COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

A7 SUPERVISION OF STUDENTS POLICY

COMMITTEE	Health and Safety
SLT RESPONSIBLE	Tina Woodhouse School Business Manager
REVIEW	Every 2 years or earlier if there are changes to DfE guidance
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COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

SUPERVISION OF STUDENTS POLICY

Introduction

Colchester County High School for Girls is committed to keeping safe the students in its care. A3/AT2 Safeguarding & Child Protection Policies are designed to protect students from harm, and the A8 Educational Trips & Visits Policy covers the duty of care in any activity away from school when students are the School's responsibility.

This Supervision of Students Policy sets out the principles and practices which guide the school in its supervision of students when on the School site. The School's safeguarding procedures ensure that students will in all cases be supervised by an adult for whom the appropriate checks have been conducted, including an enhanced DBS disclosure, and with relevant expertise or experience.

General Principles

Colchester County High School for Girls accepts responsibility for students in its care on the School site, whether during the School Day or at other times during the week when involved in authorised school activities. We want students always to feel welcome, as well as putting in place sufficient controls, not only for the School to exercise its duty of care, but also so that students are safe. The School cannot accept responsibility for the supervision of students beyond the limits outlined in this document, and in particular before or after the start and end of the normal school day, other than for students involved in authorised school activities.

The School is required to provide adequate supervision of students throughout the normal school day (08.45 - 15.35) and for a short time before the morning session and after the end of the afternoon session which includes supervising students to the bus area, school and car park crossings.

The duty sessions are:

Before school	08:35-08:45
Break duty	10:10-10.27
After school	15:35-15:45

Supervision of students during the lunch break will be undertaken by members of SLT, Year Leaders and Pastoral Assistants and Support Staff Managers.

It is impossible to supervise every student at all times. Our system is designed to provide broad general supervision of classrooms, corridors, toilets and areas outside the school building including the field in order to deal with any behaviour which is likely to be disruptive, dangerous and/or cause damage. This implies that supervisory staff have a 'roving commission'. Remaining in one place does not provide adequate supervision of an area.

Responsibilities

Students

i. Students in Years 7-10 should be outside at break and lunchtime. Year 11 Students are allowed in their Form Rooms at lunchtime as a privilege. Sixth Form Students may be in the Sixth Form Area. On the occasions where students in Years 7-10 are allowed to remain in their form base at break and lunchtime, e.g. wet weather conditions, they must follow the Form Room Behaviour Protocols (formulated and agreed by Student Voice, see Appendix 1). Students in Years 7-10 are not allowed to eat in Form Rooms, except when wet break or lunch is declared, and are expected to behave responsibly. If a Form Room is a Science lab or Art Room, students should eat in the Dining Room Extension.

Parents

ii. The responsibility to ensure a student attends school regularly is that of the parents or carers. The school will seek to contact parents where students are absent from school without notification. (See 42 Attendance Policy)

iii. Students will not be allowed off site during school hours unless there is clear evidence of a request from the parent or carer. Students in Years 13 currently may have some off site times which are agreed in advance and authorised by the Head of Sixth Form.

iv. When students are taken ill during the school day, the school will contact the parent or carer whether at home or work. It is the responsibility of the parent or the carer to then collect their child promptly from school, ideally within an hour.

Teaching Staff

v. During much of the school day students are supervised closely in lessons by Form Tutors and Subject Teachers. During lesson changes the level of supervision cannot be as great, however, all staff are expected to be aware of students moving around the building and teaching staff should aim to be outside their classroom at lesson changes. Students should be encouraged to walk quietly from one lesson to another.

vi. Staff should arrive at their teaching rooms for the allocated start time of the lesson. Occasionally, problems may arise when students are queuing outside classrooms, or waiting inside the classroom for the teacher to arrive. Staff should set clear expectations for those students who need to wait for the staff member to arrive. This is part of establishing a good classroom routine.

vii. It is the responsibility of all staff to undertake their supervisory duties diligently as in the event of accidents or other incidents legal proceedings could ensue.

viii. Specialist rooms, such as Laboratories, Art Rooms and Healthy Living area present special hazards. Staff on duty should check that rooms do not contain unsupervised students in Years 7-11 and if necessary instruct them to leave the room.

ix. In the event of known short term absence, e.g. a school trip or CPD event, staff should arrange in advance an exchange of duty day with another member of staff.

x. Members of a duty team who wish to permanently change their duty should consult the Assistant Principal.

