

# Woodbridge School

## SUPERVISION OF PUPILS

### 1. Policy

Woodbridge School recognizes its duty to provide an environment where pupils are well supervised and the utmost care is given to their health and safety.

This policy is to be read in conjunction with the Educational Visits Policy.

### 2. Procedure

#### 2.1 Early Morning Arrivals

On weekdays, pupils are allowed on to the school site from 7.30am. Houserooms, The Sixth Form Centre, the changing rooms, and, from 8am, the Tuckwell Room are open to pupils before Registration at 8.40am. Breakfast is available to day pupils by prior arrangement with the Bursar's office.

No members of staff are on duty to supervise pupils before registration, however staff are on site 24 hours a day (boarding staff), with Marryott House staffed no later than 8am on weekdays in term time.

Pupils are required to register at 8.40am, and thereafter to follow the set routines of the school day according to their individual timetables and extra curricular commitments.

#### 2.2 Lessons

Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present it is his or her responsibility to inform the Deputy Head so that cover can be organized for classes in Years 7-11 and supervision maintained. In the unlikely event of a teacher not arriving for a lesson, a pupil from the class should inform a teacher in a neighbouring class or report the absence to reception.

#### 2.3 Staff supervision

As part of their duties teachers are responsible for supervising pupil behaviour during morning and lunchtime breaks (grounds and buildings, ICT), and after school until 5pm (grounds and buildings, ICT, and buses until departure), according to the duty rota published by the Senior Master. Duty Teachers should be aware of the School Rules, and should actively patrol the school site with these in mind. If a member of staff is due to miss a duty it is his or her responsibility to organize a swap with a colleague and inform the Senior Master.

There is no general supervision of the site for day pupils after 5pm. Day pupils still engaged in activities will do so under the supervision of staff leading those particular activities; otherwise they will be expected to have left the site. Houserooms, the Sixth Form Centre, the changing rooms, and all other buildings are generally locked at around 6.30pm unless there are specific activities running later (for example in the Seckford Theatre or the Music School).

## 2.4 After School: bus departures

At the end of school a Duty Teacher will be present at the turning circle to oversee the safe departure of pupils and buses.

## 2.5 Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled pupils must be informed as early as possible so that they can make alternative arrangements.

## 2.6 Special Events

Risk Assessments must be carried out for special events held on site, be signed by the organiser and all other staff directly involved, and be countersigned by a member of the Senior Management Team or the EVC.

All events held off site (educational visits) must have their own risk assessment in accordance with the Educational Visits Policy.

## 2.7 Pupil supervision of other pupils

Where senior pupils (usually school prefects, or prefects with specific responsibilities, such as Library, ICT, music) have supervisory responsibility for younger pupils, there must always be a member of staff readily available and in overall charge.

## 2.8 Remote supervision

Members of staff supervising pupils from a remote situation are advised to use a school mobile and exchange mobile numbers with the pupils. Safeguarding good practice dictates that such pupil numbers are to be deleted from the mobile after the event.

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