



# **Supervision of Pupils Policy 2021-2022**

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## List of related policies (which can be viewed on the school website):

- Section C1 Safeguarding - No 1 Safeguarding and Child Protection Policy
- Section C1 Safeguarding - No.3 Anti Bullying Strategy
- Section C2 Pastoral Care - No. 6 Absence Policy
- Section D2 Health and Safety - No 10 Policy on School Visits and Outings

The effective supervision of pupils is the responsibility of all staff at More House School and one that the school takes particularly seriously. The following points are designed to ensure that the pupils are safe whilst on the school premises or on school visits and are to be read in conjunction with the Child Protection Policy, Anti-bullying Strategy and Health and Safety requirements.

### Supervision during lesson times

We ensure that a member of staff directly supervises all pupils in lessons during years 7 to 11. Girls in years 12 and 13 can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds to unsupervised pupils for reasons of health and safety.

### Supervision outside lesson times

At certain times remote supervision may be appropriate if girls are working independently and are not engaged in high risk activities or that which requires direct teacher supervision. Girls are not normally under direct supervision before 8.30am or after 3.15pm (years 7 and 8 and 9) and 4.15pm (years 10 and above) unless they are engaged in an activity organised by a member of staff.

### Between 7.30am and 8.30am:

If in school, girls in years 7 - 11 should be in form rooms unless they are engaged in an activity organised by a member of staff. Girls should not be in school before 8.00am unless participating in a teacher-led sports club or revision class.

### After school (when lessons finish at either 3.15pm or 4.15pm):

If in school, girls should either be in homework club or participating in a teacher-led extra-curricular activity, class or detention. Girls should not be in school after 3.15pm (years 7 & 8)/4.15pm (Year 9 and above) unless under the direct supervision of a member of staff.

Teachers who are running extra-curricular activities know that they are responsible for all pupils engaged in them until the point that all pupils have gone home. Girls will be under supervision from 3.15 in a designated room whilst waiting for clubs that begin at 4.15pm.

Any pupils who are not picked up from school will be kept in school until it is established with their parents what action should be taken.

## **Pupils missing from after school clubs**

If a pupil is found to be absent for an after school club, parents will be contacted immediately to establish their whereabouts. If there is reason for concern the Director of Pastoral Care or other senior teacher will be informed and the missing child procedure followed (Absence Policy Section C2, no.6).

## **Areas always out of bounds**

Some areas are out of bounds to unsupervised pupils in all year groups. These include the science laboratories, the staff room, CB2 (ICT area), school office and kitchen area.

## **Supervision at break and lunch times and for supervised homework (see also further details below)**

Teaching staff undertake daily daytime supervisory duties throughout the academic year according to a timetable published at the start of each term. Please see attached. Members of staff are allocated to each duty to walk the school premises at break and lunch times, ensuring that girls are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of girls interacting in a way which could be considered bullying, or of lone girls who seem distressed. Staff are to ensure that pupils are not using their BYOD devices during either break or lunch time as this is not allowed. The only place whereby pupils can use their devices at either break or lunch is in the library which is supervised by a member of staff.

## **Supervising pupils in productions**

We ask all staff to help supervise pupils involved in music, drama, dance events and special events such as prizegiving in the evenings. They are fully briefed by the organisers of the activity.

## **Supervision of pupils on visits and outings**

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. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Details of supervision arrangements are outlined in the policy on School Visits and Outings.

## Supervision of pupils on school site during weekends/school holidays

Girls are not permitted in school at weekends or during the school holidays unless they are involved in a specific teacher-led activity (for example drama or music rehearsals) or in a directed Saturday detention. Occasionally the school may make arrangements in the run up to public examinations for girls to attend revision classes during holiday time. Such arrangements are made on an ad-hoc basis, and girls are notified of such arrangements in advance.

## Notification of out-of-hours activities

All out-of-hours activities of the types mentioned above are made in consultation with or with the knowledge of the Head and designated safeguarding lead (DSL) and deputy DSLs.

## Break, Lunch and Supervised Homework Duties - further details for staff

Staff are required to undertake Break, Lunch and Supervised

Homework duties according to a published rota:

### Break Duty

There is a duty rota for morning break posted on the notice board in staff room. This duty runs from 11.00-11.15. All areas of the school are to be checked as indicated below for lunch duty.

