



ST. JOSEPH'S COLLEGE  
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# Supervision of Pupils Policy

<b>Policy Owner</b> CDH (Prep)	<b>Associated documents</b>	<b>Legal Framework</b>
<b>Review by</b> SLT	<b>Review frequency</b> Annual	<b>Next Reviewed date</b> May 2025



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## Supervision of Pupils Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

### Introduction

St Joseph's College recognises and accepts its responsibilities to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors. The College takes the following steps to ensure the supervision of pupils.

### College Hours

Pupils should not be in College before 7.45am as they will not be supervised, unless they are part of a staff supervised activity such as a peri music lesson. The Dining Hall will open for breakfast at 7.45am; the Senior Library opens at 7.45am and the Prep pupils are supervised in the playground from 8.00am. Pupils should not be in College after 6.00pm unless they are being directly supervised by a member of staff. Pupils are not allowed on site without supervision.

### Supervision outside of lessons

At least two members of staff are always on duty in both the Prep and Senior Schools in order to supervise pupils. The staff duty rota is displayed in the Staff Common Rooms.

All duties are carried out by members of the teaching staff and assistants. In addition, Lunchtime Assistants are employed in the Prep School to help supervise at lunchtimes.

In the EYFS outdoor area, at least two members of staff are always present during playtimes.

Risk assessments are regularly carried out to ensure safety for all areas.

A member of the Senior Leadership Team is always on duty from 7.45am to 6pm.

The main duty times are:

Breakfast (7.45am – 8.00am)

Early morning duty (8.00am - 8.20am)

Break duty

Lunch-time duty

After-school duty (3.40pm - 4.00pm)



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Arrangements are made to ensure pupils are supervised during events that bring small groups into school out of hours, e.g. play and concert rehearsals. Members of the PE Department supervise pupils on both home and away matches.

Pupils from Years 12 and 13 may leave the premises at lunch-time. Pupils from other year groups are expected to remain on site throughout the school day.

## Registration

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

## Lessons

During lessons, the supervision and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with their Head, one of the College Deputy Heads or the Bursar.

## Peripatetic Lessons

Pupils in Year 2 and under will be accompanied to their individual lessons by a member of staff. Pupils in Years 3– 13 will be able to attend their individual lessons without the need of being accompanied.

## EYFS Pupils

- The safety of all children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:
- In the Acorns Centre we will ensure a staff ratio of 1:13 when a qualified teacher is present, and 1:8 when the teacher is not present. The class teacher is the key person for each child within the Acorn Centre and in the Reception class. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families engage with more specialist support if appropriate. Staff ratios will satisfy the statutory qualification requirements. Exceptionally, where the quality of care and safety and security of children is maintained, changes to the ratios may be made.



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- Ensure adequate supervision of children when they are eating. Whilst eating, children must be within sight and hearing of a member of staff.
- Only allow a child to go home with a parent, unless we have received advance permission that he or she may be collected by another adult
- Never allow a child to leave the premises unsupervised.
- There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school
- Ask all visitors to identify themselves and to state their business before we give them access to the Acorns Centre. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving
- Check all pupils out as they are collected by their parents or carers

### **Medical Support**

A number of members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office/Finance Office/Medical Rooms.

### **Supervision whilst travelling to and from School**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour. Prep Staff escort and supervise Prep pupils until the school buses depart.

### **Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits."

### **Unsupervised access by Pupils**

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.



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We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool and the science laboratories. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.



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## **Security, Access Control and Workplace Safety**

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for safety of the College.

## **Staff Induction**

All new members of the teaching staff receive a thorough induction into the College's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.



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**Appendix 1: Prep School Description of Duties**

