



Emanuel School

# Supervision of Pupils Policy

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### 1. Introduction

Emanuel School acknowledges and accepts its legal obligations to protect, as far as is reasonably possible, the health, safety and welfare of its staff, pupils and visitors in accordance with the Health and Safety at Work Act 1974.

While pupils are under the care of the school, both on and off the school site, staff have a legal obligation to take reasonable care to ensure the safety of all pupils following the principle of loco parentis. Every staff member has a responsibility to remain vigilant and supervising the safety of the pupils throughout the school day and during school activities.

### 2. Purpose

The purpose of this policy is to ensure the safety, wellbeing and security of pupils throughout the school day and during school activities and outlines the responsibilities of staff for supervising pupils in classrooms, corridors, outdoors (e.g. on the playground) and during co-curricular events.

The policy aims to prevent accidents, support the management of pupil behaviour and ensure appropriate support can be given when needed.

### 3. Contacting the School

The main reception switchboard is staffed from 7.30am until 5.00pm during term time. The receptionist will answer phone calls, respond to emails sent to [enquiries@emanuel.org.uk](mailto:enquiries@emanuel.org.uk), pass on messages to pupils and staff and deal with enquiries from visitors during this time. At other times, messages may be left on the school answer phone or staff may be contacted by email.

During the holidays the general office is usually manned from 9.30am to 4.30pm.

#### **4. Supervisory Staff Duties**

Teaching staff undertake weekly daytime supervisory duties throughout the academic year following a published rota. These duties are designed to ensure a suitable level of supervision before school, during break time, lunch time and after school. Their purpose is to safeguard pupils, address any inappropriate conduct and respond swiftly to emergencies, while ensuring sufficient staff are available to supervise unaffected children. The pastoral coordinator sends clear instructions to all teaching staff and cover supervisors as to the areas of the building and grounds that they are expected to monitor when on supervisory duties outside lesson hours.

For all duties, the priority is to ensure that pupils are safe within the school and feel supported by an adult present. Staff should be proactive when on duty and ensure that the school's *Behaviour Policy* is followed. Further information can be found in *Instructions and Guidance for Staff Duties* which is available on Firefly. A member of the school's senior management is '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 should any member of staff require assistance during the school day. Emergency contact numbers are displayed in all rooms throughout the school.

In the event of a planned absence, it is the absent member of staff's responsibility to ensure cover for their duty is in place by arranging a swap.

#### **5. Supervision During Specific Times**

##### *5.1 Registration and Absence*

A register is taken of pupils at the start of the morning and afternoon session. 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. Pupils are registered as late from 8.23 am at the gate house. Parents are responsible for notifying the school if their child is absent for any reason following the absence procedures outlined in the school's *Attendance Policy*. The school will always contact the parent if a pupil fails to arrive at school without an explanation.

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.

Should a pupil be unaccounted for during the school day, staff are expected to refer to the *Missing Pupil Procedure* in the school's *Attendance Policy*.

##### *5.2 Lesson Time*

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. In certain subjects, typically Design and Technology, Art and Science, the class teacher may be supported by a technician.

In case of teacher absence, lessons are covered by another teacher or supply teachers. Sixth form students are expected to go to their timetabled rooms for cover lessons, though these are not normally covered in the case of short-term teacher absence, unless it is a practical subject or science lesson where they cannot be unattended in the specialist room and will therefore be allocated a cover teacher or sent to the sixth form centre to be supervised.

##### *5.3 Supervision during Breaks and Lunchtime*

Pupils spend breaktime and lunchtime outdoors unless they are attending a supervised activity indoors or 'Procedures for Bad Weather' (part of *Instruction and Guidance for Staff Duties*) are applied.

At break and lunchtime, members of teaching staff are on duty in the dining areas and patrol the premises. All members of teaching staff take their share of supervisory duties according to a duty rota. 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 by staff.

Staff must ensure that pupils vacate the designated play area when the end of break/lunch bell sounds.

#### *5.4 Supervision Before and After School*

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 may begin before 7.30am. In such cases, pupils should muster on the bridge at the agreed meeting 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 unless they are taking part in the supervised activity. Teachers running sports or co-curricular activities are responsible for pupils engaged in them.

The library is open and supervised 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 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.

#### *5.5 Private Study Periods*

Most sixth form students have regular private study periods and are expected to use their private study time profitably, working in the sixth form centre or the library. General supervision is provided by the staff in the area.

#### *5.6 Use of Indoor Spaces Beyond Lesson Time*

All indoor spaces must be used sensibly and safely. Pupils are allowed to work and socialise in classrooms until morning registration and are asked to behave sensibly and safely at all times.

During breaks and lunchtime when the 'Procedures for Bad Weather' are followed, pupils may remain in their form room (if available), the Refectory/Buttery or library. 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 throughout the school day (7.30am to 5pm) including during their break and lunchtimes. The library is staffed by a librarian and a library assistant. Sixth form students may use the sixth form centre (7.30am to 5.30pm).

