



ASHWICKE HALL SCHOOL
Bath, UK

SUPERVISION OF STUDENTS & DUTY OF CARE POLICY

This policy which applies to the whole school including boarding is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All employees should read this policy in conjunction with our Safeguarding – Child Protection Policy, Anti-Bullying, Whistleblowing Policy, Staff Code of Conduct and The Teachers' Standards.

Legal Status:

- Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force

Applies to:

- all staff and volunteers working in the school along with the Proprietor.
- Designated Member of Staff responsible for Supervision of Students: The Member of Staff with overall responsibility for Supervision of Students in the whole school is Amanda Woods, however all SLT and SMT to have direct responsibility within this area.

Monitoring and review: This policy is subject to continuous monitoring, refinement and audit by Amanda Woods (Principal). The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy which will be made available to them in either a hard copy or electronically.

Date Reviewed: September 2018

Date of Next Review: September 2019

Signed:

Amanda Woods

Principal

Statement of Purpose:

Ashwicke Hall School provides safe and effective supervision for students during the school day, during school-sponsored travel, extra-curricular sports, activities, clubs and social events, and, in the case of boarding students, throughout their time on site.

Context: As part of our Supervision of Students policy all students and adults have the right to live in a supportive, caring environment in which students feel safe. Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential. Our policies, working practices, documentation and record keeping support the implementation outlined above.

We aim to:

- Supervision is implemented in order to maintain an orderly, respectful, and positive school environment, as well as to promote the health and safety of students at the School.
- The level of supervision varies depending on the age of the student and the policy has been set out according to various age groups within school.
- The policy is intended to cover supervision of students while they are in the care of Ashwicke Hall School, including school travel, trips and authorised, school-sponsored off-campus activities.
- The policy applies to teaching staff (including authorised volunteers and supply cover) at Ashwicke Hall School.

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.

School Ethos:

Ashwicke Hall School is expected to be a place where:

- all individuals are respected and their individuality valued;
- Students are encouraged to achieve;
- self-discipline is promoted and good behaviour is the norm;
- rewards and sanctions are applied fairly and consistently;
- bullying, disruption and harassment are not tolerated;
- early intervention is the norm;
- there is an emphasis on self-discipline

1. Introduction

1.1 Ashwicke Hall School provides safe and effective supervision for students during the school day, during school-sponsored travel, extracurricular sports, activities, clubs and social events, and, in the case of boarding students, throughout their time on campus.

1.2 Supervision is implemented in order to maintain an orderly, respectful, and positive school environment, as well as to promote the health and safety of students at the school.

1.3 The level of supervision varies depending on the age of the student and the policy has been set out according to the various age groups within the school.

1.4 The policy is intended to cover supervision of students while they are in the care of Ashwicke Hall, including school travel, trips and authorised, school-sponsored off-campus activities.

1.5 The policy applies to teaching staff (including authorised volunteers and supply cover) at Ashwicke Hall School.

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

Children 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, eg individual use of the library, delivering a message, carrying out a survey or investigation in line with their prefect duties. 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.

2. Legal Obligations and the Duty of Care

The AGB chairman/proprietor and the Principal have specific obligations to ensure, as far as is practicable, that Ashwicke Hall School is a safe place for all students, employees and others who enter the school when they are in our care. The employer is required to ensure that the supervision of students throughout the school day is adequate to ensure their health, safety and welfare.

All members of staff are responsible on a day to day basis for ensuring that students at the school are safe. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

In order for teachers to carry out their duties effectively the Principal 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 (including breaks) when students are present on the school campus and whenever the students are engaged in authorised school activities whether on the premises or elsewhere.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds

In defining the measures in place to ensure the adequate supervision of students, the following are considered:

- The school boundaries are clearly understood. Students are regularly reminded which areas are out of bounds.
- Regard for the ages and capabilities of our students.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.
- Rules and a Code of Conduct have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all students.
- Students are made aware of these rules during pastoral meetings and are regularly cross referenced in assemblies and classroom discussions.
- Staff have a responsibility to be aware of their supervisory responsibilities
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of students.

