

The Abbey

SUPERVISION OF PUPILS

1. Policy

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

This policy is to be read in conjunction with The Abbey Security Policy and the Woodbridge School Off-Site Educational Visits Policy document.

2. Procedure

2.1 Early Morning Arrivals

Pupils are allowed on to the school site from 8.15 am. They are to go to the terrace in front of The Old Abbey Building or in inclement weather to the Blue Hall. At both locations Duty Teachers will supervise them. At 8.30 am they are allowed to proceed to their classrooms for registration where they are supervised by their class teachers.

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 Second Master so that cover can be organized, the lesson can be taught and supervision maintained.

2.3 Break Times

As part of their duties teachers are responsible for supervising pupils at morning and lunchtime break times. Duty Teachers should be aware of the School Rules and the Risk Assessment that are relevant to these occasions. Duty Teachers must check that the gates to Cumberland Street and the Black Gate are locked during break times. Duty Teachers should actively patrol the school site so that they can guide and help pupils at break times. If members of staff are concerned about the number of pupils they are supervising (e.g. if lunch time clubs are cancelled) they must immediately alert the Second Master or the Master so that extra members of staff can supervise pupils. 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 Second Master.

When the weather is inclement the Duty Teachers may decide to organize an 'indoor break'. Duty Teachers must decide with their colleagues responsibilities for areas of the school (e.g. Old Abbey Building, Dewar Building and the Tile Building) and actively patrol these areas. Pupils will be encouraged to participate in 'constructive' activities and the Duty Teachers will be assisted by the Leaders.

2.4 Changing Rooms

Changing rooms must be well supervised before and after all games, PE and Swimming lessons. When supervising PE changing the teacher can call on the assistance of Matron or a member of staff if he or she has concern about the behaviour in the changing room of the opposite sex. Members of staff must take due care when supervising pupils changing and must not place himself or herself in a difficult position, e.g. supervising a small group or individuals on their own.

2.5 After School

At the end of school a Duty Teacher will be present in the car park to oversee the safe departure of pupils. Any pupil who has not been collected by 4 pm will be taken to the Homework Room. Duty Teachers, assisted by Matron, will supervise pupils in the Homework Room between 4 pm and 5 pm. Pupils will sign in on arrival and sign out when departing with their parents or being taken to the bus by the Duty Teachers. The Homework Room must be a controlled and calm environment where pupils can work without distraction. If a Duty Teacher cannot be present it is his or her responsibility to organize a swap with a colleague and inform the Second Master. Duty Teachers will accompany those pupils who are travelling by bus to Market Hill in order to supervise their collection.

2.6 Clubs and Activities

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. As an aid to this all clubs and activities must have a Risk Assessment. If clubs or activities are cancelled pupils must be informed as early as possible so that pupils can make alternative arrangements and parents are not inconvenienced.

2.7 Special Events

It is very important that a high standard of supervision is maintained during the school's special events, e.g. concerts, plays or Sports Day. Risk Assessments must be carried out for these events and if the member of staff has any concerns he or she must alert the Second Master or The Master so that other members of staff can be called upon or alternative procedures can be organized.

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