Senior Leadership Team

xi. The responsibility for ensuring that daily duties are performed diligently and effectively is delegated to members of the Senior Leadership Team in consultation with the Assistant Principal. Areas of the school will be identified for supervision and a rota of teaching staff to carry out the supervision. The Assistant Principal will be responsible for publishing the rota at the beginning of each term and amending it as necessary.

xii. The SLT member will:
- ensure that all duty points are covered throughout the duty periods;
- check that absent colleagues have arranged for their duty to be covered
- inform the Assistant Principal of any problems/issues.

Students in the building before and after school

i. Students in Years 7-11 should not arrive before 08:00. Students arriving from 08.00 must wait in their designated outside area unless they are being supervised by a specific member of staff. If students are unsupervised in teaching rooms they will be instructed to go to their designated outside area. For Years 7-9, this is the tennis courts. For Years 10 and 11, this is the Canopy Students may enter the school building and go to Form Rooms from 08.35. Duty staff are positioned so that general supervision is in place.

ii. If it is wet and students are instructed to do so, from 08.00 to 08.35 Years 7-9 should wait in the Dining Hall and Dining Hall Extension. At 08.35 students should head straight for their Form Rooms. Students in Years 10 and 11 should go to the Canopy from 08.00 and head to their Form Room at 08.35.

iii. Students in Years 7-11 may purchase breakfast before school. Students in Years 7-9 should eat breakfast in the Dining Hall/Dining Hall extension. Students in Years 10 and 11 should eat breakfast in the Canopy area.

iv. Students in Years 7-11 can only remain in school after the end of the school day in a supervised activity for which a register will be kept or by prior arrangement with the Year Leader where supervision will be in place in The Bistro only. All other students must leave the building by 15.45.

v. Students in Years 12 and 13 have access to the main building from 08:00 via their door cards and should only enter via the Sixth Form doors. Students are permitted to work in the Sixth Form area until morning registration.

vi. Year 12 & 13 students should only remain in school after 15:45 if in a supervised activity or by prior arrangement with Head of Sixth Form or the Assistant Head of Sixth Form. If not in a supervised activity, they should remain in the Sixth Form Resources Area only. Students are required to sign in via a daily paper based register located in the resources room window and out on the Inventory system when staying after school.

Lunchtime supervision

vii. During the lunch break the supervision of students is the responsibility of SLT and the duty staff assigned to do duty on that day. The areas to be patrolled include: all corridors and Form Rooms, toilets, Art Block, M Block, H Block and S block, the field and picnic table areas.

viii. Years 12 and 13 should use the Sixth Form area at break and lunch time, but may use Form Rooms which are not Science Laboratories if they are available. The Sixth Form should only eat in the designated Sixth Form Area or the designated dining area in the main Dining Hall. Any hot food purchased in the Dining Hall must be consumed in the Dining Hall.

ix. Year 11 may be in their Form Rooms at lunchtime and may eat in these Form Rooms as a special privilege.

x. At lunchtime students wishing to purchase a cooked meal should go to the Dining Hall. Students In Years 7 and 8 who have brought a packed lunch must eat it in the Main Hall or Dining Hall Extension. Year 9 packed lunches should eat their lunch in the Dining Hall Extension. Students in Years 7-10 are not allowed to eat in Form Rooms unless a wet lunch has been declared or if students have been informed that the Main Hall in unavailable. If a Form Room is a science lab or an Art Room, students should eat in the Dining Hall Extension. If a student has a lunchtime club or activity, they should obtain an early lunch pass from the member of staff running that club or activity.

xi. Whilst teaching staff have no specific responsibility for supervision of students at lunchtime, staff who remain on the premises have a duty to intervene if they witness inappropriate behaviour.