2.1 Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability

2.2 The Role of All Members of Staff:

All members of staff are expected to encourage good behaviour and respect for others in students and to apply all rewards and sanctions fairly and consistently. Staff are also responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Well-planned, interesting and demanding lessons make a major contribution to good discipline. Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential teaching and learning. Staff are supported with effective classroom management strategies to ensure effective behaviour management. Staff need to recognise that codes for interacting with other people vary between cultures, and staff need to be aware of, and respect, those used by all members of the school. All staff need to provide a positive model of behaviour by treating students, parents and one another with friendliness, care and courtesy. Through regular discussions at staff briefings regarding student's behaviour, the school endeavours to ensure that staff apply all standards fairly and consistently. Any students with specific behaviour issues will have their behaviour monitored and recorded electronically as part of a Pastoral support programme.

All members of staff are expected to be clear in their understanding of the standards expected of our students and to be vigilant in ensuring that any lapses of behaviour, either in or out of the classroom do not go unchecked. With that in mind all staff should strive to:

- Develop an effective rapport with each individual student; establish a feeling of security for students by being consistent, firm and fair with them.
- Avoid direct confrontation but deal with situations in a calm and reasoned manner; send problematic students to the Student Management Coordinator (SMC); know the whereabouts of

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential

every student in their charge at all times.

- Seek advice from the SMC as and when a need arises and follow the procedures outlined below.

2.3 The Role of the Students:

Students are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. We ensure that all students are aware of the reward systems and sanctions that are in use. Discussions as part of PSHEE lessons, student meetings and class meetings are used to discuss behavioural issues. Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any forms of harassment are reported. The school has a separate Anti-Bullying Policy, and issues related to bullying are specifically dealt with through PSHEE lessons, as well as on an ongoing basis. At Ashwicke Hall School we recognise that every student has the right to feel safe, to learn and to be treated with respect. Linked to those rights are the following responsibilities:

In the Classroom: Students at Ashwicke Hall School are expected to:

- arrive at lessons on time properly equipped; enter the classroom in an orderly manner when invited by their teacher.
- Ensure that telephones and other electronic devices are switched off and left in their locker bags.
- Have all books and diary ready.
- Enter classrooms quietly and sit in the place allocated by their teacher.
- Follow the particular ground-rules established by departments for lessons in which practical work takes place.
- Contribute to the creation of a good learning atmosphere; treat all other students, members of staff and visitors with respect.
- Record all homework set in their Student Diary; ensure the classroom is left in a tidy state at the end of each lesson and leave the classroom in an orderly manner.

Behaviour elsewhere: It is the responsibility of each student to:

- Move between lessons and around the building and site in a safe and sensible manner.
- Behave in a safe and responsible manner at break and lunchtimes which does not disrupt other lessons that might be taking place at those times.
- Wear the school uniform correctly and with pride.
- Take responsibility for their bags and equipment.
- Avoid any interference with the equipment or property of others; look after and take pride in the equipment, facilities and buildings of Ashwicke Hall School.
- Adhere to the School Code of Conduct in all respects and in particular with reference to the use of ICT equipment at Ashwicke Hall School and to familiarise themselves with the rules on computer use displayed in each room and the ICT Policy.
- Remember that they are ambassadors for Ashwicke Hall School and to act accordingly within and outside the walls of the school.

