



## **SUPERVISION OF PUPILS POLICY**

### **1. Introduction**

Nord Anglia International School Hong Kong [NAIS] is committed to provide, as far as is reasonably practicable, a safe environment for the pupils of the school. Part of creating that safe environment is the level of supervision that we provide during the school day. NAIS has put in place procedures and guidance for all staff, regarding the proper supervision of pupils in school and on outings and trips.

### **2. Aims**

**Above all other considerations the safety of pupils must be an over-riding concern.**

Pupils should be under supervision at all times during the school day. From time to time it may be desirable that children are allowed to exercise some personal responsibility, e.g. individual use of the library, delivering a message, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Even when away from direct adult supervision, pupils of all ages are encouraged to develop skills in self-discipline to behave in an exemplary fashion.

Children are supervised in numerous ways including:

- Duties (before, after and during the school day; see Duty Rota for detail)
- During timetabled lessons.
- Risk assessments are carried out to ensure ratios are correct when off-site visits occur.
- When senior pupils have supervisory responsibilities for younger pupils, there must always be the Duty Staff readily available and in overall charge.
- If a member of staff is supervising any activity in a remote location, they must have use of the school mobile phone.
- Extra-curricular activities are supervised by dedicated staff members.

No person may smoke, consume alcohol or be under the influence of drugs, which may impair the ability to look after children.

### **3. Purpose**

This document seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected. Staff who supervise are mindful of our Child Protection and Safeguarding, Anti-Bullying and Health and Safety policies.



This document also seeks to clarify the School's position on the supervision of pupils outside the School day. Adequate supervision ensures safety both on and off campus and promotes well-being. Satisfactory enhanced Disclosure and Barring Service checks (or equivalent) have been obtained for all staff who supervise pupils.

#### **4. Scope**

This document applies to all members of the school community.

#### **5. Duty of Care:**

All staff have a duty of care to all pupils in the school. It is the Principal's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Principal's responsibility to ensure that there is effective supervision of the school and that the school is secure.

#### **6. Before School:**

The NAIS front doors will be opened at 7:00am until 8:00am when they will be locked by the Security staff.

The school provides pupil supervision from 7:30am. Pupils arriving before 7:30am will remain in the cafeteria area until 7:30am, when Primary pupils will be directed to their registration class. Secondary pupils will remain in the cafeteria or Main playground until 8:00am when they will be directed to their registration class. The doors are manned by members of the Senior Leadership team and the Security staff from 7:30am to 8:00am to welcome the pupils to school. Late arrivals are required to show their pupil cards to Security staff to enter the building.

Please note that there is no direct pupil supervision before 7:30am and parents/carers are required to remain with their children should they arrive on site before this time.

#### **7. Supervision Whilst Travelling to and from School:**

Parents and pupils themselves are responsible for ensuring that their children/themselves travel safely to and from school. A significant number of pupils travel to and from school each day using the bus service provided by the school. Pupils are not supervised by a member of staff when travelling on the School buses to and from school [with the exception of the driver and the bus company assistant] but are expected to behave responsibly. They are issued with a set of rules and expected to abide by them and behave responsibly at all times. Pupils are reminded of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is judged to merit that intervention.



Pupil behaviour on buses is usually excellent and the effective supervision of departures each day by duty staff promotes an orderly atmosphere on each bus.

We always investigate complaints about poor behaviour. Any complaints about poor behaviour are investigated and dealt with in a swift and efficient manner as soon as is practicable and sanctions are in place for incidents of poor conduct during these journeys. Pupils on the school buses are permitted to carry their mobile phones on the journey to and from school.

## **8. Registration:**

An electronic register is taken at the start of the day (at 8:00am and completed before 8:15am]. All teaching staff and staff leading activities, including any visiting staff, are responsible for accounting for all pupils assigned to them via teaching set lists or other attendance lists. These lists are maintained on iSAMS. Authorised absences owing to sports fixtures or academic trips, or for medical reasons, will be recorded on iSAMS. All teaching staff are advised to check iSAMS at the beginning of each day and take note of pupils who will not be in their classes. Any pupil absent from registration without a prior explanation from parents should be reported to the Academic Secretary by 8:15am. The Academic Secretary will then follow this up with the parents and notify the teacher of the reason. The form teacher or tutor should then add this reason to iSAMS.

It is the teacher's responsibility to update the register as soon as they receive confirmation of the reason for absence.

