

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 5.00pm (5.30pm for students working in the sixth form centre). Pupils will not be permitted into school before 7.30am. Some sports practices (and occasionally other activities or trip meet times) commence prior to 7.30am. Pupils should muster on the bridge at the agreed meet time where they will be collected by the member of staff running the activity. No pupil will be permitted to enter the site before 7.30am without being collected by a member of staff.

Teachers running sports or co-curricular activities 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 5.30pm. Pupils are not permitted to remain on the school site at the end of the day unless they have an organised (teacher-supervised) activity or are working in the library or sixth form centre.

Pupils are allowed to work and socialise in classrooms until morning registration and are asked to behave sensibly and safely at all times. Throughout the rest of the day, pupils in the lower school are only allowed in form rooms with the express permission of a member of staff or if procedures for bad weather are being followed. Pupils in the middle school may use their form room during break and lunch. If their form room is occupied by teaching, they may enter another form room from within their year group. All pupils may use the library during their break and lunchtimes. Pupils in the sixth form may use the sixth form centre. All indoor spaces must be used sensibly and safely.

Pupils are expected to leave school at 3.50pm unless in a supervised activity extending beyond this time or working in the library or sixth form centres until the close. Teachers running sports or co-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 deputy head: pupil/designated safeguarding lead'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, the art classrooms, the swimming pool, the eco garden, 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 and that emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected children. The school employs playground supervisors to support the supervision of pupils. Prefects may also assist in the supervision of pupils at lunchtimes and for special events where directed to by staff.

For all duties, the priority is to ensure that pupils are safe by maintaining good conduct and order within the school. Further information can be found in 'Instructions and Guidance for Staff Duties'

which is available on Firefly. The school's senior management are 'on call' from 7.30am to 6.00pm each day and can be contacted on the school's duty mobile phone (07377 735 057) or by contacting reception. Outside of these times the school is supervised by the school keepers and emergency contact numbers are in form rooms.

If a member of staff is required to enter a pupil toilet or changing area, they will ensure a second member of staff is present (unless in the case of an immediate risk or emergency). They will follow a clear protocol of knocking and announcing their intention to enter the space in the next 20-30 seconds, to give pupils time to prepare. They will then announce their entrance again before entering.

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).

Pupils register in the morning with their form tutors (using EMA). They are requested to be in their form rooms by 8.20am each morning for registration at 8.25am. Afternoon registration is taken at 2.35pm at the start of period 9, by the subject teacher leading the class. Pupils are registered at their activities on their 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. 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 feels unwell and wishes to be sent home, they will not be allowed to leave the school premises until their head of year or head of section has seen them, a parent or guardian have been contacted and arrangements have been made for their collection. Those in Year 10 and above do not need to be collected provided the nurse feels they are well enough to travel independently. Should the nurse feel the pupil is well enough to be in school, she will encourage them to return to lessons.

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 report to reception where the relevant member of staff will collect them.

The arrangements for supervision on educational visits are described in the *Educational Visits Policy*.

Policy Review and Approval

Policy Owner	Deputy Head: Pupils/Designated Safeguarding Lead
Date of last review	Summer 2023
Approved by	School's Pastoral Committee: 12 October 2023 Cabinet: 31 October 2023
Governor Committee	Pastoral: 23 January 2024
Date of next review	Summer 2024

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
- [NSPCC Safeguarding Considerations for Changing Rooms \(February 2022\)](#)
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Procedures for Bad Weather