2.4 The Role of Parents:

Ashwicke Hall School strongly encourages an ethos and culture whereby there is clear communication with, and the support of parents. Parents are expected to take responsibility for the behaviour of their student both inside and outside the school. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour. Parents who have concerns regarding their child's behaviour are

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential

encouraged to contact the school and arrange an appointment to discuss any issues. Parents will be involved early on if there are difficulties at school, and we expect parents to work with the school to resolve any difficulties. After three warnings in class, further misbehaviour will result in the student being asked to complete a Reflection Sheet. If a student is on the receiving end of misbehaviour of any serious nature, we would contact the parent to explain the incident and how this has been dealt with. By working collaboratively with parents, students receive consistent messages about how to behave at home and at school. We expect parents to encourage their students to support the school rules, their student's learning, and to co-operate with the school, as set out in the School agreement. If any parent feels that we are not dealing with an issue in a fair way, complaints may be made using the Complaints Procedure.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. Parents should not become angry publicly, and if they have a problem this should be dealt with in privacy. If parents were to show aggressive or abusive behaviour, it can present a risk to staff and students. If there are any concerns about the behaviour of parents or visitors, they are required to leave the premises. If there is a court order against a parent seeing their child, the school will abide by the conditions of the order. School premises are private property and parents will generally have permission from the school to be on school premises. However, in cases of abuse or threats to staff, students or other parents, schools may ban parents from entering the school. For example, a parent who has been banned from entering the school premises is trespassing if he or she does so without permission and the police will be called. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

3. Supervision of Grades 7-9 During School Hours (Key Stage 3)

3.1 Before lessons begin

Students are permitted to arrive at school from 7.45am for breakfast, which is supervised by a member of staff. They are then permitted to arrive at the academic area between 7:55 a.m. to 8:15 a.m., during which time they may congregate in the Courtyard or corridors which are supervised by duty staff. Students may also see teachers for help during that time in their classrooms by appointment and may wait in classrooms only by permission of the classroom teacher when that teacher is also present in the classroom.

3.2 Attendance register

Attendance is taken using the SSMS (School Management System) database at 8:20 a.m. and at 2 p.m. each day. This attendance record is reconciled against any parent notifications of student absences and any unexplained absences are verified and investigated by the Student Management Coordinator, Head of Education and Principal. This register is checked in each successive class period and any deviations from the register (i.e. unexplained absences) are reported by the class teacher.

3.3 During class periods

A minimum of at least one staff member is present in each class to supervise students at all times during class periods.

3.4 During lunch and breaktime periods

A minimum of at least one staff member is present during lunch and breaktime to supervise students in the Dining Room, there is also an additional staff member who supervises the around site during lunchtimes. Students are made aware of areas that are out of bounds.

3.5 Following the last class period of the day

At the conclusion of classes, students are welcome to use the study room, library, attend an afterschool club or return to the dorms. They also have social areas which are available depending on weather, all of which are covered by teaching staff either in a fixed position or completing a roaming (around site) duty. Students are under the supervision of the Management on duty, Houseparents and duty staff during this interval.

3.6 School-sponsored social events, educational visits, sports and activities:

Attendance is taken for all school-sponsored social events, educational visits, activities, and clubs. A minimum of at least one staff member is present at all times.

3.7 Waiting for private transportation:

Parents are expected to collect or make arrangements for their child to be collected promptly if they are to leave school at any time, this must be between 4 and 6 pm and we require identification of those picking them up, information about where they are going, telephone numbers for the child and the guardian and parental consent. All should be presented 7 days prior to the students departure. If for any reason a child is inadvertently left unattended at school after school hours, the child should make themselves known to the receptionist who will contact the management on duty.

3.8 General expectations

In general, students are expected to be under adult supervision at all times while they are on campus. There is direct and passive supervision at all times during the students' time at school. Once students arrive on campus, they are not permitted to leave campus except with a parent or guardian or authorized caregiver or driver and with a Gate Pass signed by the Principal or member of SLT.

3.9 Exceptions

Middle School students may be given express permission from their teacher, coach, houseparent, or other duty staff to run brief errands and conduct school business without direct supervision. For example, students may be given permission to visit their locker, use the rest room, move between class periods, go the office, retrieve printed material, etc. This list is not intended to be exhaustive and includes only brief actions which do not violate the spirit of the General Expectation listed above in 3.8

3.10 Additional supervision support

In addition to staff members who are providing direct supervision for our students, at least one additional administrator is on campus throughout events and activities in order to provide additional support in the event of any emergencies or unexpected circumstances. They are contactable at all times via Reception using the Management on Duty Walkie Talking. In addition there is always support around school grounds via the around site roaming duty staff.

