

## Hungerhill School: Supervisory Policy



Responsible Committee/Individual	Local Governing Board
Author	Headteacher
Target Audience	All Stakeholders
Date Policy Agreed	Autumn 2025
Review Date	Summer 2026
Headteacher Signature	<i>K. Crisp</i>
Local Governing Board Representative Signature	<i>C. Hall</i>

## **Supervision Policy**

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students during the school day.

### **Legal Obligations**

The Governing Body and the Headteacher have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter Hungerhill School. The employer is required to ensure that the supervision of students throughout the school day is adequate to ensure their health, safety, and welfare. The teacher has a duty of care to the students, which is based on the principle of loco parentis. This can be thought of the standard of care expected of prudent parents in the care of their students.

For teachers to carry out their duties effectively the Headteacher has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and the implementation of policies.
- ensuring that teachers at Hungerhill receive information they need in order to carry out their professional duties effectively.
- ensuring the maintenance of good order and discipline at all times during the school day when students are present on the school premises and whenever the students are engaged in authorised school activities whether on Hungerhill premises or elsewhere.
- making arrangements for the security and effective supervision of the school buildings/grounds and their contents.

### **Negligence**

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must always be maintained.

Any injury to a student would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the student. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a student, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

### **Supervision Before School**

Students do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of students before school. Our responsibility begins at 08.30am.

Hungerhill will inform all parents of the starting time of the school Day and indicate that no arrangements are made for the supervision of the students earlier than 8.30am.

Supervision of students before school begins will form part of Hungerhill's rota of supervision. Student Support staff are on duty from 8.15am and teaching staff from 8.30.

## **Responsibility During the Day:**

### **Unexplained Absence:**

The responsibility to ensure that a student attends Hungerhill regularly is that of the parents and guardians. The school will seek to contact parents when students are absent from Hungerhill without notification. This will be flagged up when the registers are taken by Form Tutors. Parents are asked to contact Hungerhill, early in the morning, if their child is unable to attend school.

### **Leaving the school site:**

Students should not be allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian.

### **Errands:**

Students should not be sent off site on a personal errand on behalf of a member of staff. This includes students collecting items from cars parked in the car park, items from the staff room, photocopying etc.

### **Illness:**

When students are taken ill during the school day the school will contact the parents or guardian, whether at home or at work. Information about contacts is kept on SIMS/ClassCharts.

### **Emergency:**

No class of students should be left unsupervised for any reason. In the case of an emergency staff will send a child to the School Office.

### **Lesson Time:**

Students must be supervised at all times. Students should not be left in classrooms without supervision. Students attending clubs and extra-curricular activities should not be left unattended.

### **Visiting the toilet:**

Students will be permitted to go to the toilet if required. Students will be escorted to the toilet by patrol staff. Where students have a risk assessment in place staff must follow this.

### **Visitors: Note that there is a Visitors Policy**

All visitors to Hungerhill are expected to sign in and out. Visitors are required to wear a visitor's lanyard, which is colour coded to highlight if a DBS has been completed. All staff should check strangers by politely asking why they are on the premises and report to the School Office if there is a concern. Parents are not allowed to approach students from other families to sort out disputes or arguments. Staff should report any concerns to the School Office.

### **Supervision during Break times**

- There must be adequate supervision throughout break and lunch times at Hungerhill.
- A duty rota for break/lunchtime supervision is circulated to staff via email. This is recirculated at the start of each term as a reminder and to highlight any changes.

- Duty Teachers will “patrol” around their designated area.

Part of the induction of new staff will include explanation of supervisory responsibilities.

- Duty Teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise the students back into classes at the end of break periods.
- We expect students to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising students in the corridors and other congested areas.
- Students should not be left in a staff members classroom during form/break/lunch unless a member of staff is present.

### **Morning Break**

The members of staff on duty must be in the designated areas from 11:05am and remain there until 11:20am when break ends. It is not possible to supervise a large number of students without vigilance and concentration and, to this end, the members of staff on duty should not indulge in protracted conversation with other members of staff. At the end of break, the duty member of staff will ensure that all students are moved on promptly to lessons.