All requests for leave of absence should be forwarded to the Assistant Principal for authorisation [For Year 1-4 Sarah Harley, and Year 5-10 Christian Bishop]. Once a decision is made the Assistant Principal will communicate this to the teacher, who will ensure the parent is aware of the result of their request.

iSAMS codes to be used:

Authorised absences;

Illness - I

Approved sporting activity - P

Approved educational trip / visit - V

Other authorized circumstances - C

Approved Family holiday - H

Medical appointment - M

Unauthorised absences;

N – no reason yet given should be amended as soon as the reason is known and at the latest within 5 days



Should a teacher not take the register and update the information then the Head of Year will be notified. If this persists then SLT will be informed. Disciplinary action may be taken, as registers are a legal requirement.

Parents are responsible for notifying the class teacher/form tutor and/or School Office by email or phone call if their child is absent for any reason. Pupils who are late for registration are asked to register in person at the Reception desk.

## **9. Supervision during lesson times:**

Children should be supervised at all times by the teacher who is teaching them for that session. No class should be left unsupervised for any reason. In cases of emergency another member of staff can be called to supervise the class while the difficulty is dealt with. Teaching and learning assistants can supervise and work with groups of children, but the responsibility of those children remains with the teacher. Class teachers establish classroom behaviour contracts and provide guidance for their pupils.

### **9.1 Physical Education:**

The same principles of care apply during physical education lessons as to other school activities. All staff must read the Health and Safety policy at the beginning of each academic year. It is the class teachers' responsibility to consider such factors as safety of apparatus being used, the condition of the floor, the suitability of a child's clothing and whether the exercises and activities are within the capabilities of the children. As part of the curriculum, some pupils will have swimming lessons. The class teachers/teaching and learning assistants accompany the pupils and remain responsible for their supervision. Only qualified staff can take responsibility for the pool sessions, although additional members of staff should be used to ensure good order and to assist with changing for the younger pupils. If a child is not taking part in a PE lesson, the child should work in a different class or remain with the class with a non-participant activity.

### **9.2 Arrangements for cover of absent colleagues:**

When a member of staff is absent from lessons, the Assistant Principal [or designated member of SLT] organises a cover teacher for classes. In certain subjects, typically Art and Science, the classroom teacher may be supported by a technician. Work that requires specialist knowledge is not usually set for classes with a non-specialist cover teacher.

If a teacher is called from the classroom for a short period of time, for example to speak briefly with a parent, the teaching and learning assistant or another colleague will supervise the pupils. For any longer planned absences during the day, there will be cover arranged by the Assistant Principal [or designated member of SLT] in advance. The Assistant Principal must be informed of any planned periods of absence from the classroom in advance in order to arrange staff to cover.



## **10. Break and lunch time:**

All members of the teaching staff form part of the rota for Break and Lunch time supervision. It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. To ensure the most secure play environment for all pupils, adequate teacher supervision of mid-morning and lunchtime breaks is vital. To that end a rota for all areas is prepared by the Head of Planning at the start of the academic year, which is on display in the staff room and cafeteria, as well as a copy kept in the individual class files. Updates are emailed when necessary and a master copy is held in the Teachers and TLAs shared area on the server. Members of staff are required to go out on duty promptly (at the start of break and lunch). The members of staff on duty then supervise the children until the end of break when the bell rings. No children should be in the school building, unless they have been given permission to do so by a teacher, are attending a class or are visiting the school nurse. In the event of a serious incident that needs support, the teacher on duty should send for a member of the Senior Leadership Team.

### **Break Times:**

- Staff teaching the pupils before break should ensure that the designated duty staff member(s) are in the playground before dismissing the class. The designated duty staff are then responsible for the children until they return to class after break.
- Children must not go onto the playground until the staff on duty allow them to access it.
- If it is deemed inadvisable for a child to be on the playground because of their unacceptable behaviour, the class teacher will make the decision that the child stays inside the school building for the duration or part thereof of break time, under the supervision of a member of staff.

### **Lunchtimes:**

- Teaching staff and teaching and learning assistants supervise the playground.
- Staff teaching the pupils before lunch break should ensure that the designated duty staff member(s) are in the playground before dismissing the class. In the lunch hall, there are always members of staff on duty alongside the catering staff.
- Duty staff are responsible for ensuring that students are behaving appropriately, that tables are tidied, and that there is no unsafe activity occurring.

### **10.1 Indoor Play/Lunch Times:**

Whenever possible breaks should be outdoor, and pupils are expected to go outside; however, there will be times when weather conditions will prevent that. If it is necessary to remain inside then pupils are supervised by members of staff according to the Wet Play duty rota. All responsibilities attached to an outdoor break time still apply though emphasis and location will differ. Pupils must stay in their respective areas and ask permission to go to the toilet or carry out any tasks. Wet Play will be decided by a member of SLT.