### Lunch Duty

1 There are two lunch duties: 1.15-1.45 and 1.45-2.10. The duty rota is posted on the staff room board under the termly calendar.

2 Staff are required to be at the Dining Room at the beginning of lunch to check that only those entitled go to eat early. Anyone not on an activity needs a note from a teacher in order to eat early.

There will be a sixth-former on duty additionally, (rota organised by the Head of Sixth Form). They need, from time to time, to be reminded that the object is *not* to get the school through as quickly as possible, but to ensure that no one is standing waiting with their lunch looking for a seat.

Girls are called to lunch by year group - the first year group on the list must not be called until sixth formers and those attending clubs have eaten.

Once the duty staff has established that the sixth formers are present and happy, they should continue to check the building.

- 3 The majority of the time on lunch duty should be spent going round the building. **Each room in the school, including the sixth form area, library and back stairs should be visited twice in each half of the lunch hour.** The duty staff allocated for second lunch duty should return to the Dining Room at 2.05 and stay nearby until the girls have finished, to check the Dining Room for litter and the behaviour of the girls at the end of lunch. Girls should clear their own tables of all jugs, crockery, cutlery and waste. The last girls at a table must clear their table completely, irrespective of whether they, or others, have left things there.

*Female members of staff are asked to include the girls' lavatories on their rounds.*

4. If, for any reason staff are not able to do their allocated lunch duty they should arrange a swap or contact the Director of Pastoral Care.
5. Staff should note that all girls below the sixth form must attend school lunch and they are admitted to the dining room on a rota basis according to the list posted on the Dining Room door. Members of clubs have priority and will be called "First to lunch". There will be a 'Last Call to Lunch' shout out.

## **Supervised Homework**

The school allows girls to stay in school for a session of supervised homework. This takes place from 3.15-4.15 in a designated room. Staff are asked to supervise this on according to a published rota - generally only a few times a term. A register must be completed and returned to the office at the end of the session.

**Those supervising the homework need not be concerned with the work being done, merely that there is silence in the room.**

If, for any reason, you are not able to do your duty, please arrange a swap with another member of staff and/or contact the DOPC or Associate Head.

## Staff Duty Rota

### First half of Autumn Term 2021

Date	Break detention (SLT)	Break duty (all)	Academic Detention (all)	Lunch duty 1 (all)	Lunch duty 2 (all)	Homework Club (all)	Pastoral Detention (OH)	Senior Friday Detention (SLT & HODs)
Time	11:00 - 11:15	11:00 - 11:15	13:15 - 13:40	13:15 - 13:40	13:40 - 14:05	15:15 - 16:15	15:15 - 15:35	15:15 - 16:15
Venue	Library	Moving around	CB3	Moving around	Moving around	Library	CB3	
Mon 6 Sep 2021	DR	EA / MK		JLR / KWA	JMZ / SN			
Tue 7 Sep 2021	MK	AXA / SOC		RT / AS	LG / RS			

Wed 8 Sep 2021	OH	SJ / KWA		JMI / OS	AI / PH		
Thu 9 Sep 2021	TR	OH / SF		VJ / AXA	JMZ / WEB		
Fri 10 Sep 2021	JBR	EC / WEB		NS / FK	SG / CG		DR
Mon 13 Sep 2021	DR	JF / CG	AXA	JLR / KWA	JMZ / SN	OH	
Tue 14 Sep 2021	MK	JBR / AI	WEB	RT / AS	LG / RS	SG	
Wed 15 Sep 2021	OH	SG / ??		JMI / OS	AI / PH	SF	
Thu 16 Sep 2021	TR	FK / LG		VJ / AXA	JMZ / WEB	SFi	
Fri 17 Sep 2021	JBR	PH / JMZ		NS / FK	SG / CG		JBR
Mon 20 Sep 2021	DR	JMI / DR	CG	JLR / KWA	JMZ / SN	JF	
Tue 21 Sep 2021	MK	SOC / MO	SG	RT / AS	LG / RS	SN	
Wed 22 Sep 2021	OH	CP / DR		JMI / OS	AI / PH	JMZ	

