



ST BEES SCHOOL

WHERE WEST MEETS EAST

# STUDENT SUPERVISION POLICY 2021 - 2022

Author: Assistant Head

Next review due: October 2022

Review by: Assistant Head

INGREDERE UT PROFICIAS



# ST BEES SCHOOL

WHERE WEST MEETS EAST

## SCOPE

This guidance is applicable to all those involved in student supervision at the school and outside of the School.

## OBJECTIVES

To ensure that students are appropriately supervised during school activities.

To consider supervision on arrival and departure from the school.

To consider the supervision of boarders.

## GUIDANCE

The Deputy Head will be responsible for the implementation of this policy.

Students arrival and departure:

- Normal school hours are 0800 - 1730
- Students are not allowed on site without supervision
- Where students are on site outside of normal hours, at least one member of the teaching staff will be present.

Teaching staff will supervise students during breaks and lunchtimes. Year 11-13 students may visit the Village Shop during lunchtime.

Separate arrangements will be made for supervision during play / concert rehearsals or similar events.

Members of the PE department will supervise students for home and away matches.

For Boarders, school procedures are in place for:

- time expected for return for roll call
- escort arrangements for leaving the boarding house during free time
- for year 12 and 13 students, agreed time of return where they are allowed to leave the boarding house during free time.

Registration:

- A register is taken of students at the start of the morning and afternoon sessions.
- 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 an explanation.



# ST BEES SCHOOL

WHERE WEST MEETS EAST

- For Boarders, roll calls take place in the morning, after dinner and when the house is locked up for the evening. A signing in / out system is in place for leaving the school during free time.

## Medical Support:

- A qualified first aider is on duty in the school to administer first aid and deal with accidents and emergencies, including illness.
- A number of staff are trained first aiders and are available to give emergency first aid treatment.

Students will not have unsupervised access in designated areas which will include:

- swimming pool
- gymnastic / athletic & climbing activities
- science laboratories
- Memorial Hall
- ceramic stores
- flammable material stores
- grounds, maintenance, catering and caretaking areas.

Designated areas will be kept securely locked when not in use.

## Travelling to and from school:

- Parents are responsible for ensuring that their children travel safely to and from school.
- Students are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- The Office Manager will be on duty when school buses arrive and depart.

## Educational Visits:

- Arrangements are detailed in the Educational Visits policy guidance

All staff will be given details of this policy on induction and when any significant changes occur.