



Kensington Park

S C H O O L

Part of the



SUPERVISION POLICY

This policy outlines the procedures on how staff are deployed to ensure the proper supervision of pupils across the three sites: Lower School, 6th form and boarding.

This Policy is governed by the following:

- *Keeping Children Safe in Education (September 2021)*
- *KPS child protection & safeguarding policy*
- *KPS Health & safety policy*
- *KPS medical care policy*
- *KPS Admissions & attendance policy*
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INTRODUCTION

This policy advises on how staff are deployed to ensure the proper supervision of pupils across the three sites: Lower School, 6th form and boarding.

The key principles of these arrangements are:

- a) To ensure that access to the sites and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorised persons on the sites
- c) To maintain high levels of safeguarding

Staff

All members of staff and volunteers at KPS are subject to full vetting and barring checks, even if they only have minimum contact with pupils.

Pupils

Pupils are not allowed on any site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school buildings.

Parents and other adult visitors

- a) Parents or other adults with business at the school sites - ie. meeting a teacher or other member of staff –must sign in at reception and wear a visitors identification badge during their time on site. They will be accompanied or directed by a member of staff to the meeting place. On leaving the school / boarding house the visitor must sign out at the front office, returning their badge.
- b) The arrangements for other visitors are covered by the **ARRANGEMENTS FOR THE SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF (SEE BELOW)**.
- c) All visitors are to follow the school procedures in the event of the fire alarm sounding.
- d) Should it be necessary to call in a contractor during term time, a member of the school maintenance team will accompany the contractor during his/her visit. For prolonged works requiring a contractor to be on site unsupervised, there is no requirement for vetting and barring checks if the contractor is not engaged in regulated activity. However, regular supervision checks should be conducted by the school under such circumstances.

Unauthorised Persons

- a) Anyone who is not an employee of the school and who has not undergone the procedures above is an unauthorised person.
- b) Staff who see somebody they do not recognise must assume they are an unauthorised person.
- c) The member of staff should escort them to reception and ask them to sign in.

- d) If they do not have any valid business, they should be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave, the local police must be telephoned and advised that there is an intruder in one of the school buildings.

Staff induction

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 that should be regularly checked when on duty outside normal lesson times.

Medical support

The school nurse is available for all 3 sites, Monday to Friday, to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are also members of the teaching staff and non-teaching staff, who are also trained in first aid and are certified to administer this in an emergency. The list is maintained by the School Nurse.

The School will always have at least one qualified first aider at all times whether at school or on a school trip (**see Health and Safety Policy**).

Supervision during educational visits and trips

The arrangements for the supervision of pupils during educational visits and trips out of school and from the boarding house are described in our Educational Trips and Visits policy; this includes reference to medical administration on school trips. See also the school's Health and Safety Policy for supervision on journeys: 'taking into account the sex, age and ability of pupils, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover (a guideline for adult pupil ratios is 1 adult to 10 pupils in Years 3 and above. It may be appropriate for pupils to have some remote supervision time, in such cases the parents must have agreed in writing to their child spending time without direct supervision.)'

When a member of staff is supervising in a remote location a mobile phone should be taken. Pupils are not given supervisory responsibility for other pupils without adult supervision.

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders when on external trips.

Supervision during remote learning

Pupils are expected to have their cameras on at all times, both during lessons and when taking exams so that staff can maintain high levels of supervision.

KPS TEACHING BUILDINGS

All members of the teaching staff are expected to take responsibility for supervising pupils when they are on site. This includes taking their share of break and lunchtime supervisory duties, as well as early supervision duties. Each term the Head of Lower School and Head of Sixth Form organises the duty rota for staff.

Staff duties are necessary to ensure the school's supervision of pupils both inside and outside the classroom is adequate, and meets statutory requirements in order to contribute to the safeguarding and welfare of pupils. The DfE gives advice on staffing ratios. These should not be exceeded and, in addition, may need to be reduced where the nature of the groups or the nature of the activity require this, for example, where the group includes pupils with special educational needs. Pupil ratio on site is 1:20, unless the risk assessment conducted in school for a particular activity proves the need for this ratio to be reviewed and refined.

Special arrangements are made to ensure that pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

Supervision while travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. The school will always investigate complaints about poor behaviour.

Registration

Pupils are registered each day. Parents are responsible for notifying the school if their child is absent for any reason (see Attendance & Registration policy). The school will always contact the parent if a child fails to arrive at school without explanation.

Supervised access by pupils

Full time teachers are allocated duties that they are expected to fulfil on a weekly basis. A rota is drawn up and agreed at the beginning of the year by the Head of Lower School and Head of Sixth Form.

Duties are very important and should be seen as a priority. Staff should **not organize meetings or appointments which clash with their duty**. If it is necessary to miss a duty, staff should organise a swap well in advance and then inform the Head of Lower School or Head of Sixth Form. Duties will need to be covered both in the case of absence due to illness and for planned absence.

The school aims to have a fair system for allocating duties which will attempt to take into account the overall loading of teachers' timetables on any given day.

Unsupervised access by pupils

Pupils are not allowed to use scientific, art or sports equipment without supervision. The school ensures that that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked by card fobs at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils also do not have access to the Maintenance, Catering and Caretaking areas of the school.

LOWER SCHOOL

Pupil's arrival and departure

The school officially opens at 8.25am each morning. If pupils arrive before this time they may wait independently in the school building until tutor registration at 8.30.

After School Clubs

At the end of each day in the Lower School, pupils leave directly from lessons at 4pm with a member of SLT at the front doors. After school clubs start at 4pm.

All pupils attending an after-school club must be signed in by the member of staff in charge of the activity on Firefly. It is this staff's responsibility to dismiss them safely out of the building.

Pupils unable to do games

For pupils unable to participate in games lessons, most of the time they will go to games and participate as a coach / umpire. However in cases where this is not possible they will stay at school and be supervised by a member of staff who is not teaching in the restaurant work space.

GCSE study periods

GCSE students are timetabled study periods in dedicated classrooms which are supervised by a member of staff who will be timetabled for these periods as part of their duties. It is imperative that during these sessions, students are kept in silence to enable all to study.

SIXTH FORM

Due to the nature of KPS Sixth Form and the drive to make our students independent and self-aware, supervision of sixth formers is more about establishing and maintaining the clear expectations we have of behaviour, respect and self-discipline. As a result, a visible adult presence around the school is an important part of school routine and staff duty in order to reinforce good behaviour and deal directly and promptly with poor behaviour. Duties are also an opportunity to talk with students and show interest in them.

Staff are expected to patrol inside, and sometimes outside, the sixth form building during break and lunch times. Areas of particular importance are up and down the stairs, the common room and café in the basement, and Room 8 where they are allowed to study.

BOARDING

The site benefits from limited access with all doors only accessible by a key pad code and key fobs.

Boarders are expected to sign in and out of the boarding and school buildings using their key fob, which is connected to Orah. This logs their movement between sites and allows their timing to be monitored.

Boarders leaving and returning to the boarding house at different times of the day sign in with Orah fobs and pass a member of staff at Reception.

Approved by Headmaster 09 September 2021 DocuSigned by:


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