1. Pupil/teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure it is done with due consideration for the nature of the activity, location of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity.

3.7.2. A member of staff must adopt a safety first approach if they are unsure of the adequacy of supervision for an activity and seek the advice of their line manager.

3.8. Staff/child ratios in the EYFS

3.8.1. In the EYFS, the School operates in accordance with the DfE 'Early years foundation stage statutory framework' and recognises the need to ensure that staffing arrangements meet the needs of all children and ensure their safety.

3.8.2. The required EYFS ratios are met at all times.

3.8.3. Ratios and supervision levels will vary depending on the number of children and also the behaviour and abilities of the children in the group. Considerations and decisions will be made if a child requires 1:1 support to meet their individual needs.

3.9. Cover arrangements

3.9.1. For 1-11, the relevant Head of School is responsible for cover arrangements and for ensuring that all classes including EYFS have appropriate levels of supervision and appropriate EYFS

qualifications. If a staff member is absent they are expected to leave cover work for the first day only in the event of illness and for all cover in the event of planned absence.

3.9.2. In the Senior School and Sixth Form, if a member of staff is absent from lessons, work will usually be set by them or by the Head of Department for their subject. The staff member responsible for cover is also responsible for arranging a cover teacher or supervisor for the class in the Senior School and this is overseen by the Deputy Head Data, Assessment, Calendar and Staffing. Sixth Form classes will usually be allowed to work unsupervised for short absences. Should a teacher be absent for an extended period, priority will be given to ensuring that classes are covered by a subject specialist in both the Senior School and Sixth Form.

3.10. Before and after school supervision

3.10.1. Where before school care is provided, it is supervised by a designated member of staff in a specific area of the school. Pupils on site before the morning compliance registration time are supervised by designated staff until registration, pupils are notified of the specific areas to which they have access at this time.

3.10.2. At the end of the normal school day, apart from in the Sixth Form, pupils remaining on site either attend clubs supervised by staff or club leaders or they must attend late stay in the specific school designated areas. At Dame Bradbury's School and the Stephen Perse Cambridge Junior School, pupils sign into late stay and are signed out by the staff members on duty when they are collected. Senior School students sign-out to make their own way home. At the Senior School there is a member of middle leadership on duty in the Study Room every day from 4 - 5.30 p.m. A member of staff sweeps the buildings between 3.30 and 4 p.m. to ensure they are clear.In all the schools, a member of the school's senior team is on duty each evening until the last pupil leaves, which is typically at 6.00 p.m. (5.30 p.m. in the Senior School and Sixth Form).

3.10.3. The School provides one transport service with a passenger assistant from Madingley to the Stephen Perse Cambridge Junior School to provide for those EYFS pupils who attended Madingley Kindergarten to transfer to Shaftesbury Reception. Those pupils in Years 1-6 who use School transport services to and from school are supervised by school staff once they arrive at school in the morning and until they get on the bus at the end of the day. Staff are not provided to supervise the buses or coaches in transit. If a HTST vehicle arrives at a stop (whilst undertaking an afternoon service), and the passenger / pupil does not have 'onward travel' permitted, the driver of the vehicle will follow the School's Non-Collection of a Child Policy. In this instance, the driver will call the HTST management services provider (Kura/Zeelo) and inform them that a parent is not present to collect a child. The driver will then wait for a maximum of five minutes before continuing on with their journey, and at the same time liaise with Kura/Zeelo to determine whether the parent is contactable and able to meet at the next stop of the journey. If the driver is at the last stop of the journey, the driver (in consultation with Kura/Zeelo) will return the child to the Stephen Perse Cambridge Junior School. Please refer to the Non-Collection of a Child Policy for greater detail.   Where a parent has provided written permission for independent onward travel the student may leave the drop off point independently. Students in Years 7-13 walk between school and the bus pick-up/drop-off point independently and will complete any onward travel independently unless parents indicate otherwise. Students are reminded to save the School's number on their phones and to call in case of any questions or concerns, at which point the senior member of staff on late duty will walk over to the bus pick-up/drop-off point if necessary.

3.10.4. The arrangements for the supervision of EYFS children before and after school are set out on the school website and in the EYFS Parent Handbook for each school available on the website.

3.11. Boarding supervision

3.11.1. Details of supervision and procedures for boarders is outlined in 'Annex 1 - Procedures for Boarders', which is appended at the end of this document.

3.12. Staff Induction

3.12.1. All new members of the teaching staff receive a thorough induction into 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.

4. Related Policies

- Attendance Policy
- Children Missing or Absent from Education Policy and Procedures
- Trips and Visits Policy
- Home to School Transport Services Terms and Conditions
- Missing Child Policy
- Non-Collection of a Child Policy and Procedures

Version Control

Date of adoption of this policy	18 December 2024
Date of last review of this policy	December 2024
Date for next review of this policy	November 2025
Policy owner	DSL
Authorised by	Governing Body

Annex 1
Procedures for boarders

1.   Mobile telephones

1.1.   All boarding students are required to have a mobile phone and to provide their number when they enrol at the School so that they can be contacted if necessary, for example if they are late for registration, welfare checks or for curfew. The boarding house duty phone has the mobile number of all the boarding students in the boarding house in the contacts. Each boarding student must put the boarding house duty phone number on their phone and this is checked during induction.

2.   Signing in and out of boarding houses

2.1.   Pupils sign in and out of the boarding house, using InVentry, on arrival and departure to enable boarding staff to know who is present. Access to the boarding house is via card activated access control.

3.   During the school day

3.1.   Boarding students are not permitted to return to their boarding houses during the school day. When boarders are present, there will always be a member of staff on duty in the boarding house. All students are registered in every lesson.

4.   Welfare checks

4.1.   Students are unable to enter or leave the boarding houses between the last welfare check in the evening and the first welfare check in the morning; this is supported by restrictions on ID cards.

4.2.   To ensure the welfare and appropriate supervision of boarding students, welfare checks are conducted and recorded by the boarding house staff as follows:

Morning   Monday to Friday - 7.15 a.m.
Saturday - 8.45 a.m.
Sunday - 10 a.m.

Lunch Saturday and Sunday - 1 p.m. If students are not in the boarding house they are contacted by telephone.

Early evening Every day - 6 p.m. If students are not in the boarding house they are contacted by telephone.

Evening   Sunday to Thursday 10 p.m.
Friday and Saturday 10 p.m. (Year 13 - 11 p.m.)

5.   Study hours - Monday to Thursday

5.1.   Boarding students are expected to study in their rooms from 7 p.m - 9 p.m. and are supervised by teaching staff and the graduate assistants.

6.   Outside school hours and curfews

6.1.   There is a member of staff on duty in each boarding house at all times. Details of staffing models and rotas are held by the Head of Boarding and published on the notice boards. The on-duty boarding staff

deal with any matters that arise after school hours. Should further advice/assistance be required the Head of Boarding or Deputy Head of Boarding is contacted.

7. Nights/days/weekends away

7.1. Students must seek permission from the Head of Boarding to stay away overnight during the week and unless there is a very good reason, permission is unlikely to be granted.

7.2. Students are welcome to stay every weekend of term and there is no limitation on the number of weekends that a student may stay away from the boarding house. If a student is struggling with work the Head of Boarding, after consultation with the Head of Sixth Form, may choose to not allow a student to go away for the weekend. We require all students to obtain educational guardian/parental permission to go away (Friday to Sunday). An exeat form must be completed by the student by 9 p.m. on the Wednesday before the weekend. Parents/Educational guardians must confirm they are happy with the weekend arrangements and provide the address of where the student is going and the name of the responsible adult by 7 p.m. on the Thursday before the weekend.

8. Other checks

8.1. Boarding staff check the boarding houses regularly to check whether students are in the boarding house.

9. Overnight staffing

9.1. There is at least one adult member of boarding staff sleeping in each of the boarding houses at night, responsible for the boarders in the boarding house.