



WISBECH GRAMMAR SCHOOL

Supervision Policy (A12)

Scope:	Senior School
Release date:	September 2017
Review date:	September 2018
Author:	Senior Deputy Head
Reviewer:	Deputy Head Operations
Approval body:	Risk and Governance Committee of the Board of Governors

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.

Publication

This policy is provided to all staff via the shared drive and is also available on the School's website.

Policy Aims: 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 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 Hazel Centre, and another member of staff on duty in the Dwight Centre to provide supervision in those busy areas of the school. In addition the Head of 6th Form provides a supervisory presence in the Hazel Centre.
- 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 Senior Leadership Team in School each day. She/He has 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 hour 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 four Prefects. Other duty staff will patrol the Dwight Centre, the Field/Tennis Courts, and the Science block and locker area.
- In School Assembly, the Head of Lower School will operate in a supervisory capacity, supported by Form Tutors and Prefects. In the absence of the Head of Lower School, the Deputy Head Ops will supervise. Section Assemblies and House Meetings are supervised by Heads of Section or House respectively, supported by tutors or attached teachers.
- ICT facilities, the Library and the Music rooms are all supervised by a duty member of staff.
- 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. 4th, 5th and 6th Form pupils are supervised by staff.

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. their Form Room or Common Room) or the Skelton Hall, where they will be supervised by a member of staff. Breakfast Club is supervised by two members of staff in the Skelton Hall, every day from 7.45am to 8.30am.

After school, pupils disperse in a variety of ways; supervision is offered to those pupils leaving the site to catch buses on Harecroft Road and for those staying for clubs/activities. Pupils catching a Late Bus will be supervised in catching that bus. All relevant members of staff are given a copy of the duty list at the beginning of each term. There is also a copy in the Common Room. Homework Club takes place, each day, in Room 49 and is supervised by a member of staff. Again, all relevant members of staff are given a copy of the duty list at the beginning of each term.

Each day, a senior member of staff is on Late Duty, and supervises the departure of the 'late bus'. A member of the Senior Team will be available until 1800. A 'late duty phone' is to be found in Pupil Services.

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 the School Nurse will assess their condition. Pupils who complain of feeling unwell should be accompanied by another pupil.

Pupil Services supervision arrangements are managed by the 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.

APPENDIX 1

The table below outlines daily duty rota

SESSION	DUTY AND LOCATION
Before school 7.45am – 8.30am	Two staff members supervise 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 Dwight Centre and a second member of staff is based in the Hazel Centre. 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	Three staff members are available to support the prefect team should they be required in the Skelton Hall
Lunchtime Session 1 12.30pm – 12.50pm	Three 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: Dwight Centre, Field/Tennis Courts, Library and the Science block and the locker area.
Lunchtime Session 2 12.50pm – 1.15pm	6 members of staff are on duty as in Session 1 plus an extra staff member will be on duty in the MFL/Maths area in the Main School.
After school 4.30-4.50 pm “Bus duty”	Staff on duty at the end of the school day proceed IMMEDIATELY to the Harecroft Road area. This area is busy with traffic and pupils, and the safety of the latter must be paramount. Staff should supervise pupils onto the buses, and should be in possession of the “late phone” while on duty. Staff should remain at Harecroft Road until all buses have left. After that, they should return to school, returning the “late phone” to Pupil Services..
After school 4.20-5.40 pm	A senior member of staff is on duty to deal with any problems which may arise during this time. He/she is responsible for answering the phone after 5.30 pm and should thus be located in the Pupil Services area. This member of staff should supervise the pupils onto the late bus at 5.25-5.30 before its departure at 5.35 pm. He/she should ensure that all pupils have been collected and that the homework club is empty before returning the “late phone” to Pupil Services.