Pupils are not allowed to loiter in or around the corridors.

#### *5.7 Leaving the School Ground*

Pupils may not leave the school grounds during the school day without the permission of a member of staff. In line with the school's *Attendance Policy*, requests for foreseeable absence must be made by parents in advance in writing to the form tutor or head of year who will authorise an 'exeat'.

#### *5.8 Travelling to and from School*

Parents are responsible for ensuring that their child travels safely to and from school.

## **6. Supervision Arrangements for Specific Areas, Events and Occasions**

### **6.1 School Trips and Residential Visits**

Staff are responsible for the safety and welfare of the pupils on both day trips and residential trips. The responsibility for supervision is continuous. Care and supervision must be maintained during periods outside structured activities, as well as during activities themselves.

The level of supervision will reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. All visits require a risk assessment and are planned with sufficient adult supervision to reflect potential risks identified.

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

### **6.2 Drama Productions, Play and Concert Rehearsals**

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.

In drama productions with a large number of pupils backstage, there should always be a more than one member of staff present one of which should be a teacher. Two separate dressing rooms should be allocated for changing, with clear separation between the genders. Staff should supervise from a nearby area, ensuring they are available to assist when necessary, but should not be inside the dressing rooms unless required for a specific task. Close supervision may also be needed during costume changes, especially for quick changes or costumes with complex technical elements. This should always take place in a discreet, screened area backstage to allow privacy. Please refer to point 5.4 ('Changing Rooms') for further information.

Visiting freelance professionals, such as make-up and costume specialists, should be briefed of school procedures but must not be left in a supervisory capacity.

### **6.3 Sports Events and Matches**

Sport staff or other members of staff are responsible for supervising pupils for home and away sports events and matches. At weekends, other non-competing pupils may come and support matches, but they should remain with the spectators and will not be supervised by the school staff. Lower school pupils awaiting collection by parents from Blagdons, or other of site facilities will be returned to the school site if parents are not able to arrive on time, assuming alternative supervision is not available.

### **6.4 Changing Rooms**

Young people are entitled to respect and privacy when changing for activities. However, there needs to be an appropriate level of supervision to safeguard pupils, satisfy health and safety considerations and reduce the risk of child-on-child abuse such as bullying or harmful sexual behaviour. This supervision should be appropriate to age, the needs of the young people concerned and with sensitivity to the potential for embarrassment. It should not be necessary for adults to remain in the changing room in order to maintain good behaviour; being in close proximity and pupils being aware of this may be enough.

Staff should consider the following principles of best practice when supervising pupils in changing rooms:

- If a member of staff is required to enter a pupil toilet or changing area, they should ensure a second member of staff is present (unless in the case of an immediate risk or emergency).
- They must 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 and cover up. They must then announce their entrance again before entering.

- Where possible, staff who are supervising children getting changed should be of the same gender as them.
- They should place themselves outside the main changing areas and not inside the changing rooms.
- They should not be present for an unnecessary length of time and should only be doing this when pupils are suitably dressed.
- Staff and volunteers should not change or shower in the same space as children.

#### *6.5 Pupil Use of IT*

Please refer to the school's *Online Safety Policy* for information on the supervision of pupil use of IT.

### **7. Areas Out of Bound**

Some potentially dangerous areas are out of bound to unsupervised pupils in all year groups. These include the science laboratories, the design and technology workshops, the art classrooms, the swimming pool, the eco garden, the maintenance areas, the kitchen and dining areas and the sports hall.

Where possible, doors to these areas are kept locked when not in use. Flammable materials and chemicals are kept securely locked in appropriate storage facilities.

Pupils are made aware of the areas that are out of bound and should not be accessed. Pupils who access unauthorised areas may be sanctioned in line with the school's *Behaviour Policy*.

### **8. School Access in Out of School Hours**

Pupils are not allowed to be on site without teacher supervision on weekends and school holidays.

### **9. Medical Assistance**

A qualified nurse is on duty in the medical room during the school day to provide first aid and manage accidents, emergencies and illnesses. Additionally, several staff members are trained in first aid and are available to administer emergency treatment when needed.

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.

### **10. Security and Access Control**

Visitors are required to report to sign in at the front gate and obtain a visitor lanyard depending on the purpose of their visit. They should report to reception where the relevant member of staff will collect them. Contractors must be accompanied where necessary.

Staff should politely approach anyone not wearing a lanyard or wearing a red lanyard, which indicates they need to be accompanied on site.

### ***11. Policy Review and Approval***

Policy Owner	Deputy Head: Pupils/Designated Safeguarding Lead
Date of last review	Spring 2025
Approved by	Cabinet: 23 April 2025
Governor Committee	Pastoral
Date of next review	Spring 2026

### ***12. Related Documents***

- Attendance Policy
- Behaviour Policy
- Educational Visits Policy
- Health and Safety Policy
- Instruction and Guidance for Staff Duties
- Medical and First Aid Policy
- [NSPCC Safeguarding Considerations for Changing Rooms \(April 2024\)](#)
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct