



Sunderland High School

The best in everyone

Supervision of Pupils

This is a key policy of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, www.sunderlandhigh.co.uk. By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss C. McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

Sunderland High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

This document is reviewed annually by AT / IMcD or as events or legislation change requires. The next scheduled review date is September 2011.

Policy Statement

Sunderland High School is committed to the safety and security of all pupils at all times. We have in place a range of procedures which express this commitment.

This whole school policy takes into account the ages of the pupils at SHS. In the Junior School these range from 2 years (EYFS provision) to 11 years. In the Senior School these range from 11 years to 18 years.

Our policy also takes into account the number of pupils across both sites. As of 22nd September 2010, this was 171 on the Junior site and 251 on the Senior site. When organising school visits, staff take account of the age and number of children together with the particular activity / excursion and ensure that correct pupil / adult ratios are maintained at all times.

Staffing Ratios

For EYFS, the following staffing ratios are mandatory:

- In Reception classes (majority of children are 5+ within the school year) – ratio of 1:30
- In other EYFS classes (children 3+) – ratio of 1:13 where a person with QTS, EYPS or a suitable Level 6 qualification (which is full and relevant) is present, with any additional staff holding a full and relevant Level 3.
- When between the hours of 8am and 4pm a person with QTS, EYPS or a suitable Level 6 qualification (which is full and relevant) is not present, the ratio will be 1:8 + half of other members of staff with a full and relevant level 2 qualification
- In EYFS settings (children aged 2) - ratio of 1:4 + half of other members of staff with a full and relevant level 2 qualification
- In EYFS settings (children under 2) - ratio of 1:3. Half of other members of staff must have (i) a full and relevant level 2 qualification (ii) specific training in the care of babies
- In out of school care settings (nursery/reception)– ratio of 1:8 + half of other members of staff with a full and relevant level 2 qualification

The recommended staffing ratios for out of school care for pupils aged 5 to 7 years is 1:8. For 8 to 17 years we carry out a risk assessment so that the ratio is appropriate. It is a requirement of our policy that staff should ensure that mobile phone communication is possible during supervision in a remote location.

Junior School Procedures

The duty list for playground supervision is produced by the Deputy Head and is displayed in the staffroom. No alteration may be made to this without prior consultation with the Deputy Head.

It is the responsibility of the person on playground duty to be on duty as follows:

Pre School Duty	8.20 a.m. to 8.45 am
Morning Break	10.40 a.m. to 11.00 am (Infants & Juniors)
Lunchtime	12.05 a.m. to 1.20 p.m. (Three duty periods are allocated to cover the infant and junior playtimes)
After School	3.35 p.m. until all children who are not attending an extra curricular activity have left the premises or have been transferred to the after school club.

It is the responsibility of duty staff to ensure that contact is made with parents of pupils who have not been collected and that pupils are not left without being in the care of a responsible adult.

After extra curricular activities - it is the responsibility of the member of staff running the activity to ensure that all pupils attending that activity have been collected. **Pupils must not be allowed to wait outside school for parents without a member of staff in attendance.**

It is the responsibility of the teacher on playground duty to:

- Decide whether morning break or lunch break will be indoor or outdoor
- Patrol the playground areas including the all weather pitch rather than attempt to supervise children from a central point.
- Staff must remain vigilant **at all times** in order to prevent problems and accidents occurring.
- Deal with minor injuries and enlist support of qualified first-aider if necessary.
- Supervise the controlled entry of children into school at the appropriate time

Wet weather procedures

In the event of inclement weather responsibility rests with the teacher on duty who:

- Decides whether or not it is indoor break
- Informs all staff 10 minutes before break
- Patrols the school supported by the teacher on 'backup'

Nursery

A member of the nursery staff will be in nursery from 8.00 a.m. to supervise nursery children until the start of the nursery day.

Infant Department

- 8.00 a.m. Pupils are supervised by staff in a designated room.
- 8.20 a.m. The duty teacher supervises early arrivers in the appropriate classroom. These children should have been placed on the early morning supervision register by their parents. Occasional emergencies can be accepted as 'one offs'.
- 8.40 a.m. Pupils are allowed into their own classrooms from the Early Morning Room or via the external door. **Teachers are in classrooms by 8.40 am.**
- 8.45 a.m. External classroom doors are closed and locked by the teachers. Attendance Registers are marked.
- 10.40 a.m. The duty teachers supervise the playground in fine weather.

- 10.55 a.m. The duty teacher blows a whistle and the children stand still. The whistle is blown a second time and the children line up quietly.
- 11.00 a.m. Lessons recommence
- 11.50 a.m. Infant classes begin to enter dining hall and line up to receive their midday meal -
- 11.50 Reception
 - 11.55 Year 1
 - 12.00 Year 2

Lunchtime Supervisors and duty teacher supervise year groups during their meal. It is expected however that class teachers also remain on 'duty' whilst having their lunch whilst their classes are present in the dining hall. There should always be adequate supervision of children during meal and play times using a combination of duty staff and teaching staff. One teacher and the Lunchtime Supervisors supervise the pupils in the playground after they have had their lunch until 1.10 p.m. The duty teacher decides if the pupils should be allowed on the school field.

- 1.00 p.m. The whistle is blown. All infant teachers are available to take their children to the classroom after the whistle is blown.
- 1.05 p.m. Lessons recommence
- 2.30 p.m. A five minute 'comfort break' may be taken as directed and supervised by the class teacher
- 3.25 p.m. Reception, Year 1 and 2 pupils are collected by parents from their classrooms via the external doors.
- 3.40 p.m. Any pupils not collected after fifteen minutes past the normal end of day are placed into after school club. The class teacher telephones parents at this point.
- 4.00 p.m. Infant teachers may leave the premises.

Junior Department

- 8.00 a.m. Pupils are supervised by staff in a designated room.
- 8.20 a.m. The duty teacher supervises the pupils in the playground and then lines up pupils for entry through the sports end door at 8-40 a.m.
- 8.45 a.m. The teacher closes the outside door - any latecomers must enter through the main door and report to the office before they go anywhere else in the building.

Class teachers mark the Attendance Register.

- 8.50 a.m. Pupils are escorted down the front stairs by the class teacher and silently sit in the hall for Assembly. Class teachers sit alongside their classes. Class teachers are expected to ensure that their pupils are silent before, during and after Assembly.
- 10.40 a.m. Duty teacher supervises playground unless inclement weather. Pupils are permitted to play on the all-weather pitch. Ball games may be played on this. Class teachers should check that classrooms and toilets are clear. Pupils are not allowed to be in the building at break unless supervised by a teacher.
- 10.55 a.m. The duty teacher blows a whistle twice. At the first whistle the children stand still and are silent. At the second whistle they line up in the forms facing the sports hall wall, Year 6 at the far end. Two pupils are chosen to hold the upstairs inner doors and the classes file in - walking on the left hand side at all times in the building.
- 11.00 a.m. Lessons recommence
- 12.15 a.m. Year 3 pupils go to lunch.
- 12.25 p.m. Staff take it in turn to supervise the playground. From 12.25 p.m. pupils are sent in at 5 minute intervals – the order to be determined by the Deputy Head.
- Duty teachers should ensure that pupils walk quietly and in single file along the lower corridor to the dining hall. A member of staff rings the bell at 1.30 p.m. The procedure is the same as that at the end of morning break.
- Lunchtime assistants provide supervision inside the dining hall although all staff are expected to ensure pupils behave appropriately in the dining hall. Duty staff should ensure that pupils line up quietly, and behave with good manners during lunch.
- 1.25 p.m. *Teachers to be in classrooms at 1.25 p.m.*
- 1.30 p.m. Registration.
- 3.35 p.m. Pupils leave the building via the sports hall stairs.

Junior staff accompany their class to the gate. There will be a duty member of staff to supervise the pupils leaving the premises. The pupils are not allowed to wait anywhere except on the paved area at the front of the building. They must not venture towards the road. At 4.00 p.m. any pupils not collected are to be taken inside the building to sit outside the office or be taken to the after school club. The duty teacher is responsible for making any arrangements deemed necessary to ensure that these children reach home. It is the responsibility of the duty teacher to supervise these pupils until collection.

Non Collection of Children (EYFS)

This nursery will work closely with parents and plan time for each key person to work with parents so that they really know and understand the children in their key group. In this way we hope to meet the needs of parents and children to ensure that, among other needs, we provide a service which meets parents needs for childcare.

However, if a child is not collected at the expected time the following actions will be taken:

The child's key person should inform the nursery manager.

The child should continue to be cared for as usual and every effort should be made to make sure the child is not upset by the situation.

It is the manager's duty (or deputy's) to use all contact numbers to contact a member of the family.

If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Social Services and take their advice.

Children will not be allowed to go home with another parent unless signed permission has been given previously by the child's parent or carer.

Parents should always be aware of the procedure to be followed in this situation and note that in the case of late collection without good reason, charges will be made.

Missing/Lost Children (EYFS)

Whilst it is extremely unlikely that a child will go missing from nursery, should this happen, the following procedure will be followed:

- The Manager or senior member of staff present will be alerted. They will make enquiries of other members of staff to find out where and when the child was last seen.
- An immediate search of the premises will take place inside and out.
- Ensuring that other children are adequately supervised, one or two members of staff should search the immediate area outside nursery.
- If the child is not found within 10 minutes then police and parents should be contacted in that order.
- During this time, available staff should continue to search the surrounding area, widening the search over time. Mobile phones should be used to keep in touch with the staff remaining in the nursery if possible.
- When the child has been found staff should meet as soon as possible to re-do the relevant risk assessment.

- Ofsted will be informed as soon as reasonably practicable, but not later than 14 days after the event has occurred.

Senior School Procedures

Staff Supervision Duties are organised on a termly basis by the Deputy Head. The Duty Rotas are posted on the Duties section of the Staff Notice Board.

N.B. If staff are unable to cover their duty at any time, they should try to organise an exchange with someone else on the list. Failing this, they must inform the Deputy Head .

Hall Duty

Staff/pupil ratio

2 designated duty staff present. Please see risk assessment.

Description of duty

This duty starts when the Silence Bell goes at 8.50 am. At this time Form Teachers line up their class in silence to wait for the Sixth Form who organise entry into the Hall in order from Year 7 to Sixth Form.

One member of Staff is on Hall duty and remains in the Hall waiting to receive the pupils who enter in silence. The duty consists of:

- maintaining silence
- organising pupils to fill in all rows of seats

In Clifton Hall, this duty is undertaken by the Year 7 and 8 Co-ordinators.

The second member of Staff remains on the stair landing and supervises pupil movement up the stairs into the Hall. Silence is to be maintained.

Supervision of late arrivals

Staff/pupil ratio

1 designated duty member of staff. Please see risk assessment.

Description of duty

As soon as the Head or Deputies arrive to take Assembly, the member of staff on Hall Duty leaves the Hall to cover late pupils. This involves a tour of school and cloakrooms. The names of any pupil who are late are collected and the form teacher is informed after Assembly. Duty staff should bring all latecomers to the Hall for notices. It is extremely important to log late arrival to school as this falls into the Government's Guidelines on Unauthorised Absence. Pupils should have signed the Late Book, which is in the Main School office or, for Year 7 & 8, in Clifton Hall. In Clifton Hall, Year Co-ordinators undertake this duty. Reference should be made to the Absence Policy.

Morning Break Duty

Staff/pupil ratio

3 designated duty members of Staff (two on Clifton Hall site; one on Main School site). Please see risk assessment.

Description of duty

Morning Break is between 10.15 – 10.30 am. Pupils do not have access to the school, unless the weather is bad. In these circumstances pupils are to stay in their Form Rooms and duty Staff will inform the Head Boy and Girl, who will arrange Sixth Formers to supervise each form.

In Clifton Hall, there are two members of Staff on duty. One must clear the first and ground floors, including the cloakroom and supervise the tuck shop. The other must patrol the yard. In Mowbray Road, there is one member of Staff on duty. Their responsibility is to be in the dining hall to supervise the hatch and the vending machines. The Sixth Formers clear the school.

Dinner Duty

Staff/pupil ratio

3 designated duty members of Staff. Please see risk assessment.

Description of duty

There are 3 members of staff on Dinner Duty. Two members of Staff are on the Main School site. The third person on duty covers Clifton Hall with Sixth Form support and lines pupils up to cross Mowbray Road.

There are 2 sittings for lunch. Years 7 –8 have first sitting. Years 9-11 eat at 1.00 p.m. or as soon as possible thereafter.

Most clubs and activities will not require an early lunch. However, for those that do, a pass system is put in operation as soon as the Activities Programme is published. “Early lunches” take priority over the published rota. **It is important that staff are consistent and use the same system.**

Catering staff are not allowed to begin serving until a member of staff is on duty. Staff should, therefore, go promptly to the Dining Hall. It is important to be there promptly to avoid congestion.

The duty in the Dining Hall involves ensuring orderly queuing at the servery, and the supervision of seating and clearing the tables.

Access during lunch period.

In Clifton Hall, the first floor is to be clear throughout lunchtime. Most pupils prefer to be outside. However, pupils do have access to the Resources Room. Some pupils will go to activities clubs.

In the Main School the building is to be cleared between 12.55 and 1.30 pm.

Pupils have access to Main School Library ONLY if they are involved in academic work.

Pupils may have access to use the cloakrooms/visit the Office.

Staff on duty will be assisted by designated prefects.

N.B. Year 7 to 11 pupils are not allowed off site.

Year 7 and 8 pupils will be escorted back to Clifton Hall at 1.00pm. The duty member of staff and lunchtime assistant will supervise the pupils until Registration either outside in the gardens or in the Resources Room.

Other pupils will be allowed into school if they are involved in clubs or activities. These are encouraged both in the lunch break and after school. The Teacher i/c Activities co-ordinates the Activities Programme.

Staff who run a lunchtime activity or club will be issued with a number of lunchtime passes to hand out to pupil members of the activity group. The pass may be colour coded, will carry the Staff signature and the name of the pupil. Pupils will not be able to participate without these passes. A register of attendance is kept to ensure this system is not abused.

In wet weather pupils will be allowed into Form Rooms. Staff will be assisted by members of the Sixth Form who will help supervise pupils.

Bus Duty

Staff/pupil ratio

2 designated members of staff. Please see risk assessment.

Description of duty

The duty consists of supervising those pupils travelling on school buses during the period from 4.00 - 4.10 pm., and checking behaviour and appearance as they wait for transport. Rooms are designated on the ground floor for this.

There is a separate register for each bus and these are kept in the Main Office. Duty Staff are to see that the register is accurate. **This is an important Health and Safety issue.** Staff are to see pupils onto the coaches.

Lesson cover

Staff/pupil ratio

1 designated member of staff for each classroom of pupils.

Description of duty

Pupils are to be supervised at all times. Should any member of staff be unavoidably delayed to a lesson they must arrange for teacher support or ask the Deputy Head to do this.

Supervision of pupils when using the school mini-bus

For Junior School children, if a person is driving a Mini-bus they can not supervise the passengers. On journeys, other than those that are short (e.g. 15 minutes or less) it would normal to have someone on board who can supervise. Remember also the requirement to assess the Employee : Pupil ratio needed for each visit and this includes Sports Fixtures.

The First Aid requirement is subject to assessment and is a separate question. With sporting fixtures, often for away matches, Schools rely on the host to provide the input. Conversely for home fixtures Sunderland High would provide the necessary first aid cover. This aspect should be discussed by the relevant Heads of PE before the fixture date. Where ever possible it is best when the School can provide a First Aid qualified person. The latter is not a legal requirement however.

For older children that are well behaved it may be possible to transport them with just the driver. However it depends on circumstances and is subject to assessment and includes such factors as the distance to be travelled.

If a pupil is injured at an away fixture, such that they need to be taken to hospital by ambulance, it would be expected that the member of Sunderland High staff would go with the ambulance. The host School would look after the remaining pupils until assistance arrives from Sunderland High.

Related School Policies and Documents

After School Club

Risk Assessments (attached at end of this document)

Fire Procedures

Educational Visits

Updated October 2010

Risk Assessments Sample

Pupil Supervision – Staff/Pupil Ratios – Senior School

Rationale: For pupils aged between 8 and 17 years old, a risk assessment must be carried out to determine appropriate staff/pupil supervision ratios.

General staff/pupil ratio and staff/pupil ratio for in-school activities

In general, a staff/pupil ratio of 1:30 is applied in school. Risk assessments for specific circumstances/events may lead to a variation in this ratio.

Please see the School's Visits Policy for the staff/pupil ratios applicable to out of school activities/trips.

Risk Assessment for Pre-School Care (Clifton Hall)

As the number of Year 7-8 pupils in the pre-school duty area does not exceed 30, 1 duty member of staff is allocated to this.

Risk Assessment for Senior School After-School Care

The number of pupils in the After-School care room typically numbers 2 or 3. As the room is adjacent to the manned Reception Desk and opposite the Head's Office, no additional duty staffing is allocated to this. If the numbers were to increase significantly, a further risk assessment would be carried out.

Risk Assessment for Hall Duty

As each Form Tutor accompanies his/her class to Assembly, the general staff/pupil ratio of 1:30 is met. Two designated duty staff are allocated to this duty.

Risk Assessment for Late Arrivals Duty

By definition, the number of pupils concerned is few (typically fewer than 5). 1 designated member of staff is allocated to the duty.

Risk Assessment for Morning Break Duty

Clifton Hall - Year 7 & 8 (70 pupils) are usually present on the Clifton Hall site at morning break. As 4 members of staff are already present on the Clifton Hall site at this time, 2 designated duty staff members are appointed to this duty.

Main School - Most Year 9 - 11 pupils (110) pupils go to the Dining Hall, and the remaining pupils go to the yard. As 5 members of the catering staff are present in the Dining Hall, 1 designated member of staff is allocated to this duty.

Risk Assessment for Dinner Duty

Pupils are engaged in one of three ways at any point in time: eating lunch; attending an activity; relaxing in the yard.

Lunch - in addition to the catering team and staff eating lunch in the Dining Hall, 2 designated duty staff are allocated.

Activities – supervision is provided by the staff member leading the activity.

Yard – 1 designated duty member of staff (small minority of pupils).

Risk Assessment for Bus Duty

Typically 40 pupils use the school bus service.

Two designated members of staff oversee the registration of these pupils.