Voluntary Supervision during the Lunch Break

Teachers who run lunchtime clubs and activities are entitled to a free meal on the day of the club/activity by signing the list at the Dining Hall checkout (which is checked regularly by the Catering Manager & Associate Principal.)

Teachers may also volunteer to carry out paid lunch duty supervision by arrangement with the Assistant Principal.

Before School and Break Duties

SLT Front Gate duty	Monday – Friday 08.00 – 08.35
Before school	Monday – Friday 08.35 – 08.45
Late Gate	Monday – Friday 08.45 – 08.55
Break duty	Monday – Friday 10:10 - 10.27

1) Front of school (Before school)

Staff should ensure that students enter and leave the site in an orderly manner, also checking that uniform is being correctly worn. (Any issues with incorrect uniform should be drawn to the attention of their form tutor who will inform the relevant Year Leader as appropriate.) If necessary students should be sent to Reception e.g. to sign in as late, or to remove make-up. Hi Vis jackets should be worn by staff.

2) Tennis court area and canopy area

Staff should patrol this area and ensure that students are behaving appropriately.

3) Outside middle entrance doors

Staff should supervise the orderly entrance of students into the school building.

4) Visitor Car Park crossings and Staff Car Park crossing

Staff should check that students cross the roads safely, walk on the pavement and are wearing correct uniform. Hi Vis jackets should be worn by staff.

5) M Block, H Block and S Block and areas in between

Staff should patrol this area and ensure that students are behaving appropriately. The music practice rooms should be used appropriately and the toilets should be checked from time to time. Students should not be in the Healthy Living Room or Science Laboratories unsupervised. Students should not be eating in classrooms unless a wet break or lunch has been declared.

6) Ground floor, first floor and top floor corridors including the Sixth Form Common Room

Staff should patrol this area and ensure that students are behaving appropriately. The toilets should be checked from time to time and staff should be aware of students using the lockers in this area and ensure they are being used appropriately.

7) Dining Hall/Outside Servery

Staff should patrol this area and ensure that students are behaving appropriately. Students must clear away their plates and must place their litter in bins. Staff should ensure that students enter and exit through the appropriate doors and form orderly queues to purchase food.

8) School Field and Picnic Areas

Staff should check students on field are behaving appropriately and clear up their litter. Phones etc should not be used by students. Students need to leave the field promptly at the bell in order to be on time for their next lesson/afternoon registration
If field not in use then patrol the other outside areas in/around the main building.

After school duties

Monday – Friday 15.35-15.45

1) Car Park Crossings and Bus Area Duty

Staff should sign out at reception before going down to duty at the car park and bus area. They should sign back in at reception on their return to school.
Staff should ensure that students get on the buses safely and supervise students as they cross the bus park to the buses from 15.35. Staff should ensure that students wait for the bus in a safe and orderly manner. The member of CCHSG SLT on duty should be positioned in the back left corner of the St Benedict's carpark (by the gate) to ensure students are waiting in the designated areas. Should any bus fail to arrive, one member of staff should report this to a member of the Senior Leadership Team.
Staff should assist the students using the crossings in order to ensure their safety.
Hi-Vis waist coats / jackets should be worn by staff. For student safety the staff car park gates will not open between 15.30 and 15.45, in addition the barrier across the road at the top of Norman Way is also closed at 15.25-15.45.

2) Front Gate
Staff should stand by the front gate and ensure students leave in an orderly manner and in correct uniform. Vigilance should be maintained for any school gate issues. Hi Vis jackets should be worn by staff.