<b>Timing and Duty</b>	<b>Requirement of the Duty</b>
0745 – 18.00 <b>On-Call Member of PLT</b>	Duty Member of SLT to have overall responsibility/be the port of contact before and after school.  At 1800, the Prep Office Administrator should contact the duty member of SLT to inform them if there are any issues (such as uncollected pupils) and to discuss any further action if required
0745 - 0815 <b>Supervision in Dining Hall</b>	Breakfast cover from 7.45-8am by EYP From 8-8.15 by Teaching Assistant When breakfast is finished, Teaching Assistant takes all pupils across to the Acorns Centre or Prep Playground
0800-0820 <b>Supervision of Prep pupils in classrooms</b>	Pupils are supervised in their classrooms from 8am. A member of Prep staff is on duty at the Prep gates as well as TA's supervising the playgrounds and roaming cover within the Prep school building.
1010 – 1030 <b>Morning Break Supervision in Playground</b>	Year 1 & 2 are supervised by 1 member of staff on the netball court. Year 3 & 4 are supervised by 1 member of staff on the junior playground or Junior Playground Year 5 & 6 are supervised by 1 member of staff on the Junior Playground 1 Teacher roams around the three areas. All staff have a radio.
1010 – 1030 <b>When wet Indoor supervision of classrooms, corridors and cloakrooms</b>	Pupils to remain in own classrooms. Staff on duty will discuss supervision of all classrooms and corridors and deploy TA's to appropriate areas for supervision of all pupils.
1200-1300 <b>Dining Hall supervision</b>	Class teachers walk their class to Dining Hall and remain until all are seated. Pupils are supervised by TA's. SLT supervise Year 5 & 6 in Senior Lunch if TA's are not available. 2 EYPs look after EY and REC pupils whilst eating lunch. See duty rota for numbers and timings of staff on duty 2 EYPs and Teaching Assistant escort EY and REC pupils back to Acorn Centre garden when lunch is finished
1230-1300 <b>Supervision in EY garden</b>	Supervision for safety is paramount 2 staff on duty outside at all times 1 staff will be inside the Centre to help with First Aid etc Pupils may go indoors to use the toilet, staff should be aware who has gone in and if help is needed.
1300-1330 <b>Supervision outdoors for playtime</b>	Supervision for safety is paramount A rota is produced for pupils to play on the netball court, Junior Playground, Trim Trail and field dependent on weather conditions. All staff have a radio. 1 TA will supervise the netball court, 1 will supervise the Trim Trail and 1 will supervise the field. All will have radios and can call for assistance if required.



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1450-1500 <b>EY afternoon break</b>	2 x EYPs + Teaching Assistants supervise EY and Rec in EYC garden for this 10 min playtime. Play equipment is used.
1450-1500 <b>Year 1 and 2 Afternoon break</b>	Short break in playground outside classrooms. If only one member of staff is available, other staff will be in classrooms and can be called if needed. No play equipment to be used in this short break.
1520-1545 <b>Supervision of pupils waiting for College transport or sibling collection</b>	2xEYPs walk Rec children booked for ASC to the Acorn Centre. One EYP escorts EY transport children to lobby. One staff look after pupils in chapel. Pupils signed onto registers, then signed out by parents or taken to minibus. Pupils to sit quietly and keep bags out of way of traffic.
1535 – 1545 <b>Supervision of Junior Changing Rooms</b>	Class teacher takes their class to the changing room to collect their PE kit.
1545 <b>Walking pupils to minibuses</b>	Two Teaching Assistants walk pupils to minibuses on Upper Redlands Road. One at front of line, one at rear. Staff take walkie-talkies with them Pupils watched as they get onto the minibus and checked that have fastened seat belt. Walkie-talkie returned to Office.
1540 – 1555 <b>Supervision by Prep gate</b>	Members of staff, with walkie-talkies, to stand inside Prep gate, ensuring that pupils leave the school site safely with an adult. Any pupil not collected by 15.55 is to be brought back to Prep so contact can be made with their parent/carer.



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**Appendix 2: Senior School Description of Duties**

<b>Timing and Duty</b>	<b>Requirement of the Duty</b>						
<p>7.45 – 18.00 <b>On-Call Member of SLT</b></p>	<p>Senior Member of Staff to have overall responsibility/be the port of contact before and after school.</p> <p>The member of staff on duty in the Library and Prep Reception should inform the SLT member of staff on duty when all pupils in the areas have left the building.</p> <p>At 1800, if there are still pupils on site duty staff to discuss any further action if required.</p>						
<p>7.45 - 8.15 <b>Supervision in Dining Hall</b></p>	<p>Year 8, 9 and 10 pupils are based in the Dining Hall in addition to those pupils getting breakfast from 0745 – 0815. The member of staff on duty should supervise the pupils and ensure that they do not have phones out (legal requirement when EYFS children present). Pupils should be sent to tutor bases at 0815 before the member of staff leaves.</p>						
<p>7.45 - 8.15 <b>Indoor supervision of tutor bases, corridors, cloakrooms, common rooms</b></p>	<p>Once pupils arrive in school, they may want to ensure that their bags/lockers are prepared for the day ahead. Pupils should not be congregating in the cloakroom's, corridors, or classrooms, and they should go to their designated area at the earliest opportunity.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Year 7</td> <td>Library</td> </tr> <tr> <td>Year 8, 9 and 10</td> <td>Dining Hall</td> </tr> <tr> <td>Year 11 and Sixth Form</td> <td>Common Rooms</td> </tr> </table> <p>The member of staff on duty should patrol the tutor bases, corridors and cloakrooms, ensuring that pupils are in their designated areas until they are ready to go to their tutor bases at 0815.</p> <p>Any problems/concerns should be reported to the SLT member of staff on duty.</p>	Year 7	Library	Year 8, 9 and 10	Dining Hall	Year 11 and Sixth Form	Common Rooms
Year 7	Library						
Year 8, 9 and 10	Dining Hall						
Year 11 and Sixth Form	Common Rooms						