Thu 23 Sep 2021	TR	PR / AI		VJ / AXA	JMZ / WEB	JMI	
Fri 24 Sep 2021	JBR	JLR / OS		NS / FK	SG / CG		MK
Mon 27 Sep 2021	DR	EC / NS	AI	JLR / KWA	JMZ / SN	NS	
Tue 28 Sep 2021	MK	AS / KWA	VJ	RT / AS	LG / RS	MO	
Wed 29 Sep 2021	OH	RT / RS		JMI / OS	AI / PH	RS	
Thu 30 Sep 2021	TR	KWI / HY		VJ / AXA	JMZ / WEB	JLR	
Fri 1 Oct 2021	JBR	DR / EA		NS / FK	SG / CG		TR
Mon 4 Oct 2021	DR	AXA / TR	JMZ	JLR / KWA	JMZ / SN	KWA	
Tue 5 Oct 2021	MK	JBR / SJ	JMI	RT / AS	LG / RS	OS	
Wed 6 Oct 2021	OH	WEB / SF		JMI / OS	AI / PH	JBR	
Thu 7 Oct 2021	TR	EC / OH		VJ / AXA	JMZ / WEB	HG	
Fri 8 Oct 2021	JBR	FK / TR		NS / FK	SG / CG		FXH



Mon 11 Oct 2021	DR	JF / CG	SN	JLR / KWA	JMZ / SN	KW	
Tue 12 Oct 2021	MK	DR / AI	PR	RT / AS	LG / RS	RT	
Wed 13 Oct 2021	OH	SG / VJ		JMI / OS	AI / PH	DR	
Thu 14 Oct 2021	TR	FXH / MK		VJ / AXA	JMZ / WEB	JLR	
Fri 15 Oct 2021	JBR	SOC / MO		NS / FK	SG / CG		SOC
HALF TERM							
Mon 1 Nov 2021	DR		JXR	JLR / KWA	JMZ / SN	WEB	
Tue 2 Nov 2021	MK		JBR	RT / AS	LG / RS	AXA	
Wed 3 Nov 2021	OH			JMI / OS	AI / PH	VJ	
Thu 4 Nov 2021	TR			VJ / AXA	JMZ / WEB	EA	
Fri 5 Nov 2021	JBR			NS / FK	SG / CG		JLR
Mon 8 Nov 2021	DR		OS	JLR / KWA	JMZ / SN	SFi	

Tue 9 Nov 2021	MK		AS	RT / AS	LG / RS	SG	
Wed 10 Nov 2021	OH			JMI / OS	AI / PH	SF	
Thu 11 Nov 2021	TR			VJ / AXA	JMZ / WEB	SFi	
Fri 12 Nov 2021	JBR			NS / FK	SG / CG		OH
Mon 15 Nov 2021	DR		NS	JLR / KWA	JMZ / SN	JF	
Tue 16 Nov 2021	MK		HY	RT / AS	LG / RS	SN	
Wed 17 Nov 2021	OH			JMI / OS	AI / PH	JMZ	
Thu 18 Nov 2021	TR			VJ / AXA	JMZ / WEB	JMI	
Fri 19 Nov 2021	JBR			NS / FK	SG / CG		WEB
Mon 22 Nov 2021	DR		RT	JLR / KWA	JMZ / SN	NS	
Tue 23 Nov 2021	MK		KWA	RT / AS	LG / RS	MO	

Wed 24 Nov 2021	OH			JMI / OS	AI / PH	RS	
Thu 25 Nov 2021	TR			VJ / AXA	JMZ / WEB	JLR	
Fri 26 Nov 2021	JBR			NS / FK	SG / CG		PR
Mon 29 Nov 2021	DR		JXR	JLR / KWA	JMZ / SN	KWA	
Tue 30 Nov 2021	MK		HY	RT / AS	LG / RS	OH	
Wed 1 Dec 2021	OH			JMI / OS	AI / PH	JLR	
Thu 2 Dec 2021	TR			VJ / AXA	JMZ / WEB	OS	
Fri 3 Dec 2021	JBR			NS / FK	SG / CG		JMI
Mon 6 Dec 2021	DR		AXA	JLR / KWA	JMZ / SN	KW	
Tue 7 Dec 2021	MK		WEB	RT / AS	LG / RS	RT	
Wed 8 Dec 2021	OH			JMI / OS	AI / PH	HG	
Thu 9 Dec 2021	TR			VJ / AXA	JMZ / WEB	SFi	

Fri 10 Dec 2021	JBR			NS / FK	SG / CG		JMZ
Mon 13 Dec 2021	DR		CG	JLR / KWA	JMZ / SN	SFi	
Tue 14 Dec 2021	MK		SG	RT / AS	LG / RS	RT	