### **Lunchtime**

The lunchtime duty rota explains clearly the duty areas for staff for the two halves of the lunch break. The duty areas will be supervised by staff from the appointed start time until the end of lunch. Staff will also be responsible for supervision of the lunch queue and Dining Room. Staff need to ensure that behaviour is appropriate and orderly. A one-way system operates within the main building during this time. Pastoral care and health and safety issues regarding incidents need to be followed up.

### **Lunchtime Supervision:**

The legal duty of care over students during the lunch break still exists.

- The level of supervision provided will ensure the health and safety and welfare of the students.
- Supervision will consist of staff who are on lunchtime duty.
- Where the behaviour of a student during the lunch break threatens the health and safety and welfare of others, the child may be suspended for lunchtimes and placed in the detention room.

### **Supervision after school:**

Teachers should be satisfied that students have left the Hungerhill site appropriately. Any child left at the end of the day is the responsibility of the parents. If they neglect to make provision for their safe return home, Hungerhill would contact the parents, register and note the concerns. Parents should be given notice of students who will be late home through participation in after school activities or revision lessons. They should be given adequate notice of any changes to arrangements such as cancellations of clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the student must remain at school until the agreed time of collection. Once the Hungerhill school day has finished at 3.10pm, the duty staff will provide supervision for 10 minutes at the end of the day, to ensure students are safe and represent Hungerhill in a positive way.

### **Supervision of Specialist Subjects**

### **Physical Education:**

The same general principles of care apply during PE as to other school activities. It is very important that the teacher should consider factors, such as: safety of apparatus being used and adequate supervision, students should not be left unsupervised at any point.

### **Being Alone with a Child:**

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a child to an office for disciplinary or administrative reasons.
- Offering a lift home to a stranded child at the end of the day or after an extracurricular activity.
- Visiting the toilets as part of a duty responsibility.

All of these are circumstances that many of us operate in daily and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Headteacher or Deputies, as appropriate.

In addition, there are circumstances where individual students may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown. Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:

- avoid meetings with students in remote, secluded areas of school.
- ensure there is visual access and/or an open door in one-to-one situations.
- inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- always report any situation where a student becomes distressed or angry to a member of the Senior Leadership Team.
- consider the needs and circumstances of the students involved.

## **Changing:**

Young people are entitled to respect and privacy when changing clothes.

## **Physical Education:**

Attention must be paid to the:

- condition of the floor
- suitability of student's clothing
- whether the exercises and activities are within the capability of the students whether the activity is being taught properly, e.g. gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Students should not be allowed to wear watches or jewellery.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Students should not be allowed in the designated sports related areas (Sports Hall, Fitness Suite, Gym, School Field and MUGA) before the start of a PE lesson without direct supervision.
- Students should not be handling PE equipment without direct supervision.
- Students should be trained to work quietly and to leave the designated sports related area in an orderly way.

Students not taking part in games or PE remain the responsibility of the teacher taking the lesson. In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

There needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.

This means that adults should:

- Avoid any physical contact when students are in a state of undress.
- Avoid any visually intrusive behaviour where there are changing rooms.
- Announce their intention of entering.
- Avoid remaining in the room unless student needs require it.

## **Arts and Craft/Science and Technology:**

Teachers should consider the organisation of the students involved in practical activities. Consideration should be given to the number of students who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including:

- wearing masks and goggles
- training in the use of tools
- carrying glass objects

- carrying hot substances

Please follow the procedures listed below:

- Students should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All scissors and craft knives should be accounted for at the end of the activity and stored in a safe place.
- Students should not have direct access to craft knives and sharp tools.
- Teachers should make sure that students know how to use any tools correctly.
- Teachers should ensure that there is an appropriate level of supervision if using glue guns.
- Students should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.

**Enrichment/extracurricular:**

Enrichment activities are offered as part of the school day, during lunchtimes and after school. During any enrichment activities that take place off the school site or out of Hungerhill hours, a more relaxed discipline or dress may be acceptable at the discretion of the Headteacher. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity. Staff must be aware of and follow guidance. This means that adults should:

- always have another child present in out of Hungerhill activities, unless otherwise agreed with senior staff in school.
- undertake risk assessments.
- have parental consent to the activity.
- ensure that their behaviour always remains professional.