

Earlscliffe (Sussex Summer Schools Ltd)

PUPIL SUPERVISION POLICY

Pupils' Arrival and Departure

For day pupils the main school begins at 8.30 am and ends at 4.30 pm, with occasional extra help sessions going on till 5.15pm. Normally day pupils would not be expected to be in college more than 30 mins before or after these times without informing a House Manager or Deputy Head.

At any time, one or more members of the teaching staff have responsibility for supervising pupils whenever they are on school premises outside normal school hours. All members of the teaching staff are required to take their share of supervisory duties.

In the boarding houses, staff are on duty in the evenings and at weekends, their responsibility being the care of the boarding pupils. In an emergency, boarding staff can be regarded as a point of contact for day pupils. At all times in term-time, the Head of Pastoral Care or House Managers takes responsibility as first person on call. Pupils are able to call on any other member of staff present on site if necessary.

Supervision During the School Day

Before School House Staff are responsible for the supervision of boarders and the Deputy Head and teaching staff are in the Staff Room and classrooms from 0830hrs.

Daily Forum and Group Tutor time (0830-0900) Group Tutors have responsibility for pupils.

Break (1030 - 1045) A teacher supervises the Dining Room, Common Rooms and gardens as necessary.

Lesson Time Teachers are responsible for the supervision of their classes. Sixth Formers with study periods must use the staffed study room unless specific permission has been given to study in their room. It is understood that no class should be left unsupervised. In the case of an emergency, staff might (1) summon a teacher from an adjacent classroom to supervise both classes should any problem require, (2) send a pupil to Staff Room or College Office for assistance.

Lunch Time (1215-1315) A rota of staff on duty is posted in the Staff Room and on the noticeboards.

Students may leave the school premises at lunchtime but must sign out in the Signing-out Book and sign themselves back in in the same book. All students must return to school by 1315hrs, irrespective of study periods.

Lunch Time, After School and Weekend Activities All staff taking activities will have completed and returned to the School Manager an appropriate risk assessment for their activity. As well as considering this assessment; staff should consider (1) barring access to equipment without direct teacher supervision, (2) the safety of any apparatus/equipment being used, (3) the suitability of the pupils' clothing for the activity, (4) teaching methods being used. All staff involved in such activities are required to act in accordance with the school's Health and Safety policies and procedures.

Pupils Not Able to Participate in sports sessions Pupils not able to participate in sports should inform staff, either by bringing in a note from home or asking the House Manager for

confirmation. These pupils are either on 'lesson' status and are supervised by the teacher running the activity or on 'Reading' status and placed in a classroom to do work.

End of School Day The Deputy Head and teaching staff have responsibility for pupils in college until 1700hrs. A member of the (full time) teaching staff remains until 2000hrs each weekday night.

Day pupils will sign out in the Signing-Out Book when they leave college for the day. Boarders may sign-out in the Signing-Out Book from 1630hrs and go to town if they wish, returning by 1825hrs. Attendance at evening Supper (1830hrs) is compulsory. Boarders must either be in their rooms or in the evening prep classroom by 1925hrs to commence quiet work by 1930hrs. An evening activity, such as Sports or Music may mean a return to school after this time. Students should inform the House Manager in such a case, before the activity commences.

Boarders may sign out again between the end of supper and the start of quiet study (prep),

Overnight Supervision Overnight supervision is the responsibility of House staff.

Special Events For special events, for example, plays and concerts, arrangements are made to ensure that pupils are supervised throughout the times concerned. For other events that bring individuals or groups into school out of hours or at weekends, the House Manager should be informed by the member of staff responsible for the activity of the times concerned and the supervisory arrangements that have been put into place. Any day pupil who comes into school at the weekends should report to one of the House staff.

Morning and Afternoon Registration

All pupils are expected to be at school for morning registration at 0830hrs and to remain until the end of the main school day unless they have specific permission otherwise. An afternoon registration is taken at 1315hrs as Lesson 5 begins.

For medical appointments, any pupil needing to leave school within the school day should bring a permission letter from home specifying the reason and give this to the Group Tutor, in advance, the Group Tutor then signing and dating the form and passing it to the College Office for filing. Permission for other absences should be sought in advance, in writing, from the Deputy Head, who will write in response.

Medical Support

The School Nurse is responsible for all medical matters.

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are displayed around the school. First aid boxes are in all potentially high risk areas, as well as in the Nurse's office.

Supervision While Travelling To and From School

Parents are responsible for ensuring that their children travel safely to and from school.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits out of school are described in our Trips Policy.

Restricted Pupil Access

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratory, boiler room, the main kitchen and Electrical Room. All flammables are kept securely locked in appropriate storage facilities. Clear signs are displayed.

Missing Pupils

See *Missing Pupil Policy* on our website.

Security, Access Control and Workplace Safety

Our policy, *Security, Access Control Workplace Safety and Lone Working* describes the arrangements for safety of the entire school. (See *Health and Safety Policy*.)

Induction of New Staff

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and gardens that should be regularly checked by staff outside normal lesson times.