3) G Corridor
Staff should patrol this area and ensure that students are behaving appropriately. Students should be encouraged to leave promptly using all exits and not wait around by the toilets.

Supervision of visitors
All visitors to the school are expected to sign in and out. Visitors are required to produce photographic ID and wear a visitor's badge. Staff on Reception will check for evidence that visitors have an enhanced DBS disclosure. Visitors that do have an enhanced DBS disclosure will have a green lanyard. Visitors that do not have an enhanced DBS disclosure will have a red lanyard. Visitors with a red lanyard must remain with a member of staff throughout their time in school. All staff should check strangers on the premises and report to the Reception/school office if there is a concern.

Linked Policies
79 Lone Working Policy
Invigilators should also read 50 Examinations policy.

Appendix 1.

Form Room Behaviour Protocols

Students in Years 7-11 are expected to be outside in their allocated area at breaktime or lunchtime if in Years 7-10, unless a wet break or lunch is declared. During a wet break or lunch, being allowed to remain in form rooms at other times is a privilege; therefore, it is the responsibility of everyone to respect their form room and to behave in a considerate, safe and sensible manner.

During Wet Break and Lunch Students Can:

- Sit on chairs or stand in their Form Room.
- Clear up any litter and leave the form room tidy, ready for lessons.
- Visit friends in other Form Rooms, in their own year group, but be respectful of others especially younger students.
- Be accommodating when teachers need to use the room for lunchtime activities.
- Leave the door open for supervisory staff to call in.

Students Cannot:

- Eat at break or lunchtime in the Form Room unless a wet break/ or lunch has been declared.
- Leave litter on desks/floors.
- Sit on the floor, tables, windowsills or radiators.
- Lean on or hang out of windows. Replaced with Lean out of windows
- Stand on chairs.
- Behave in a loud or unsafe manner (i.e. no screaming or running).
- Throw anything.
- Use the teacher's computer, white board, desk or teaching resources without permission.
- Sit in corridors or stair wells.
- Use a mobile phone or personal music player.

Location of where students should eat their lunch

Year Group	Hot Food	Salad Pots	Packed lunches, purchased sandwiches and pannis.
Year 7	Dining Hall	Dining Hall Extension	Main Hall
Year 8	Dining Hall	Dining Hall Extension	Main Hall
Year 9	Dining Hall	Dining Hall Extension	Dining Hall Extension
Year 10	Dining Hall	Dining Hall Extension/ Canopy Area	Canopy Area
Year 11	Dining Hall	Dining Hall Extension/ Canopy	Form Room/Canopy
Year 12 and 13	Purchased hot food should be eaten in the Dining Hall or Patio area. Hot food heated on site should be consumed in the Sixth Form Refectory	Sixth Form Refectory, Sixth Form Common Room or Patio Area	Sixth Form Refectory, Sixth Form Common Room or Patio Area

Appendix 2 – Where should I be? -Students

Where should I be?

