

Each day, discovery.



ELTHAM COLLEGE

## **14a Supervision of Students**

**Last reviewed: August 2023**

## Version Control Information

Reason for Amendment	Name	Date	Main Changes
Annual Review		August 2016	Re-formatted and merged with Junior School documents
Annual Review		August 2017	None
Annual Review	VGM	October 2018	Revised sections on daily timings and playtime protocol
Relevant updates	VGM	March 2019	Revised to reflect under which circumstances students are supervised, and to highlight parental responsibilities
Annual review	Ann Massey	August 2021	Library and reception opening times changed to reflect current practice.
Annual review	Ann Massey	August 2022	No changes
Annual review	Ann Massey	August 2023	No change

## **1 Introduction**

There a variety of different circumstances in which students are under supervision. The nature of such supervision will of course vary according to the age and number of students 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.

## **2 General**

### **2A Supervision whilst Travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from school. Students 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 is on duty to supervise when the school buses arrive and depart.

### **2B Registration**

We take a register of students at the start of every lesson. This register is reviewed by the attendance administrator who follows up absences from registration at 8.30am and 2.05 pm. 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.

### **2C In the Classroom**

Students 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. Students below the Sixth Form are never allowed in labs or workshops without staff supervision.

### **2D During Off-site Activities**

Students involved in off-site activities, whether during school time, evenings or on residential trips are supervised according to the guidelines laid down in the school's travel procedures.

### **2E Medical Support**

The Foxbury Centre is open between 8.00am – 5.00pm every day and is staffed by a registered nurse and assistants who are trained in First Aid. There is also a registered nurse who is based in the Junior School. A number of members of staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are on 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 Nurses regularly check and replenish the first aid boxes.

**IN ALL CASES, THE HEALTH AND SAFETY OF STUDENTS AND STAFF IS OF PARAMOUNT CONCERN.**

## **3 Junior School**

### **3A Playtimes**

Children are expected to play outside unless the weather is unsuitable. Members of the teaching staff will be on duty outside in rotation each playtime. Duty staff will patrol and watch over the children. At the end of playtime, the teacher will blow a whistle, the children will be still and quiet, then make their way directly to their next lesson.

The hard play area is always available for play. Play is allowed on the grass provided it is dry. Children are allowed back into the building to use the toilet during play times. Sports trainers must be worn on the tennis courts.

During playtimes when the weather does not permit outside play, children may have their break from lessons in the hall, the lobby or the classroom. The duty staff will patrol these areas. On occasions, it may be appropriate to show a suitable DVD; a selection is kept for this purpose.

### **3B Beginning and End of Day**

Junior School students arriving between 7.30 and 8am must sign in at JS reception and proceed to before school club; parents are responsible for ensuring that their child follows protocol. Students dropped off at the Senior School entrance or arriving by coach between 8am and 8.30am must proceed directly to the Junior School; they need not be accompanied by parent/guardian, but parents should understand that there is no direct supervision for younger students outside of the Junior School playground. A member of staff is on duty to supervise children on the playground from 8.00am until 8.30am, at which point they move into their classrooms. Form teachers are expected to be in their form rooms by 8.30am. Registration is at 8.30am. Children arriving after this report directly to the ground floor reception desk and are marked as arriving late.

Those going home wait in playground for collection and are supervised there until 4.00pm by a member of the teaching staff. At 4.00pm, uncollected children are delivered to the after school care facility provided by After-School Care Club and parents charged accordingly.

Duty staff must ensure that students have left the building safely, gone to an appropriate after school co-curricular club or are in the care of the appropriate member of After-School Care Club staff before leaving at the end of the day.

### **3C During On-site Co-Curricular Activities**

During these activities, students will be under the supervision of the member of staff running the activity until such time as they have been collected by their parents/guardians. Games staff and other staff in charge of teams supervise students on both home and away matches.

## **4 Senior School**

### **4A Before School, at Break and Lunchtimes**

Students who arrive at school before 8.15am have access to the Dining Hall and the Library from 8.00am, both of which have staff present. Some students also go to the Music School for organised practice. Before 8.00am buildings are locked and key card access will not work.

Students have restricted access to Form rooms from 8.00am. The Sixth Form have their own Common Room and Study Area. Only between 8.15am and 8.30am and in cases of inclement weather are they allowed to remain in the Form rooms. Duty staff and prefects patrol these rooms to ensure good behaviour.

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

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

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

#### **4B After School**

Students who are on site after school and are not involved in co-curricular activities may go to the Library, which is staffed until 5.30pm. Thereafter they would be expected to go home, but could wait in the main reception, which is also staffed until 6.00pm when the school closes. Late coaches leave school at 5.50pm. 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.

#### **4C During On-site Co-Curricular Activities**

During these activities, students will be under the supervision of the member of staff running the activity. After school activities aim to finish by 5.30pm so that students can be picked up by parents or take the late school coach. Students 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 students on both home and away matches.