



Supervision of Pupils Policy 2023-2024

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**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

Introduction

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 while on the School premises or on School visits and are to be read in conjunction with the Safeguarding and Child Protection Policy, Behaviour and Discipline Policy, Anti-bullying Strategy and Health and Safety requirements.

Purpose of this policy

The purpose of this policy is:

- To ensure that pupils are appropriately supervised during School activities;
- To consider supervision on arrival and departure from School, and
- To ensure that pupils are properly supervised through appropriate deployment of School staff.

Legal Obligations

The Governing Board and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the School. The School is required to ensure that the supervision of pupils throughout the School day is adequate to ensure their health, safety and welfare. Each staff member has a duty of care to the students, which is based on the principle of *in loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their students.

Roles and Responsibilities

The Head

In order for teachers to carry out their duties effectively the Head has certain responsibilities. These include:

- Formulating the overall aims and objectives of the School and policies for their implementation;
- Ensuring that teachers at the School receive information they need in order to carry out their professional duties effectively;
- Ensuring the maintenance of good order and discipline at all times during the School day when pupils are present on the School premises and whenever the pupils are engaged in authorised School activities whether on the School premises or elsewhere, and
- Making arrangements for the security and effective supervision of the School building and its contents.

The Deputy Head Pastoral

The Deputy Head Pastoral (DHP) will be responsible for the implementation of the policy and will need to ensure the following:

- Supervisory duties during the daytime and evenings are split as equally as possible among the staff, taking into account individual circumstances;
- Support the Head of Operations in arranging cover for teachers who are unable to carry out their duty, and
- Support the Head of Operations in making separate supervision arrangements for events such as School play, concert rehearsals and similar.

All Staff

- Ensure the Health and Safety, welfare and good conduct of pupils during the morning break and lunch;
- To manage pastoral/disciplinary issues within the structure of the Behaviour and Disciplinary Policy;
- To supervise children at all times, and
- To have the highest expectations and standards in relation to behaviour.

Staff who are aware they will be unable to carry out their duty must contact the Head of Operations (or, in their absence, the Deputy Head Pastoral).

Supervision during lesson times

Above all other considerations the safety of pupils **must** be an overriding concern. We ensure that a member of staff directly supervises all pupils in lessons in year groups 7 to 11.

Sixth form pupils 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.

Emergency

Teachers should not leave a class unsupervised. If, in an emergency, a teacher needs to leave the classroom for any length of time, the main School Office should be contacted or a member of the Senior Leadership Team should be summoned.

Illness

When children are taken ill during the School day the School will contact the parents, whether at home or at work. Information about contacts are kept in the School Office. Students waiting for collection may be supervised remotely in the sick room by the School Office using the CCTV.

Supervision outside lesson times

At certain times remote supervision may be appropriate if pupils are working independently and are not engaged in high risk activities or that which requires direct teacher supervision.

Supervision Before School

Pupils do not arrive simultaneously in the School premises. A member of the Senior Leadership Team (SLT) will open the School doors from 7.45am. While in School, pupils in years 7 - 11 should be in form rooms unless they are engaged in an activity organised by a member of staff. At this time, remote supervision is provided by members of SLT. Pupils should not be in School before 7.45am unless participating in a teacher-led sports club or revision class.

Registration

Form tutors are responsible for supervising their tutees from 8.25am in the assigned form classroom. A register is taken at 8.25am and at the start of period 5 (2.05pm). Parents are responsible for notifying the School if their child is absent for any reason. The School will contact the parent if a child fails to arrive at School without explanation.

After School (when lessons finish at either 3.00pm or 3.55pm):

If in School, pupils should either be in homework club or participating in a teacher-led extra-curricular activity, class or detention. Pupils should not be in School after 3.55pm (Monday - Thursday) or 3.00pm (Friday) unless under the direct supervision of a member of staff or, in the case of Year 11 and Sixth Form, they have permission from a member of SLT to work independently for a set period of time.

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. Pupils will be in supervised clubs or lessons from 3.00pm in a designated room. After School clubs begin at 3.55pm.

