


Supervision of Pupils

Oracle School - Congleton
Policy & Procedure



Policy	Supervision of Pupils Policy
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Signed	

Pupils attending Oracle School (Congleton) have the right to learn in a secure and safe environment. All staff have a 'Duty of Care' to supervise the pupils in their charge placed upon them as a contractual obligation. Full and appropriate supervision of pupils must occur at all times throughout the school day.

Due to the ongoing Coronavirus pandemic this policy should be read in conjunction with the COVID Infection control procedures and risk assessment.

The aim of this policy is to: -

- Ensure that a safe and secure environment is created for all within the school.
- Ensure that adequate levels of supervision are in place at all times.
- Ensure that all staff are aware of their duties in regard to the supervision of pupils.
- Ensure that arrangements are in place to promote adequate supervision.

The Headteacher has a responsibility to ensure a policy is implemented of full and appropriate supervision of pupils at all times throughout the school day. The HLTA's in consultation with the Deputy & Headteacher will ensure that staff are deployed in a manner consistent with their conditions of employment and that all are aware of the processes involved in maintaining adequate supervision of pupils. All staff have a responsibility for maintaining good order and safety at all times following appropriate school policies.

School routines

- The day starts at 8:30am for staff. This will include a daily morning briefing.
- Pupils should arrive at school from 8.45am for a 9am start .
- Staff will be deployed to monitor pupil arrival and handover from their carers and/or transport to the school staff at the building.
- Form Tutors or the TA attached to each form will collect pupils on arrival

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- At the end of the school day 2.55pm, pupils will leave the school in an orderly manner, under the supervision of the classroom staff. All pupils are to be handed over to parents/care staff/transport at the end of the school day

Break times

There is a rota of school staff who are 'on duty' during breaktimes and which area of the school / pupils they are responsible for.

Lunch times

There is a rota of school staff who are 'on duty' during Lunch times which includes the club, area of the school and pupils they are responsible for.

Lesson times

During lessons pupils must be supervised at all times. Teachers must use their professional judgement in relation to pupils leaving the classroom unaccompanied. This will depend on the age and cognitive ability of the pupil. Developing the independence of our learners is a key part of our philosophy therefore we need to promote opportunities for this. Therefore, supervision from distance/tracking will be a supportive strategy (e.g. for pupils to visit the toilet or take a message to other staff or classes).

If pupils are outside of the classroom for whatever reason (such as a need for 'time out') they must be supervised (albeit as above - this could be from a distance).

A member of staff should be in a classroom prior to the arrival of the pupils and similarly the last to leave.

Uncollected Child.

In the event of a pupil not being collected at the end of the day, school will make every effort to contact the parent, carer or taxi company to ascertain why they have not been collected. Depending on the situation for each pupil staff will make a professional judgment about the appropriate course of action. This will be done in conjunction with the Deputy Headteachers, Headteacher &/or Designated Safeguarding Lead. This might include contacting the emergency contacts for that pupil, contacting social care or the Police or as a last resort, transporting the pupil home. In all cases the best interests of the child and their welfare must underpin the rationale behind any decision.

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Offsite Learning and Educational Visits.

The principles of this policy are to be followed when working with pupils who are educated offsite, or are attending educational visits. These are that no pupil should be unsupervised during the visit or activity. Equally the planning of any offsite visit or trip should include a clear plan for how pupils will be supervised during the trip.

For these instances the schools “Health and Safety of Pupils on Educational Visits Policy” should be followed. This contains detailed information on planning and leading a visit, including emergency procedures.

Monitoring

The implementation of this policy will be monitored by members of the Leadership Team by:

- Walk-a-rounds; and
- Monitoring of incident data and reports.