## 10.2 Responsibilities of Teachers on Duty:

- To be present in the area for which they are responsible.
- To patrol visibly the various indoor and outdoor areas, separately from the other teachers on duty to ensure that all areas are covered.
- To observe pupils' activity to detect in so far as possible any individual or group action which might:
  - a. Be considered intimidating (bullying)
  - b. Give rise to injury
  - c. Cause damage.
- Enforcement of such rules as may apply to play areas.
- To be aware of such individuals whose presence on school premises is not justified, and challenge them accordingly.
- In the event of an accident take appropriate action.
- Supervision of orderly lines on return to the main building.
- To have read and understood any risk assessment in place for their areas of supervision.

Any incidents occurring during break and lunch times are recorded, and communicated to the appropriate member(s) of staff in a timely manner.

## 10.3 Responsibilities of Staff at the End of Breaks:

At the end of break and lunch, teachers and/or teaching and learning assistants will collect their class from their play area and return to class. All staff will proceed to their rooms promptly to welcome the children back to class.

## 10.4 Absence of Duty Teachers:

In the event of the absence of a duty teacher another member of staff will need to take their place and assume their duty. The Key Stage Coordinators, Heads of Year, or the Head of Planning [or equivalent], will organise cover for short-notice absences.



## **11. End of the school day**

Lessons finish for Primary pupils at 2:45pm and for Secondary pupils at 3:30pm. Extra curricular activity clubs [ECAs] finish for attending pupils at 3:45pm for Primary and 4:30pm for Secondary. The front doors are open from 2:30pm until 4:30pm when they are locked by the Security staff on duty.

Buses depart at 3.00p.m. Monday to Friday, and at 4.00p.m. on Monday to Thursday after ECAs finish. There is no later bus for Secondary pupils attending ECAs. Pupils are escorted to the buses by teaching and learning assistants and teachers and there is a bus rota to allocate staff to buses. All children who travel by school bus are supervised on to the school bus by the duty teacher and the bus assistant.

If a pupil is not collected at the bus stop, they will be taken back to school, parents will be contacted and they will be collected from school.

Any remaining Primary school pupils are dismissed formally one-by-one as the parent or designated adult collects them from their classroom upon showing the pupil pick up card. Staff will only release a child at the end of his or her session into the care of a parent or other individual when this card is shown. Those who attend ECAs will wait before proceeding [KS1]/being taken [KS2] to the venue. Secondary pupils are able to leave at the end of their school day.

Permission for pupils to walk home, or to wait downstairs to be collected, must be authorised by the Assistant Principal.

Teachers who are running extra-curricular activities, in particular evening and weekend fixtures, activities and events, know that they are responsible for all pupils engaged in them until the point that all pupils have left the campus safely. The teacher is responsible for arranging cover for their ECA in the event of a known absence; otherwise it is the responsibility of Key Stage Coordinators, Heads of Year, or the ECA Coordinator [or equivalent].

### **11.1 Early Collection:**

Pupils who have appointments in school time are collected from the Reception area by their parents/carers. Pupils in Years 1 and 2 are collected from their classrooms or accompanied by the class TLA and parents report to the Office before leaving the premises. The daily absence register on iSAMS is duly updated.

### **11.2 Uncollected Child:**

If pupils are concerned that their parents are late Reception staff will contact the parents concerned in order to reassure the pupil. If a parent is late collecting, the pupil will be taken to the Reception and the teacher will look after them.



Parents should inform the school if they are not able to collect the child as planned. If a child is not collected at the end of the day/ECA, the pupil not collected should be escorted to Reception and the teacher will attempt to contact the parents at home or work to establish the reasons why the pupil has not been collected.

In the event that a child is not collected by an authorised adult at the end of the day/club, we will ensure that the child is cared for safely by an experienced member of staff. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents of this so that if they are unavoidably delayed they will be reassured that their children will be cared for properly.

No Primary school pupil should be sent down unaccompanied or left unsupervised in Reception. It is not the responsibility of the Receptionist or Security Guards to supervise pupils.

If a pupil is not collected at the bus stop, they will be taken back to school, parents will be contacted and they will be collected from school.

If the parents cannot be contacted then the Head of Pastoral should be contacted. The teachers keep a record of parents who are repeatedly late collecting their child(ren) and a decision to contact the parent to discuss this issue in person or in writing is made by the Head of Pastoral.

All reasonable attempts are made to contact the parents or nominated carers. The child will be unable to leave the premises with anyone who is not directly nominated by parents either in writing or directly by telephone or upon production of the pick up card. The child will stay in care of members of staff until the parent or a carer safely collects the child.