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10.40 – 11:00 <b>Supervision in Dining Hall</b>	<p>Members of staff to be a presence during break time. Please ensure that pupils are going through the tills, using the bins and not leaving rubbish on the tables.</p> <p>There are two Sixth Form Prefects that should report to the member of staff on duty and operate the tills.</p>
10.40 – 11:00 <b>Supervision outdoors unless wet, otherwise inside</b>	<p>Staff should patrol around by the Astro Pitches and around by the swimming pool, pupils should not congregate at the back of the building by the swimming pool and Lower Seniors Cloakroom door.</p> <p>There are two Sixth Form Prefects that will report to the duty member of staff and will be on hand to support and supervise outdoors.</p> <p><b>Staff should ensure astro, tech and table tennis facilities are being used according to the published rota.</b></p> <p>The duty member of staff will decide if it is too wet/inappropriate to be outside. They should announce this on Teams and then support the member of staff on duty indoors. Procedures for wet break are detailed separately in the appendix.</p>
10.40 – 11:00 <b>Indoor supervision of tutor bases, corridors, cloakrooms, common rooms</b>	<p>During break time, pupils should be in the Library, Dining Hall or Astro. The member of staff should patrol the cloakrooms, tutor bases and common rooms.</p> <p>The Senior Prefect on duty should supervise the Lower Senior Cloakroom.</p>
12:50 – 13.50 <b>SLT Dining Hall supervision</b>	<p>To oversee the pupils entering the dining hall.</p> <p>Lunch 1: Year 7 – 8 Lunch 2: Year 9 - 13</p> <p>Two members of Sixth Form operate the biometric tills or manage the queue.</p>
12:50 – 13:20 13:20 – 13:50 <b>Indoor supervision of tutor bases,</b>	<p>During lunch time, pupils should not be in classrooms unless directed by a member of staff. The member of staff should patrol the cloakrooms, tutor bases and common rooms. Pupils</p>



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<b>corridors, Lower Seniors cloakroom, and common rooms</b>	<p>should not be congregating in the cloakroom's, corridors, or classrooms.</p> <p>There are two Sixth Form prefects who will report into the member of staff on duty and will support with the indoor supervision.</p>
<p>12:50 – 13:20 13:20 – 13:50</p> <b>Supervision outdoors and the Upper Seniors cloakroom</b>	<p>Staff should patrol around by the Astro Pitches and by the swimming pool, pupils should not congregate at the back of the building by the swimming pool and Lower Seniors Cloakroom door. There are two Sixth Form Prefects that will report to the duty member of staff and will be on hand to support and supervise outdoors.</p> <p><b>Check the astro rota carefully to see which year is allocated and ensure they all vacate at 1320 when your duty is over and left free for the next year group. If you are on second lunch, they should vacate at 1345 ready for lessons at 1350.</b></p> <p>The duty member of staff will decide if it is too wet/inappropriate to be outside. They should announce this on Teams and then support the member of staff on duty indoors. Procedures for wet break are detailed separately in the appendix.</p>
<p>12:50 – 13:20 13:20 – 13:50</p> <b>Supervision of Computer Rooms</b>	<p>Member of staff on duty should ensure that there is no eating in S5 and S6 and that computers are being used appropriately.</p>
<p>15.40 – 16.00</p> <b>Supervision (front of school)</b>	<p>Member of staff to be stood outside in the main car park, ensuring that pupils leave the school site safely. Parents should only collect via the top car park and staff parked in the main car park should not leave the site between 1520 – 1600.</p>
<p>15.40 – 16.00</p> <b>Supervision (Dining Hall)</b>	<p>Pupils may go to the Dining Hall to get tea between 1540 – 1600. The member of staff on duty should supervise the pupils and ensure that they do not have phones out (legal requirement when EYFS children present). Pupils should be sent to co-curricular activities or the library at 1600 before the member of staff leaves.</p>
<p>15.40 – 16.00</p> <b>Library</b>	<p>Staff should support the Librarian during this busy period, ensure good order and discipline maintained in the library whilst pupils are waiting to be collected or for afterschool activities to begin.</p>



