



SUPERVISION OF PUPILS ARRANGEMENTS

Last Updated

September 2023

THE KING ALFRED SCHOOL SUPERVISION OF PUPILS ARRANGEMENTS

This policy should be read in conjunction with the following School policies:

- Anti-Bullying Policy
- Health and Safety Policy
- Safeguarding Children in Education Policy

KAS ensures that pupils are supervised effectively to safeguard their safety while on school premises or school visits.

Supervision during lesson times

We ensure that a member of staff directly supervises all pupils in lessons up to Year 11. Pupils in Years 12 and 13 can work unsupervised on the school premises, other than in areas which are “out of bounds” for health and safety reasons. On some occasions, younger pupils may be remotely supervised where this is appropriate in terms of age group and activity, e.g. Year 10 pupils preparing presentations in a room next to where the teacher is based.

Supervision outside lesson times

Before 8.45am Lower School: unless engaged in an activity organised by a member of staff, pupils should either be supervised by their parents / guardians or be in the library. It is not expected that pupils will arrive before 8.45am unless this has previously been agreed. Any concerns should be referred to the Lower School Office.

After 4.00pm Lower School: unless engaged in an activity organised by a member of staff, pupils should be supervised by their parents / guardians. The class teacher / Senior Management will take responsibility for all pupils until they are collected. Any concerns should be referred to the Lower School Office.

Before 8.55am and after 4.00pm Upper School: unless they are engaged in an activity organised by a member of staff, students are not directly supervised before the start of school. However, should any concerns arise, they should go to Front of House/Reception, where the Receptionist will contact the most appropriate member of staff to deal with the issue (e.g. Tutor, Head of Year, member of SLT).

Activities organised by a member of staff may include, for example, an additional lesson, a music lesson, a drop in session, or an extra-curricular club.

Pupils participating in an evening school event should wait in the area designated for the event, such as the Music rooms, unless otherwise directed by a member of staff.

Staff who are running extra-curricular activities are responsible for all pupils engaged in them until the point that all pupils have gone home.

Areas always out of bounds

Some areas are out of bounds to all year groups. These include the science laboratories, the design workshops, and any area designated as staff only including the maintenance department and the kitchen areas.

Supervision at break and lunch times

Teaching staff undertake weekly daytime supervisory duties throughout the academic year. This is written up in the Upper and Lower School duty rotas. We particularly encourage staff to be aware of pupils interacting in seemingly negative ways or of lone pupils who seem distressed.

Supervising pupils in productions

We ask all staff to help supervise pupils involved in performing arts productions in the evenings. The member of staff in charge of the event together with the relevant member of SLT is responsible for ensuring adequate supervision arrangements are in place. It is expected that a responsible adult should accompany and supervise all pupils at evening events.

Supervision of pupils on visits

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. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies and thorough risk assessment are carried out and authorised in advance in line with our risk assessments policy.

Supervision of pupils on school site during weekends/school holidays

To ensure their safety, pupils should not be in school unsupervised at the weekends and during the school holidays. We advise parents that we cannot assume responsibility for their children during these times unless they are involved in a specific staff-led activity. Occasionally the school may make arrangements in the run up to public examinations for pupils to revise in the library during holiday time. Such arrangements are made on an ad-hoc basis, and pupils are notified of such arrangements in advance.

Lone working

Under certain circumstances, staff may find themselves working on a one-to-one basis with pupils. Such circumstances are normally restricted to visiting music teachers, or pupils on a tutorial type basis with a member of staff. Exceptionally classes in the Upper School may be timetabled for only one pupil. Informal one-to-one meetings with pupils are also not uncommon.

The following guidance to staff for lone working with pupils is set out in the document **'Keeping children and staff safe'** which all staff are required to read at the start of the academic year:

- Doors to the room should normally be kept open or staff should ensure that they are in a room with an uncovered glass panel.
- Members of staff should make another colleague aware of the situation.
- In circumstances where privacy will be required (e.g. counselling sessions), staff should consider what is appropriate in order to provide a confidential environment for the pupil.
- If **'lone working'** is a regular occurrence, such as individual music lessons or one-to-one tuition, parents should be made aware of the situation.

- If a one-to-one meeting is required, staff should consider whether it would be appropriate to ask for a discreet presence to be maintained without prejudicing the pupil's need for confidentiality. Should anything happen during a session that makes a member of staff feel uncomfortable, they should report this to the Designated Safeguarding Lead immediately.