



Emanuel School

Supervision of Pupils Policy

Emanuel School recognises and accepts its legal responsibilities to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors, under the Health and Safety at Work Act 1974.

DfE guidance states during the time pupils are on the school premises, staff are under a legal duty to exercise 'reasonable' care to ensure that all pupils are kept safe based on the principle of loco parentis. All colleagues have a responsibility to be vigilant and supervise the safety of the pupils on site.

The school is open to pupils from 7.30am until 6.00pm. Pupils should not be in school before 7.30am as they will not be supervised. Teachers running sporting or extra-curricular activities from 7.30am to 8.25am are responsible for pupils engaged in them.

The library is open from 7.30am to 5.00pm. The sixth form centre is open from 7.30am to 6.00pm.

Pupils are allowed to work and socialize in classrooms before lesson time until morning registration and are encouraged to behave sensibly and safely at all times. At break and lunch, pupils are only allowed in classrooms with the express permission of a member of staff or if 'wet break' has been declared.

Pupils are expected to leave school at 3.45pm unless in a supervised activity extending beyond this time. Teachers running sporting or extra-curricular activities are responsible for all pupils engaged in them until the point that all pupils have gone home.

The main reception switchboard is staffed from 7.30am until 5.00pm during term time. During the holidays the general office is manned from 9.30am to 4.30pm.

Special arrangements are made to ensure that pupils are supervised during play and concert rehearsals or other events that bring small groups of pupils into school out of hours. Pupils are not allowed to be on site otherwise without supervision including weekends and school holidays. Only pupils in the charge of a teacher, or those who have obtained the headmaster's permission, may enter the school or its grounds during the holidays or outside of school hours.

Some areas are out of bounds to unsupervised pupils in all year groups. These include the science laboratories, the design workshops and computer suites, the art classrooms, the swimming pool, the maintenance areas, the kitchen and dining areas and Sports Hall.

Teaching staff undertake weekly daytime supervisory duty throughout the academic year according to a published rota. These duties are designed to ensure a suitable level of supervision before school, at break time, lunch time and after school. Prefects also assist in the supervision of pupils at lunchtime and for special events. For all duties, the priority is to maintain a safe environment for the pupils. Further information can be found in 'Instructions and Guidance for the Duty Scheme' which is available on Firefly. Senior teachers are 'on call' from 7.30am to 6.00pm each day and can be contacted on the school's duty mobile phone. Outside of these times the school is supervised by the school keepers and emergency contact numbers are in form rooms.

During lessons, the supervision and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. Classes should never be left unsupervised. Heads of department are responsible and accountable for all matters relating to health and safety and welfare within their department (as specified in the Health and Safety manual).



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Pupils register twice a day with form tutors (using EMA). They are required to be in their form rooms by 8.20am each morning for registration at 8.25am. Afternoon registration is at 2.20pm in form rooms with the exception of games afternoons. Staff also register all pupils in lessons using EMA.

Pupils may not leave the school grounds during the normal working day without the permission of a member of staff. Sixth formers are permitted to leave school from 12.45pm – 2.00pm, signing in and out at the gate. Requests for foreseeable absence should be made in advance in writing to the form tutor or head of year who will authorise an 'exeat'.

Parents are responsible for notifying the school if their child is absent for any reason following the published absence procedures. The school will always contact the parent if a pupil fails to arrive at school without an explanation.

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 and they have been collected (sixth formers do not need to be collected). In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent or guardian arrives and assumes responsibility.

Emergency signs and contact details are displayed in all form rooms and form tutors go through this information on the signs at the start of each year. If in doubt, pupils should report accidents to a member of staff immediately.

Visitors, including former pupils, are required to report to sign in at the front gate and obtain a visitor's badge. They should obtain the permission of the headmaster, deputy head: pastoral or director of finance and administration to enter any part of the school buildings or grounds.

Related Documents

- Attendance Policy
- Behaviour Policy
- Educational Visits Policy
- Health and Safety Policy
- Instruction and Guidance for the Duty Scheme
- Medical and First Aid Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Wet Break Procedure