

Queenswood



Supervision Policy

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SUPERVISION POLICY

Policy Statement

Queenswood is committed to ensuring that it delivers an excellent education and that all pupils feel safe and secure while at school. The supervision of pupils plays an essential part in this process. Supervision of pupils takes place in classrooms, in co-curricular activities, in the pupils' free time and on educational visits. Every member of staff is involved in ensuring that the pupils are safe. The manner in which pupils are supervised is important. Adults and senior pupils should, at all times, act with sensitivity. They should not raise their voices, cause a pupil to feel embarrassed or intimidated. There should always be a reasonableness about how people in authority act. Special care should be exercised in ensuring that pupils do not feel that they are being "picked on", "singled out" or otherwise humiliated. As a general rule, adults should not carry over former misdemeanours. Every lesson and encounter is a fresh start.

There will be times when pupils cannot be closely supervised on an estate as large as Queenswood. Pupils are aware of rules which apply to their movement about the site and they are reminded frequently of the need to stay within bounds.

When a member of staff is supervising in a remote location, they should have a mobile phone in order to be in communication with the school should the need arise.

Aims and objectives

The specific aims and objectives of the supervision policy are:

- To provide pupils with a full academic curriculum.
- To prevent pupils feeling vulnerable.
- To ensure the safety of pupils when they are not in lessons or participating in co-curricular activities both on and off site.
- To ensure the safety of pupils on educational visits.

Roles and responsibilities

Staff

The Deputy Head Pastoral is responsible for ensuring that the supervision policy is implemented.

All adults working with or on behalf of children have a responsibility to supervise and protect them. There are, however, key people within Queenswood who have specific responsibilities for ensuring that pupils are supervised. These would include teachers and House staff.

Senior Prefects

Senior prefects are instructed in safeguarding procedures and have a role in supervising pupils. These roles include: the supervision of pupils as they enter and leave morning Chapel, the supervision of younger pupils in some Co-curricular clubs and activities, assisting the House staff in Centre and Stamp at bedtimes, assisting supervision of study and any other supervisory duties that may be entrusted to them by senior members of staff.

Parents and Volunteers

Parents and Volunteers occasionally play a role in supervising pupils. They are briefed on the Safeguarding Children Policy and the Staff Code of Conduct and on this Supervision Policy.

Guidelines for the supervision of pupils

Teachers should be punctual to lessons, recognising that this is one way of preventing bullying or feelings of insecurity.

Teachers should not leave pupils unattended in a classroom.

Co-curricular activities should be supervised.

Registration in the Morning and Afternoon

Registration, in tutorials, takes place each day at 8.20 am and at 2.20 pm for all pupils. If there has not been prior notification of absence, all absences will be followed up by the General Office on notification by the iSAMS registration system.

Lesson Time

Registration on iSAMS takes place in all lessons. Unexplained absences from lessons will be followed up or emailed by the subject teacher to the General Office, in line with the Missing Pupil Procedure.

Co-curricular Activities

Registration takes place in all Co-curricular activities. Unexplained absences will be followed up with a call to the appropriate Tutor, Head of Year, Housemistress, Houseparent or Boarding Assistant.

Absent staff

Planned absences

When members of staff are aware that they will be absent, they should arrange, through the member of staff responsible for the allocation of cover, for alternative supervision to be provided by colleagues for any Year 7-11 lessons that they will be missing. Work for each lesson missed will be set, wherever possible, by the absent member of staff or the appropriate Head of Department. A yellow absence form should be completed.

Sixth Form will work independently in their study bases. Work will be set and House Staff informed.

Unplanned absences

When members of staff are absent unexpectedly, they must notify the School by ringing the Staff Absence Line before 7.30am on 01707 602589 and the Cover Co-ordinator will pick up any such message and arrange appropriate cover.

Duties

In a boarding school, some form of staff supervision is needed at all times. At Queenswood duties are shared by almost all the staff. During the week, boarders are supervised by boarding staff and house tutors and at weekends, supervision is carried out by residential boarding staff.

Break Duty 10.50-11.10am

This is supervised by Lower Sixth Form Students, Boarding Assistants and supported by a member of teaching staff.

Lunch Duty 1.15-2.15pm

1. This duty is covered by a member of SMT and teaching staff by the Dining Room door and Sixth Form pupils at the GO door and door by the office of the Senior Deputy Head.
2. The rota is compiled by the Assistant Head, Teaching and Learning and is posted on the portal and on Hartley Notice Board.
3. The pupils queue up in Trew Corridor with a Sixth Form pupil checking that the pupils do not enter the corridor before their allocated time.
4. A second Sixth Form pupil controls the flow of pupils based outside the GO door
5. The member of SMT stands at the entrance to the Dining Room.
6. The list for these pupils will be put together by the Head of Year and Tutor.
7. In Houses, a member of staff will be in the House and available to see pupils.
8. Members of staff can also be found inside the Dining Room.

The system **does** work if:

- the Lower Sixth and the staff are on duty promptly;
- we are strict about following the lunch rota;
- the pupils do not try to queue too soon.

The lunch rota is posted on the notice board opposite the General Office.

4.40 – 5.50pm

Co- curricular activities are supervised by the member of staff responsible for the club or sport as shown in the co-curricular schedule.

Staff supervising Study are on a rota found on the Hartley Notice Board. They are organised, led and supervised by the staff member on duty.

They must arrive promptly for Study duty to ensure that the pupils settle quickly and use the full Study time to maximum benefit.

At 5.50 pm, pupils should be dismissed after the end of Study. The room must be left with windows closed, and the room tidy.

Year 11s and Sixth Form are to be in House and quietly working in their rooms, supervised by House staff.

Specific facilities

Library

There is a Librarian on duty every day as follows:

Monday: 8.00am – 4.30pm
Tuesday: 8.00am – 4.30pm
Wednesday: 8.00am – 4.00pm
Thursday: 8.00am – 4.30pm
Friday: 9.00am – 4.30pm

Q Hall

These buildings will be locked when unoccupied by a member of staff or not being used by external lettings.

Science and Design Technology

The laboratories, workshops and preparation rooms are locked when a member of staff is not present.

Other school related policies and procedures

- Pupil Behaviour Policy
- Educational Visits Policy
- Anti-Bullying Policy
- Safeguarding Children Policy
- Pastoral Care Policy
- PSHCEE Policy
- Staff Code of Conduct
- CCTV Policy