

Supervision Policy

Teachers at Hollygirt School have a duty of care to all students in the school. It is the Head / Head of Prep's responsibility to ensure that students are adequately/effectively supervised while on the school site, while moving between sites as well as during activities off the site. It is also their responsibility to ensure that there is effective supervision of the school buildings and that the site is secure. All staff employed by the school must have full DBS clearance.

Prep School

Before School

Before school the Stafford House playground is available from 8.00am. Students in Years 5 and 6 are walked to 9 Villa Road at 8.30am. At 8.30am all students in Stafford House go to their classrooms where they are supervised by a member of staff.

Lesson Time

Class/subject teachers are responsible for students during their lessons. No class should be left unsupervised for any reason. In an emergency during lessons, teachers might:

- Summon a teacher from the adjacent class to supervise both classes while the incident is dealt with
- Kindergarten/Reception and No. 9 Villa Road: call Reception or Head/Head of Prep, activate the panic button, and send two students to designated class with a message.

Break Time (Dry)

At break times a minimum of two school staff will supervise the children in the playground. Staff on duty should ensure that they are out on the playground before the children come out. Staff must have access to the first aid kit at all times. Students requiring additional first aid treatments, e.g., ice packs, will be sent to the Staff Room with another child. Staff interact with children, join in or talk with the children. All supervisors must watch out for any 'vulnerable children' (children left out of games, the child on their own, the child looking sad and the child without friends) and report concerns to a class teacher or directly to the Head of Prep. Duty staff will keep relevant other staff informed if there has been an incident. Break time ends with a ring of the bell for children to stand still, and a member of staff will call the classes to line up. All teachers must go to the playground to collect their classes promptly. If a child needs the toilet, they will use the ground floor toilets in Stafford House.

Break Time (Wet)

One member of staff should patrol the ground floor, the other the first floor. Kindergarten and Reception usually in the Library (although flexible arrangement), Years 1, 2, 3 and 4 in their classrooms, Year 5 and Year 6 will be spread across the upstairs rooms. Classes should have drawing, reading materials in place and a few games of a suitable nature.

Lunchtime

Until 12.05pm children are supervised by a class teacher while they eat their lunch. After finishing lunch, students are supervised by the designated lunchtime supervisors in the playground.

Emergency during Break or Lunchtime

Teacher to blow a whistle repeatedly while the students are taken inside as quickly as possible.

Movement between Buildings

All Prep students moving between buildings must be supervised by staff. When crossing Villa Road, staff must do so at the designated place. Students are reminded to walk in twos and quietly.

End of School Day

At the end of the school day all students are taken to Elm Avenue where they are dismissed to parents and guardians or sent to After School Club staff for supervision. Staff dismissing students maintain a signing out sheet.

After School Clubs (ECA)

Those students doing an after school activity (ECA) are under the supervision of that member of staff running the activity until its conclusion. Any students who are not collected at the end of their activity are handed over to the care of After School Club staff.

Additional Security

The gate to and from Elm Avenue is always closed unless directly staffed. The side gate at Stafford House is kept locked during school hours and only members of staff are given the door code. There are buzzers on the Kindergarten/Reception classroom doors to alert staff to people entering and leaving the building. Briefings are used to remind staff that if they should become aware of a parent / member of the public 'knowing the code', they will alert a member of SLT immediately who will arrange for the codes to be changed.

Senior School

Hollygirt School has secure key codes on all its external building doors that are changed regularly and additional security codes on the gate from the avenue to the White House.

Reception is staffed between 8.15 am and 5.00pm. No student may leave the school premises, except for travelling between buildings, unless explicit permission has been obtained from the Head.

Before School

Students may arrive at school from 7.45am but must sign in the 'early arrivals' register in the assembly hall where they are supervised. At 8.40am Staff Briefing finishes promptly and students are dismissed to form rooms for registration. We try to ensure that there are staff present on Elm Avenue at the beginning of the day.

Registration

It is the Form Tutor's responsibility to take the morning register at 8.45am. From 9.05am the Receptionist will phone home for any child marked 'N' (no reason given).

Lesson Time

Subject teachers are responsible for students during their lessons. Classes should be supervised. Should a teacher, or cover supervisor, fail to appear, a member of the class should let a member of staff know without delay. Occasionally a student may have private unsupervised study (recall) time. This will be set in an allocated space: Library, Room 5 or at the back of another lesson, and overseen by a staff member.

Break and Lunchtime

The White House garden, ICT room and the main building are supervised by duty staff during these times.

After School

Students remaining at school after 3.45pm should be either in an organised activity or in the supervised Homework Club. They are expected to remain in the buildings and not on Cranmer Street whilst awaiting collection. We try to ensure there are staff present on Elm Avenue at the end of the school day.

Homework Club

This operates until 5.00pm from Monday to Thursday and until 4.30pm on Fridays. Students who are not collected by 5.00pm will be taken to the After School Club in the Prep School where they can remain until 5.30pm (additional charges apply).

Travel

Many students travel independently on school buses, sometimes walking home, or walking into Nottingham to catch a bus. Before students arrive and once they have left the premises, the school no longer has a duty of care over them.

Out of School Trips and Holidays

All off site activities are undertaken in compliance with the school's Educational Visits Policy and appropriate supervision will be in place and full risk assessments undertaken. Refer to the Educational Visits Policy.