TIME:	LOCATION:	Toilets:	General Expectations:
Before school (08:00-08:35)	In your allocated outdoor area Years 7-9 = tennis courts, eat breakfast in the Dining Hall/Dining Hall Extension (if wet conditions declared go to Dining Hall/Dining Hall extension) Years 10-11 = canopy area, eat breakfast in the Canopy (including wet conditions).	Accessible toilets = M block only	• Students should not be wandering around school buildings before school (08.35) or at Break and Lunchtime. • From 08.00 students in Years 7-9 may buy breakfast and eat it in the Dining Hall. If students are not purchasing breakfast, they should not be in the Dining Hall. • If it is wet and instructed to do so, before 08.35 Years 7-9 should wait in the Dining Hall and Dining Hall Extension. At 08.35 students should head straight for their Form Rooms. • Student in Years 10 and 11 can buy breakfast, but this should be eaten in the canopy area regardless of weather conditions. • **Students are to be in their Form Rooms and sat down by 08.45.** • Phones should not be visible. Phones should be switched off. • Students should have their coats off inside the building. • Students **should not be eating in corridors**. • Students should only use their allocated Year Group toilets at break, lunch time and after school up to 15.45. Students should not congregate in toilets. Lockers are to be accessed from 08.35-09.10 and 13.20 • Students should walk to the left. Staircases are one way only. • Students should arrive to lesson on time. Line up single file outside of the classroom. Coats off. Equipment out. Ready to learn. • At break and lunchtime, you should place rubbish in the bins and pick up dropped food. No wandering inside the building unless you are in a booked club. • Use Break and Lunchtime to fill water bottles and visit your allocated Year Group toilet. No phones visible at all. No eating or congregating in Toilets. • Coats and bags should not be worn in the Dining Hall • If a student is participating in a lunchtime club or activity, they should obtain an early lunch pass from the member of staff running the club or activity. • At the end of the school day Students should visit the lockers / toilets and should leave the school site by 15.45, unless they are in a club or have a detention. Students should not be changing into non-uniform and should leave the school site as promptly as possible. No congregating in allocated Year Group toilets. **No exit via the Dining Hall and through reception.** ***** WET BREAK OR LUNCH WILL BE ANNOUNCED ***** **Do not go to your form room at break or lunch unless wet break has been announced**
08:35	Students are permitted to enter the school buildings and go straight to their form room. They should remove coats once inside the building.	Allocated Year Group Toilet	
08:45 – 09:05 - **Registration**	Form rooms for form time. Coats off, planners signed. DEAR book in school and checked by FT	Nearest to Form Room	
09.05-09.10 - **Movement time**	Movement time in corridors.	Allocated Year Group Toilet – but be in lesson on time	
Period 1 - 09.10-10.10	Allocated Timetable classroom	Any – visits logged on SIMS	
Break time	In your allocated outdoor area Y7-9 = tennis courts/ Y10= canopy area, Y11=canopy area Food purchased is eaten in the canteen only	Allocated Year Group Toilet	
Period 2 - 10.30-11.30	Allocated Timetable classroom	Any – visits logged on SIMS	
11.30-11.35 - **Movement time**	Movement time in corridors.	Allocated Year Group Toilet – but be in lesson on time	
Period 3 - 11.35-12.35	Allocated Timetable classroom	Any – visits logged on SIMS	
Lunchtime 12.35-13.25	**Hot Food** eaten in the Dining Hall Salad Pots eaten in Dining Hall Extension **Packed lunch**: Y7&8 =Main Hall – **12.35-13.00** Y9=Dining Hall Extension 12.35-13.00 Y10=Canopy Y11=Form Room **(all lunchtime)** Once you finish eating (13:00 at the latest), Years 7-9 go to allocated outdoor area; Y7-9 = tennis courts/ Y10 = canopy area.	Allocated Year Group Toilet	
13.25-13.30 **Movement time**	Movement time in corridors.	Allocated Year Group Toilet – but be in lesson on time	
Period 4- 13.30-14.30	Allocated Timetable classroom	Any – visits logged on SIMs	
14.30-14.35 **Movement time**	Movement time in corridors.	Allocated Year Group Toilet – but be in lesson on time	
Period 5 - 14.35-15.35	Allocated Timetable classroom	Any – visits logged on SIMs	
15.35-15.45 - Home	Students should exit lessons and use the down staircase to leave the building.	Allocated Year Group Toilet - but need to be off site by 15.45 unless booked into an activity.	

Appendix 3 - Where should I be? – Staff

Where should I be?