4. Supervision of Grades 10-12 During School Hours (Key Stage 4 & 5)

4.1 Before lessons begin

Students are permitted to arrive at school from 7:55 a.m. to 8:15 a.m., during which time they may congregate in the Upper Grade classroom, the dining room, or outside the classrooms. Students may also see teachers for help during that time in their classrooms by appointment and may wait in these classrooms only by permission of the classroom teacher when that teacher is also present in the classroom

4.2 Attendance register

Attendance is taken using the SSMS (School Management System) database at 8:20 a.m. and at 2 p.m. each day. This attendance record is reconciled against any parent notifications of student absences and any unexplained absences are verified and investigated by the Student

Management Coordinator, Head of Education and Principal. This register is checked in each successive class period and any deviations from the register (i.e. unexplained absences) are reported by the class teacher.

4.3 During class periods

A minimum of at least one staff member is present in each class to supervise students at all times during class periods.

4.4 During lunch and breaktime periods

A minimum of at one staff member is present during lunch to supervise students in the Dining Room, tuck shop, and corridors. Students are required to remain in these areas during lunch. During Advisory sessions, students should remain in their advisory classrooms unless an event has been organised or permission has been given to speak to specific teachers.

4.5 Following the last class period of the day

At the conclusion of classes, students are welcome to use the study room, library, attend an afterschool club or return to the dorms. They also have social areas which are available depending on weather, all of which are covered by teaching staff either in a fixed position or completing a roaming (around site) duty. Students are under the supervision of the Management on duty, Houseparents and duty staff during this interval.

4.6 School-sponsored social events, educational visits, sports and activities:

Attendance is taken for all school-sponsored social events, educational visits, activities, and clubs. A minimum of at least one staff member is present at all times.

4.7 Waiting for private transportation :

Parents are expected to collect or make arrangements for their child to be collected promptly if they are to leave school at any time, this must be between 4 and 6 pm and we require identification of those picking them up, information about where they are going, telephone numbers for the child and the guardian and the parental consent. All should be presented prior to the students' departure. If for any reason a child is inadvertently left unattended at school after school hours, the child should make themselves known to the receptionist who will contact the management on duty.

4.8 General expectations

In general, students are expected to be under adult supervision at all times while they are on campus. There is direct and passive supervision at all times during these students' times at school. Once students arrive on campus, they are not permitted to leave campus except with a parent or guardian or authorized caregiver or driver and with a Gate Pass signed by the Principal or member of SLT.

4.9 Exceptions

Upper Grade students may be given express permission from their teacher, coach, houseparent, or other duty staff to run brief errands and conduct school business without direct supervision. For example, students may be given permission to visit their locker, use the rest room, move between class periods, go the office, retrieve printed material, etc. This list is not intended to be exhaustive and includes only brief actions which do not violate the spirit of the General Expectation listed above in 3.8

4.10 Additional supervision support

In addition to staff members who are providing direct supervision for our students, at least one additional administrator is on campus throughout events and activities in order to provide additional support in the event of any emergencies or unexpected circumstances. They are contactable at all times via Reception using the Management on Duty Walkie Talking. In addition, there is always support around school grounds via the around site roaming duty staff.

5. Supervision of Boarding Students

5.1. Boarders will be supervised by Houseparents outside of teaching time. Each house has a duty rota maintained on Sharepoint to ensure that there are adequate supervision arrangements in place for boarders at all times. This is overseen by the Head of Boarding

5.2. Boarders will be appropriately supervised outside of teaching time (including during breaks, study hall, during evenings outside of study hall, at night time, before school, at weekends and during the beginning and end of school holidays by staff rota prepared by the SMC

5.3. Houseparents will be sufficient in number and deployment for the age, number and needs of boarders as well as the layout of the School and range and nature of any activities involved in the houses

5.4. The School will ensure that there are satisfactory contingency arrangements in place to cover duties in the event of unexpected staff sickness and/or emergency absence.