Under no circumstances will staff go to look for the parent, nor do they take the child home themselves. A full written report of the incident will be recorded in the child's file. Depending on circumstances, we reserve the right to charge parents for the after school care.



## **12. Supervision out of School on Trips or Residential Visit:**

NAIS staff are responsible for the safety and welfare of pupils at all times on both day trips and residential trips, however the level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Factors taken into account include group composition and competence, the activities involved, experience of staff and the requirements of the venue to be visited. A risk assessment will be carried out so that the staffing ratio is appropriate to circumstance. If the venue's risk assessment does not state that all their staff are DBS checked or equivalent and have been appointed in accordance with Safer Recruitment procedures, our own risk assessment will state that pupils will at no time be left alone or unsupervised by school staff.

Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. This is planned in conjunction with the Policy for the Health and Safety of Pupils on Activities Outside of School. **All trips require the Principal's approval** and a fully completed risk assessment form. Trip leaders will create detailed guides on residential visits, which are shared with all accompanying staff on the visit. School mobile phones are taken on trips and should be available during the entire duration of the trip should an event arise.

### **12.1 Supervision of pupils on school site during weekends/school holidays:**

To ensure their safety, pupils should not be in school unsupervised outside of school hours, at the weekends and during the school holidays. We advise that we cannot assume responsibility for children during these times unless they are involved in a specific teacher-led activity.

At least one member of the teaching staff is on duty to supervise pupils involved in a specific teacher-led activity whenever they are in school outside normal school hours, for example, sporting occasions or trips returning to school after the end of the day. Pupils who arrive back from PE fixtures after normal school hours are supervised by a member of the PE staff until parents arrive to collect. PE staff keep a register of pupils who are under their supervision during the time that they are in their care. Staff will, once again, ensure that the children are only released to a known, appropriate persons by showing the pupil pick up card unless they have permission to go home alone or the school has been notified by the parent/carer of a change of arrangement.



### 12.2 Unsupervised access to facilities by pupils:

Pupils are not allowed to use the IT suite, Sports Hall, athletic or playground equipment without staff supervision. Pupils are not allowed into the Swimming Pool area without a qualified member of staff in charge. The area remains locked and access is by using a staff Octopus card. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, e.g. Science laboratories, Art rooms and cleaning cupboards. 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 certain parts of the grounds, such as the Maintenance rooms, generator rooms, Catering and Caretaking areas of the school.

### 12.3 All other times:

Parents/Carers must be aware the school will not provide supervision for pupils on the playground outside of these times, including open days, parent consultation evenings and PTA events. The children will be the responsibility of their parent/carer at all other times other than those stated in this policy.



### **13. Medical Support:**

If pupils are not well or receive an injury, they will report, or be taken, to the School Nurse's Office. The School Nurse is on duty in the Nurse's Office from 7:30am until 4:30pm every day. The Nurse is the principal provider of First Aid on the school site and is able to deal with any accidents or emergencies or to help a child or visitor who is taken ill. Assistance will be provided which may, on occasions, lead to a telephone call home to inform parents of the situation. Parents may also be required to collect their child from school early. If a child is seriously hurt, then an ambulance will be called and parents informed immediately. Details pertaining to the incident will be recorded. All staff are trained in, at least, basic first aid to deal with minor injuries. There are additionally a number of Advanced First Aid trained staff within school. Pupils must have seen an adult before going to the nurse; under no circumstances should a child go of their own decision. The adult will then give the child a tag indicating they are going to the nurse. Key Stage 1 children will be taken by the class teacher or TLA.

First Aid boxes are located in every section of the school, including the PE Office; a list is kept in the Nurse's Office. These boxes are checked by the Nurse at the beginning of each term and replenished after use.

### **14. Security and access control:**

The Security Team provides staffing 24 hours a day during term time, either in person at the Security Office or via phone contact, (number displayed at the Security Office) when out and about on campus. The Security staff ensure the main doors are locked outwith the main start and end of day times; all visitors are required to ring the bell for entry and to sign in upon arrival at the Reception desk. They are also responsible for ensuring the premises and grounds remain locked and inaccessible to those who should not be on site.

All staff and pupils are aware of the need to check strangers on the premises and report immediately to the school office wherever there is a concern.

### **15. Staff Induction:**

All new members of the teaching staff receive a thorough induction into the school'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 all guidelines are in the staff handbook.



Safer Recruitment practices are followed at all times.

NAIS acknowledges the assistance provided by guidance and regulatory documents prepared by the Independent Schools Inspectorate (ISI) and the Department for Education (DfE).

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