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 Deputy Head Pastoral or other Senior Teacher will be informed and the missing child procedure followed (Absence Policy Section).

Areas Out of Bounds to Pupils

Some areas are out of bounds to unsupervised pupils in all year groups. These include the science laboratories, the staff rooms, CB2 (ICT area), main School Office, basement 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 (Appendix 1). Members of staff are allocated to each duty to walk the School premises at break and lunch times, ensuring that pupils are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of pupils interacting in a way which could be considered bullying, or of lone pupils who seem distressed. Staff are to ensure that pupils (in years 7 - 11) are not using their Bring Your Own Devices (BYOD) 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.

When on break or lunch duties staff should:

- Be on time for their duty;
- Be vigilant at all times ensuring sensible behaviour both inside and outside;
- Patrol actively and not stay in one place for too long;
- Ensure that pupils move back to their lessons/registration at the end of break/lunch;
- Report any incident of misbehaviour etc. to the appropriate staff immediately, and record it on ISAMS/CPOMS if required, and
- Be aware of pupils that need particular monitoring.

Supervising Pupils in Productions

We ask all staff to help supervise pupils involved in music, drama, dance events and special events such as prize giving in the evenings. A risk assessment is prepared by the person responsible for the production and staff are fully briefed on its contents. Staff to student ratios will be appropriate to the age and number of students.

Supervision of Pupils on Visits and Outings

Supervision on visits and outings is detailed in the risk assessment prepared by the trip leader. The level of supervision will 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.

Supervision of Pupils in School during Weekends/School Holidays

Pupils 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 pupils to attend revision classes during holiday time. Such arrangements are made on an ad-hoc basis, and parents are notified of such arrangements in advance.

Notification of out-of-hours activities

All out-of-hours activities of the types mentioned above are planned in consultation with or with 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. Female members of staff are asked to include the pupils' lavatories on their rounds.

Break Duty

There are two members of staff on duty at breaktime (Duty area 1 and Duty area 2). The duty rota for morning break is posted on the notice board in the staff room. This duty runs from 10.45am - 11.15am. All areas of the School are to be checked as indicated below for lunch duty.

Lunch Duty

There are three members of staff on duty at lunchtime (Duty area 1, Duty area 2 and Dining Room). There are two lunch duties: 1.05pm - 1.35pm and 1.35pm - 2.05pm. The duty rota is posted on the staff room board under the termly calendar. Staff should note that all pupils below the sixth form must attend School lunch and they are admitted to the dining room according to their lunchtime commitments as shown on a list posted on the Dining Room door. There will be a shout out for 'Last Call to Lunch'.

Duty area 1

Areas to cover include: Library and Courtyard.
Years 7-8 will spend breaktime in this area. Any pupils wishing to use their devices at either break or lunch will use the library under supervision

Duty area 2

Areas to cover include: 1st, 2nd, 3rd and 4th Floor
In addition to the above supervision you should ensure that pupils are not using devices, pupils are not congregating in the toilets and pupils are using the correct stairs. Each room in the Duty Area 2, including the back stairs should be visited twice in each half of the lunch hour.

Dining Room area

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

Duty staff will call students for lunch at the correct time and register students with support from a sixth-former on duty (according to a rota organised by the Head of Sixth Form). The sixth-formers may 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.

The member of staff on duty should take note of any patterns or trends if students are not attending lunch or not eating their lunch and report them to the Designated Safeguarding Lead. You may be on occasion asked to monitor particular students.

At the end of the dinner break the Dining Room should be checked for litter. Pupils should clear their own tables of all jugs, crockery, cutlery and waste. The last pupils at a table must clear their table completely, irrespective of whether they, or others, have left things there.

Supervised Homework

The School allows pupils to stay in School for a session of supervised homework on Tuesday and Wednesday. This takes place from 3.55pm - 4.30pm in a designated room. Staff are asked to supervise this according to a published rota. A register must be completed and returned to the office at the end of the session.

If, for any reason, staff are not able to do a duty, they should arrange a swap with another member of staff and contact the DHP or Head of Operations.

