



**HORRIS HILL**

FOUNDED 1888

# Supervision of Pupils Policy

**Policy reviewed:** Autumn term by SJB 2021

**Policy approval:** Approved by Forfar Education  
Autumn term 2021

**Date of next review:** Autumn term 2022

## SUPERVISION OF PUPILS POLICY

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day and beyond, whether on the school premises or on visits away from school, to ensure that pupils are properly supervised through appropriate deployment of school staff (in accordance with the Independent School Standards Regulations Part 3 and the National Minimum Standards for Boarding Schools NMS 15). This standard is intended to ensure that staffing levels devoted to supervision, including supervision during breaks from lessons, and during pupils' leisure time, are sufficient to ensure that pupils are safe, that the school is reasonably orderly, and that emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected children. Every school has a duty of care towards its pupils and this involves, amongst other things, staff with suitable training or experience supervising pupils, including those taking part in off-site activities.

### GENERAL POINTS OF GUIDANCE AND LINKS TO FURTHER READING

- A duty rota detailing the member(s) of staff on duty at any given time will be displayed in the staff room.
- Much guidance on good practice with regard to supervision at specific times is found in **A Guide to the Duty Rota** (see Appendix) and in the **Staff Code of Conduct**. All staff have access to a copy of these and should be familiar with their contents. It is essential that Duty Staff are pro-active and remain mobile throughout any supervisory duty. They need to be a visible presence and boys should know where they can be found.
- Part of the induction of new staff will include an explanation of supervisory responsibilities and good practice either by their mentor or by the Deputy Head.
- Duty staff should begin supervision promptly and in the most appropriate location.
- In sensitive areas such as changing rooms, showers and dormitories the emphasis should very clearly be one of supervising not watching.
- All members of staff supervising sports activities will be suitably qualified and both competent in, and conversant with, the rules of any games or sports being taught by them. They will be fully aware of appropriate safety measures.
- Supervision of pupils on visits away from school should follow the guidance within the school's Educational Visits Policy. An appropriate risk assessment form should be produced in accordance with the 'Evolve' online procedures from Hampshire County

Council's Hampshire Outdoors service and approved by the school's Educational Visits Coordinator (EVC) and headmaster. This applies to all visits, including those on weekends for boarders.

- This policy should be read in conjunction with the school's Missing Child Policy and Procedures.

**Even when not officially 'On Duty', all staff should still have regard to the conduct of the pupils and be prepared to assist as necessary.**

**In the event that a staff member does not appear to be fulfilling a supervisory duty, any available staff member should be prepared to step in until the duty staff member is able to take over.**