5.5. Supervision may, at times, be close or remote. Boarders temporarily away from the School premises remain under the overall responsibility of a designated member of supervising staff at all times and will remain within telephone/text/email contact at regular, agreed intervals depending on where the boarder is, who they are with and how long they are away from campus.

5.6. The School will ensure that boarders are aware at all times of:

- a. the identity of the designated supervising staff member (e.g. Houseparents);
- b. how to contact their designated supervising staff member and, have the means to do so;
- c. the arrangements of how to contact an alternative member of staff in the event that their designated supervising staff member is not available and/or in an emergency.

5.7. The School will ensure that there are a sufficient number of supervising staff present and accessible to boarders in the boarding house at night. Supervision in the house at night will be by means of appropriate availability of staff sleeping in or resident within the boarding house.

5.8. Supervising staff will be sensitive to the need for privacy, particularly at times when boarders are dressing or bathing and will avoid unnecessary intrusion on boarders' privacy, while balancing health and safety requirements.

5.9. Around site staff monitor boarders' movements around the school premises. Houseparents are informed of any boarder that has permission to leave the campus. A sign in/out system is set up for boarders to check in and out of their boarding house. This log is checked daily and records filed in the Duty Office.

5.10. Typical Weekday Schedule:

Morning Wake Up & Breakfast – wake is at 7.00am, roll call at 7.40 and breakfast from 7.45am.

Houseparents ensure all boarders are present, awake and preparing for the day. Make any necessary reminders about dress code.

School Day - 8:15 am – 4.00pm

Lunch Sittings - Boarding Houses open 1.00pm to 1.35pm during lunchtime.

The school day is from 8:15am to 4.00pm for all grades.

Daily Room Inspection - during the school day students are expected to keep their rooms neat and tidy. Houseparents conduct daily room inspections to ensure this is the case. Houseparents are on duty in Boarding House in readiness to receive students from 4.00 pm.

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential

After School Activities – 4.00pm to 6.00pm. There are a number of extracurricular activities available to our students. Boarding students participate in an activity at least one afternoon per week. Staff coach or supervise at least one club or activity per term.

After School Duty is covered by teaching staff for clubs and activities, or by Houseparents in the boarding houses. There is a Duty manager from 6.00pm to 8.30pm weekdays, plus around site supervision.

Dinner – 6.00pm to 6.30pm

Roll Calls take place before breakfast in the houses, before study session at 6.40pm in the study hall and in the boarding houses at curfew at 9.00pm and again at 9.30pm.

Study Hall – 6.40pm to 7.45pm for grades 7 and 8, and 8.15 for grades 9 to 12. Study Hall is supervised by teaching staff and manager on duty.

Boarding students in grades 9 through 12 who have shown their ability to study independently are granted the privilege of independent evening study in either the library, ICT or designated classroom.

Quiet is to be maintained. There is to be no movement from place to place during the evening study hours unless authorised by the study leader. If abused, this privilege may be withdrawn at any time. It should be noted that boarding students may not receive telephone calls or use their mobile phone for any other purpose during evening study periods.

Free time spans 7.45pm to 9.30pm according to grade. After roll call in the houses at 9.00 and 9.30pm students may not leave the boarding house and remain under the supervision of Houseparents.

Lights Out is at 9.45 for grades 7 and 8, and 10.15 for grades 9 to 12 weekdays. On weekends it is half an hour later.

We encourage boarders to manage their time and school work in a way which allows them to get plenty of rest in order to maintain their health, arrive to class on time in the morning and be alert during the School day. Boarders may not continue studying in their rooms after lights out, and all electronics are handed in to the duty office.

Students out of their bedrooms after bedtime are liable to disciplinary action. Students should not be out of their bedrooms before 7:00a.m.