Appendix 1 - Autumn Term Rota

Date	Break duty	Break duty	Lunch duty Dining Room	Lunch duty 1	Lunch duty 2	Lunch duty 2	Stage 1 Detention	Stage 2 Detention (SLT & HODs)
Time	10:50 - 11:15	10:50 - 11:15	13:15 - 13:40	13:15 - 13:40	13:40 - 14:05	13:40 - 14:05	15:15 - 15:35	15:15 - 16:15
Venue	Library	Walking Around	Dining Room	Library / Walking around	Dining Room	Library/ Walking around	CB3	
Mon 4th Sept 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 5th Sept 2023	SF	EA	DC	TR	GE	MK		
Wed 6th Sept 2023	MK	EA	SF	OS	AB	HY		
Thu 7th Sept 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 8th Sept 2023	GE	BH	DC	OS	TR	ML	MK	
Mon 11 Sept 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 12 Sept 2023	SF	EA	DC	TR	GE	MK		
Wed 13 Sept 2023	MK	EA	SF	OS	AB	HY		
Thu 14 Sept 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 15 Sept 2023	GE	BH	DC	OS	TR	ML	FH	
Mon 18 Sept 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 19 Sept 2023	SF	EA	DC	TR	GE	MK		
Wed 20 Sept 2023	MK	EA	SF	OS	AB	HY		
Thu 21 Sept 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 22 Sept 2023	GE	BH	DC	OS	TR	ML	CP	
Mon 25 Sept 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 26 Sept 2023	SF	EA	DC	TR	GE	MK		
Wed 27 Sept 2023	MK	EA	SF	OS	AB	HY		

Thu 28 Sept 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 29 Sept 2023	GE	BH	DC	OS	TR	ML	TR	
Mon 2 Oct 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 3 Oct 2023	SF	EA	DC	TR	GE	MK		
Wed 4 Oct 2023	MK	EA	SF	OS	AB	HY		
Thu 5 Oct 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 6 Oct 2023	GE	BH	DC	OS	TR	ML	LAG	
Mon 9 Oct 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 10 Oct 2023	SF	EA	DC	TR	GE	MK		
Wed 11 Oct 2023	MK	EA	SF	OS	AB	HY		
Thu 12 Oct 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 13 Oct 2023	GE	BH	DC	OS	TR	ML	SOC	
Mon 16 Oct 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 17 Oct 2023	SF	EA	DC	TR	GE	MK		
Wed 18 Oct 2023	MK	EA	SF	OS	AB	HY		
Thu 19 Oct 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 20 Oct 2023	GE	BH	DC	OS	TR	ML	MO	
HALF TERM								
Mon 6 Nov 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 7 Nov 2023	SF	EA	DC	TR	GE	MK		
Wed 8 Nov 2023	MK	EA	SF	OS	AB	HY		
Thu 9 Nov 2023	OS	OSa	BH	OSa	SEA	CP		
Fri 10 Nov 2023	GE	BH	DC	OS	TR	ML	AA	
Mon 13 Nov 2023	OS	PH	LAG	JXR	KW	SOC		
Tue 14 Nov 2023	SF	EA	DC	TR	GE	MK		
Wed 15 Nov 2023	MK	EA	SF	OS	AB	HY		