TIME:	LOCATION:	Expectations:
Before school (08:00-08:35)	If volunteering, early morning carpark duty	Wear high viz and be at duty point by 08.00. Please put your duty claim in each month.
08:35	Staff arrive on site and check in via Inventry. If duty day, please be out on duty. Staff are welcome to sit in their Form Rooms ready to welcome form/ set up form activity If a Monday, please be at briefing in Main Hall	Staff should be in their form room and ready to take the register at 08.45. Anyone arriving after 08.47 is marked late with L code.
08:45 – 09:05 - **Registration**	Form Room or Main Hall/Lecture Theatre for Assembly. Please do not bring hot drinks to Assembly.	Ensure daily activities take place. If DEAR – ensure students are reading suitable reading materials. Check that students are sat down in form seating plan, coats off, phones switched off and away in lockers. Uniform, Conduct Cards and Planners are checked.
09.05-09.10 - **Movement time**	Movement time in corridors.	Ensure students walk to the left in corridors and challenge congestion. Staircases are one way only. Challenge if you see uniform infringements (Conduct Cards), phones out or students being inappropriate on stairs. Check coats off in corridors.
Period 1 - 09.10-10.10	Allocated Timetable classroom	Ensure students line up single file outside of the classroom. Prompt seating of students to alleviate congestion in corridors. Check coats are off, settling activity and register taken within the first 5 minutes of lesson.
Break time	Prompt arrival to duty area if duty day.	Ensure students place rubbish in the bins. Challenge eating in corridors
Period 2 - 10.30-11.30	Allocated Timetable classroom	Ensure students line up single file outside of the classroom. Prompt seating of students to alleviate congestion in corridors. Check coats are off, settling activity and register taken within the first 5 minutes of lesson.
11.30-11.35 - **Movement time**	Movement time in corridors.	Ensure students walk to the left in corridors and challenge congestion. Staircases are one way only. Challenge if you see uniform infringements (Conduct Cards), phones out or students being inappropriate on stairs. Check coats off in corridors.
Period 3 - 11.35-12.35	Allocated Timetable classroom	Ensure students line up single file outside of the classroom. Prompt seating of students to alleviate congestion in corridors. Check coats are off, settling activity and register taken within the first 5 minutes of lesson.
Lunchtime 12.35-13.25	**Prompt arrival to duty position if volunteering for a duty.** **Do not forget to claim your free lunch and put your duty claim in each month.**	If out and about but not on duty, please keep up standards and ensure students walk to the left in corridors and challenge groups inside who are not in clubs. Staircases are one way only. Challenge if you see uniform infringements (Conduct Cards), phones out or students eating in corridors. Check coats off in corridors. Arrive promptly for any school detentions you may be holding or if you are running a club or society.
13.25-13.30 **Movement time**	Movement time in corridors.	Ensure students walk to the left in corridors and challenge congestion. Staircases are one way only. Challenge if you see uniform infringements (Conduct Cards), phones out or students being inappropriate on stairs. Check coats off in corridors.
Period 4- 13.30-14.30	Allocated Timetable classroom	Ensure students line up single file outside of the classroom. Prompt seating of students to alleviate congestion in corridors. Check coats are off, settling activity and register taken within the first 5 minutes of lesson.
14.30-14.35 **Movement time**	Movement time in corridors.	Ensure students walk to the left in corridors and challenge congestion. Staircases are one way only. Challenge if you see uniform infringements (Conduct Cards), phones out or students being inappropriate on stairs. Check coats off in corridors.
Period 5 - 14.35-15.35	Allocated Timetable classroom	Ensure students line up single file outside of the classroom. Prompt seating of students to alleviate congestion in corridors. Check coats are off, settling activity and register taken within the first 5 minutes of lesson.
15.35-15.45 - Home	Prompt arrival to after school duty position.	Students should exit lessons and use the down staircase to leave the building. Be vigilant for congestion. Challenge if you see uniform infringements (Conduct Cards), phones out or students being inappropriate. Arrive promptly for any after school detentions you may be holding or if you are running a club or society.

WET BREAK OR LUNCH WILL BE SIGNALLED BY THE RINGING OF THE BELL IN 3 BURSTS.