

1.18

SUPERVISION OF PUPILS

See also Staff Duties Trips Policy Classroom Risk Assessments

There a variety of different circumstances in which pupils are under supervision. The nature of such supervision will of course vary according to the age and number of pupils and the type of activities in which they are engaged. The following are a set of guidelines but of course they are not a substitute for professional judgement.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. A member of staff (General Factotum) is on duty to supervise when the school buses arrive and depart.

Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

In the Classroom

Pupils should be supervised appropriately during lesson time with due regard to the nature of the lesson and the environment. The more detailed risk assessments for science labs, art, DT and PE for example reflect that differing environment. Pupils below the Sixth Form are never allowed in Labs or workshops without staff supervision.

Before school at break and lunchtimes

Pupils who arrive at school before 8.15am have access to the Dining Hall and the Library, both of which have staff present. Some pupils also go to the Music School for organised practice.

Pupils have restricted access to Form Rooms. (The Sixth Form have their own Gallery.) Only between 8.15am and 8.30am and in cases of inclement weather are they allowed in the Form Rooms. Duty staff and prefects patrol these rooms to ensure compliance.

Staff are also on duty at the above times in a variety of areas around the site. See Staff duties

Pupils are regularly advised as to their conduct around the site.

Pupils from the Lower Sixth and Upper Sixth may leave the premises at lunch-time. Pupils from other year groups are expected to remain on site throughout the school day.

After school

Pupils who are on site after school and are not involved in extra curricular activities go to the Library which is staffed until 5.00pm. thereafter they would be expected to go home, but could wait in the main reception, also staffed until 5.30pm when the school closes. In the unlikely event that they were still at school after that point, they are able to wait in the Eric Liddell Sports Centre which is part of the school complex.

During on site extra curricular activities

During these activities, pupils will be under the supervision of the member of staff running the activity. After school activities aim to finish by 5.30pm so that pupils can be picked up by parents or take the late Blackheath school coach. Pupils waiting to be picked up have the option if it is dark or inclement weather of waiting in the ELSC. Games staff and other staff in charge of teams supervise pupils on both home and away matches.

During off site activities.

Pupils involved in offsite activities, whether during school time, evenings or on residential trips are supervised according to the guidelines laid down in the school's travel procedures. See Trips and Visits Policy.

Medical Support

There is a qualified nurse on duty in the Medical Centre (White House) from 8.30-4.00pm every day, who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. The person who is on duty at the main school reception between 4.00 and 5.30pm is a qualified First Aider. 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 published on the intranet and in the first aid notices that are displayed around the school. First aid boxes are in all potentially high risk areas as well as in the School Office. (The School Nurse regularly checks and replenishes the first aid boxes)

IN ALL CASES THE HEALTH AND SAFETY OF PUPILS AND STAFF IS OF PARAMOUNT CONCERN