



BREDON  
SCHOOL

## **Supervision of Pupils Policy**

### ***ISI Regulatory Requirements Part 3 Regulation 15***

Date: September 2022  
Author: Senior Deputy Head  
Review Cycle: Annually  
Next Review Date: September 2023

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular, it should be read in conjunction with the ***Equality Policy, The Health and Safety Policy and the Safeguarding Children and Child Protection Policy.***

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

**Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented:**

**Peninsula HR Online  
Peninsula Business Safe (Health and Safety)  
Atlantic Data(DBS)  
Educare (online CPD)**

## **Aim:**

The School ensures that school staff are deployed to ensure the proper supervision of pupils.

## **Management responsibility**

The Senior Deputy Head will ensure that:

1. Staff training is carried out to explain to new staff their supervisory responsibilities.
2. Adequate levels of supervision of children are provided at all times.
3. All adults who supervise children in any capacity have a current DBS check.
4. Emergency supervision is provided if a child is not collected at the end of the school day.

## **Supervision outside of curriculum time**

Day pupils may arrive at school from 8.15 am onwards. Registration is prompt at 8.30am. Boarding pupils will leave their relevant landings from 8.15 am onwards.

## **Supervision of children during break times and after school**

- The majority of full-time members of teaching staff will be required to carry out two daytime duties per week.
- The Senior Deputy Head will coordinate the duty rota and ideally staff will be given one duty at break and one at lunch.
- Staff unable to carry out their duty due to planned absence should make every effort to swap their duty prior to the absence.
- In the event of unplanned absence, staff should inform the Senior Deputy Head, telephone 07496 850409, that the duty will need to be 'covered'.
- Duty staff are in place primarily as a deterrent and their presence will hopefully deter pupils from committing any misdemeanours.
- All staff on duty wear high vis jackets to ensure they are clearly identified to pupils.
- Staff must remain vigilant and patrol their areas of responsibility, ensuring that appropriate standards of behaviour are maintained and that pupils remain 'in bounds' for the duration of the duty period.
- The lunchtime dining queue is monitored by SMT and supported by sixth form students. Staff should ensure that pupils queue in an orderly fashion, are correctly dressed and proceed through in their year group order. Headphones and earpieces are not permitted during lunch.
- Junior School supervision cover is managed by the Junior School staff.
- At the end of the school day, staff on bus duty must ensure that the buses do not leave until all the passengers are on board. Pupils should travel in full uniform or school tracksuits.
- In the event of an accident resulting in the need for medical assistance, the duty Nurse should be informed immediately on 07943 271713.

## **Evening Duties**

- The majority of full-time members of teaching staff will be required to carry out an evening duty per week.
- The Evening Duties Rota will be coordinated by the Director of Boarding.
- Staff unable to carry out their duty due to planned absence should make every effort to swap their duty prior to the absence.
- In the event of unplanned absence, staff should inform the Director of Boarding/ Senior Deputy Head that the duty will need to be 'covered'.
- Duty staff are in place to supervise prep sessions or activity sessions. Activities may take place indoors or outdoors.

In prep sessions staff are in place primarily to maintain a suitable working environment and assist pupils to access and complete their prep to an acceptable standard.

In activity sessions staff are in place to organise and supervise that particular activity. Missing pupils should be reported immediately.

## **Supervision of children moving around the school**

Children's toilets are located on the ground floor outside the classrooms. In Junior School staff supervise the use of toilets and hand washing before morning snack, at lunchtime and during the day when necessary. When out of the classroom, within the woods or farm, staff will ensure hand washing is carried out on their return.

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