



BREDON
SCHOOL

Supervision of Pupils Policy

ISI Regulatory Requirements Part 3 Regulation 15

Date: July 2021
Review Cycle: Annually
Next Review Date: July 2022

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)**



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Aim:

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

Breaktime and Lunchtime Duties

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 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 07506367104, 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.

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 queue is a particular area of concern. 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.

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 07775375790.

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.

A member of SMT will be on duty each evening Monday to Thursday.

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 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.



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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 to the Duty Senior Member of Staff (See Procedure in the event of a missing child.)

In the event of an accident resulting in the need for medical assistance, the duty Nurse should be informed immediately on 07775375790.

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.

Supervision of children during break times and after school

Staff rotate supervision of children during break times. This takes place outside in the playground whenever possible but in the case of inclement weather can be inside classrooms. Two members of staff are on duty during morning break (10.30-11am) and during the longer lunch break (12.20-1.45pm).

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Deputy Head Pastoral