Supervision during PE and Games, Drama or Music and other Curriculum Areas

We recognise that staff may need to initiate physical contact with students e.g., demonstrating a javelin throw in PE. Physical contact should only take place when it is in relation to a particular activity. It should take place in an open and safe environment. The extent of the contact should be made clear and undertaken with the permission of the student.

- Contact should be relevant to age/understanding and adults remain sensitive to any discomfort expressed verbally or non-verbally by the student. Keeping parents/carers informed of the nature and extent of any physical contact may also prevent allegations of misconduct or abuse arising (see Staff Code of Conduct).
- Staff should aim to treat students with dignity and respect and avoid contact with intimate parts of the body (see Intimate Care Policy).
- Physical intervention to prevent students injuring themselves, committing a criminal offence, causing damage to property is permitted (see Child Protection and Safeguarding Policies).
- For music, drama and dance productions, students must be supervised by a member of staff. This will be organised on a rota basis.

Changing

Whilst most PE activities are carried out off site, these statements still apply to those scenarios out of school and/or when students do have to change in school.

Students are entitled to privacy when changing. Students are entitled to respect and privacy at all times and especially when in a state of undress, including changing, toileting and showering. However, in PE lessons and other occasions when the students are changing, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and to ensure that bullying and teasing does not occur. This supervision needs to be appropriate to the needs and age of young people concerned. Staff are advised:

- That male staff must not enter an area where girls are changing and female staff must not enter an area where boys are changing unless it is an emergency. For example, a fire when it is necessary to enter in order to prevent injury.
- To avoid any physical contact with students in a state of undress.
- To avoid any visually intrusive behaviour.
- Where there are changing rooms, announce intention of entering (where older students are changing by themselves).
- Avoid remaining in the room unless student needs require it.
- Staff should never change or use the toilet in the same place as students.

Visitors

All visitors will sign in and out of school at the Reception in Senior School and wear a visitor's badge of the designated colour for the day. All staff wear lanyards and are prepared to challenge strangers on the premises and report concerns to SLT. Staff are reminded regularly about the need to accompany visitors at all times around school grounds - unless a visitor holds a current DBS for Hollygirt School - will be issued through parent comms. In addition, reminders about the use of cameras and the need for photos for own use and not to be shared on social media will be given. There is clear signage at events for visitors' use of toilets.

Educational Visits

Staff responsible for organising educational visits should be familiar with the DfE advice on Health and Safety available at: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>.

Staff should adhere to the procedures detailed in the Educational Visits Policy. In general, staff should:

- Always ensure the level of supervision reflects the purpose, nature and location of the visit;
- Undertake risk assessments;
- Have parental consent;
- Ensure behaviour remains professional at all times;
- Never share a bed with a child/student;
- Never share bedrooms unless it involves a dormitory situation and the arrangements have been discussed previously with the Head, parents and students;
- Refer to local and national guidance for educational visits (both to the UK and abroad).

Staff should take particular care when supervising students in the less formal atmosphere of an educational visit where informal dress and a more relaxed discipline can exist. Staff need to 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.

Unwell Students

If a student has to be sent home because they are unwell, they will have to be collected by their parent, carer or guardian. In the unlikely event of a student needing to go to hospital in an emergency, a member of staff will accompany the student until the parent, carer or guardian assumes responsibility.

A number of staff are qualified first aiders. They are able to give emergency first aid. First aid kits are kept in designated places and are maintained by a member of staff.

Senior School students who are unwell and are waiting to go home, should wait in the designated Sick Bay area. A member of staff in Prep School will oversee Prep School students.

One to One Situations

Staff working in a one-to-one situation with students in the school, including visiting staff from external organisations, can be more vulnerable to allegations and complaints.

Staff should ensure that in one-to-one situations:

- There is visual access and/or an open door;
- Avoid use of 'engaged' or equivalent signs where possible;

- Always report a situation where a student becomes distressed or angry to a senior colleague;
- Consider the needs and circumstances of the student involved;
- Avoid meetings with students in remote or secluded areas of the school.

Transporting Students

The school does not currently have a minibus. Some students catch a shuttle bus to Nottingham High School at the end of the school day. A member of staff oversees this process and on occasions when the bus does not turn up, they walk students to the buses at Nottingham High School.

Staff should not generally take students in their cars. There may be exceptions to this when an urgent situation arises.

Allegations

In the event of any allegation from a student or a member of staff, refer to section 4 of KCSIE procedures.

Missing Students

In the unlikely event of a student missing from a lesson the following procedure will be invoked:

- The teacher will check first that the student should be present - with Reception or on the electronic register;
- The teacher will check they have not signed out for an appointment - and that they are not in Sick Bay;
- A member of SLT will be informed. They will speak to friends about their likely whereabouts/any issues;
- The member of SLT will organise a full search of the school buildings and grounds, enlisting the support of other available teaching or non-teaching staff.
- SLT will inform the parents/police and any other external agencies as appropriate;
- The incident and any subsequent actions will be logged on the school database.

Linked Policies

KCSIE
Behaviour and Discipline Policy
Admin of Medicines

This policy will be reviewed annually.

Reviewed by SLT:	February 2023
Next Review Due:	February 2024