Thu 16 Nov 2023	OS	OSa	BH	OSa	SEA	CP	
Fri 17 Nov 2023	GE	BH	DC	OS	TR	ML	EC
Mon 20 Nov 2023	OS	PH	LAG	JXR	KW	SOC	
Tue 21 Nov 2023	SF	EA	DC	TR	GE	MK	
Wed 22 Nov 2023	MK	EA	SF	OS	AB	HY	
Thu 23 Nov 2023	OS	OSa	BH	OSa	SEA	CP	
Fri 24 Nov 2023	GE	BH	DC	OS	TR	ML	JRob
Mon 27 Nov 2023	OS	PH	LAG	JXR	KW	SOC	
Tue 28 Nov 2023	SF	EA	DC	TR	GE	MK	
Wed 29 Nov 2023	MK	EA	SF	OS	AB	HY	
Thu 30 Nov 2023	OS	OSa	BH	OSa	SEA	CP	
Fri 1 Dec 2023	GE	BH	DC	OS	TR	ML	AM
Mon 4 Dec 2023	OS	PH	LAG	JXR	KW	SOC	
Tue 5 Dec 2023	SF	EA	DC	TR	GE	MK	
Wed 6 Dec 2023	MK	EA	SF	OS	AB	HY	
Thu 7 Dec 2023	OS	OSa	BH	OSa	SEA	CP	
Fri 8 Dec 2023	GE	BH	DC	OS	TR	ML	BH
Mon 11 Dec 2023	OS	PH	LAG	JXR	KW	SOC	
Tue 12 Dec 2023	SF	EA	DC	TR	GE	MK	
Wed 13 Dec 2023	MK	EA	SF	OS	AB	HY	
Thurs 14th Dec 2023	OS	OSa	BH	OSa	SEA	CP	
Fri 15th Dec 2023	GE	BH	DC	OS	TR	ML	

Appendix 2 - Staff instructions on duty/detentions

<p>Supervision at break and lunch times (see also further details below for specific area) Teaching staff undertake daily daytime supervisory duties throughout the academic year according to a timetable published at the start of each term. Members of staff are allocated to each duty to walk the School premises at break and lunch times, ensuring that pupils are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of pupils interacting in a way which could be considered bullying, or of lone pupils 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. Please ensure that female members of staff include the pupils' lavatories on their rounds. (*Supervision of Pupils Policy - Staff Handbook 2023)</p>	
<p>Duty Area 1</p>	<p>Areas to cover include: Library and Courtyard. Years 7-8 will spend breaktime in this area. Any pupils wishing to use their devices at either break or lunch will use the library under supervision</p>
<p>Duty Area 2</p>	<p>Areas to cover include: 1st, 2nd, 3rd and 4th Floor In addition to the above supervision you should ensure that pupils are not using devices, pupils are not congregating in the toilets, pupils are using the correct stairs. Each room in the Duty Area 2, including the back stairs should be visited twice in each half of the lunch hour.</p>
<p>Dining Room</p>	<p>Staff are required to be at the Dining Room at the beginning of lunch to check that only those entitled 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. Pupils 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. Pupils should clear their own tables of all jugs, crockery, cutlery and waste. The last pupils at a table must clear their table completely, irrespective of whether they, or others, have left things there.</p>

Homework Club	The School allows pupils to stay in School for a session of supervised homework. This takes place from 3.55 - 4.30 in a designated room. Staff are asked to supervise this according to a published rota. A register must be completed on ISAMS at the start of the session. If, for any reason, you are not able to do a duty, they should arrange a swap with another member of staff and/or contact the DHP or Associate Head.	
Level 1 Detention	<p>A list of students due to attend will be available on iSams</p> <p>Pupils may be detained for twenty minutes after School on any School day without prior notification as stated in the Home School Agreement.</p> <p>Pupils who accumulate 3 debits in a half-term will be placed on this detention on Friday</p> <p>This detention is managed by the Heads of Key Stage.</p>	
Level 2 Detention	<p>A list of students due to attend will be available on Isams and parents will be notified 48 hours in advance if they have a full 60 minutes Senior Detention.</p> <p>These detentions are taken by Senior Teachers (members of the SLT and HODs)</p> <p>Work will be set by the Senior Teacher unless the detention is subject specific</p> <p>Pupils in detention are listed on iSams and will be reminded of their detention on the day</p> <p>Pupils should report to the Library at 3:15pm</p> <p>Pupils will be registered on iSams as having attended the detention</p>	<p>Pupils may be detained on Friday from 3.00pm - 3.55pm.</p> <p>This detention may be for, but is not limited to:</p> <p>Not attending a HoD homework detention;</p> <p>Sanctions pertaining to the use of devices (see appendix 4)</p> <p>3 or more lates in a week</p> <p>9 debits</p> <p>Chewing gum</p> <p>Misbehaviour</p>