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**Senior School Wet Break/Lunch Procedures:**

The member of staff on outdoor duty to post 'Wet Break/Lunch' on Teams: Staff Noticeboard, and support the indoor duty around the College, including the Year 11 Common Room.

HOY if available to be a presence around College.

**SLT to support in the following areas:**

Dining Hall – NNJJ/LRS

IT Rooms - MPJ

Library - SJAH

Patrol – DODW/MJO

LD to float (relieve SLT for lunch)

**Break:**

- Year 7/8 - Library
- Year 9/10 - Dining Hall

**Lunch 1:**

- Year 7/8 Remain in Dining Hall
- Year 9/10 Clubs, Library, Computer Rooms

**Lunch 2:**

- Year 9/10 Remain in Dining Hall
- Year 7/8 Clubs, Library, Computer Rooms
  
- Year 11 - 13 should be in their common rooms or at clubs.



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10.10 – 10.30 <b>Indoor supervision of tutor bases, corridors and cloakrooms</b>	During break time, pupils should not be in their tutor bases (unless it is a wet break). The member of staff should patrol the cloakrooms, tutor bases and the Year 11 common room.
13.15 – 14.00 <b>SLT Dining Hall supervision</b>	To oversee the pupils entering the dining hall. A rota for timings of sections is located by the doorway and pupils should only enter at the allocated times, unless they have a lunch pass for an activity. Two students will operate the biometric tills.
13.15 – 13.40 <b>Indoor supervision of tutor bases, corridors and Lower Seniors cloakroom</b>	<p>During lunch times, pupils should not be in their tutor bases (unless it is a wet break). The member of staff should patrol the tutor bases, cloakrooms, corridors and Year 11 common room.</p> <p>There are two Sixth Form prefects who will report into the member of staff on duty, and will support with the indoor supervision.</p>
13.15 – 13.40 <b>Supervision outdoors and the Upper Seniors cloakroom</b>	<p>Staff should patrol around by the astro pitches, top field and around by the swimming pool. There is a Sixth Form Prefect that will report to the duty member of staff, and will be on hand to support and supervise outdoors.</p> <p>The duty member of staff will decide if it is too wet/inappropriate conditions to be outside, and will amend the door sign by the pupil entrance accordingly. The member of staff should ensure that all pupils are then in their tutor bases and support the member of staff on indoor duty.</p>
13.40 – 14.10 <b>Indoor supervision of tutor bases, corridors and Lower Seniors cloakroom</b>	<p>During lunch times, pupils should not be in their tutor bases (unless it is a wet break). The member of staff should patrol the tutor bases, cloakrooms, corridors and Year 11 common room.</p> <p>There are two Sixth Form prefects who will report into the member of staff on duty, and will support with the indoor supervision.</p>
13.40 – 14.10 <b>Supervision outdoors and the Upper Seniors cloakroom</b>	<p>Staff should patrol around by the astro pitches, top field and around by the swimming pool. There is a Sixth Form Prefect that will report to the duty member of staff, and will be on hand to support and supervise outdoors.</p> <p>The duty member of staff will decide if it is too wet/inappropriate conditions to be outside, and will amend the door sign by the pupil entrance accordingly. The member of staff should ensure that all pupils are then in their tutor bases and support the member of staff on indoor duty.</p> <p>A whistle is located in the staffroom for the member of staff on duty to use, signalling the end of break (please start moving pupils 5 minutes before the end of break).</p>



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15.40 – 15.55 <b>Supervision (front of school)</b>	Member of staff to be stood outside by the pupil entrance, ensuring that pupils leave the school site safely. The pupil entrance is near the one-way system for cars, so particular attention should be paid to pupils that maybe trying to leave the school quickly via the pupil entrance.
15.40 – 15.55 <b>Supervision (back of school)</b>	Member of staff to be stood outside by the Hatherley Road gate at the back of school, ensuring that pupils leave the school site safely.