

# Lincoln Minster School

## Supervision of Pupils

### 1. Policy Statement

Lincoln Minster School is committed to ensuring that pupils are safe in school and on school activities or visits. To this end the school aims to ensure the following:

- Supervision of pupils takes into account the age and maturity of pupils and the activities in which they are engaged
- Staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises, including in boarding
- Supervision of pupils in remote locations is safe
- Activities involving pupil supervision are overseen by a member of staff and the number of staff is appropriate for the type of activity being undertaken
- Mandatory staffing ratios for EYFS provision are enforced
- Special needs of students are considered when planning activities

Lincoln Minster School also has regard to the National Minimum Standards for Boarding Schools (2015), Standard 15 when providing for the supervision of boarders outside normal school hours. The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Lincoln Minster School is fully committed to ensuring that the application of this Supervision of Pupils Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on request from the main school offices and should be read in conjunction with the following policies and documents: Educational Trips and Visits, Boarding, Safeguarding, Behaviour and Discipline, Security, Health and Safety, After School Crèche policies, Departmental Risk Assessments and Guidance in Staff Handbook, Missing Students.

This document is reviewed annually by the Headmistress and Deputy Head of the Preparatory School or as events or legislation change requires. The next scheduled date for review is September 2021.

<b>Reviewed By</b>	M P Young; Headmistress M Burton; Head of the Preparatory School
<b>Date</b>	September 2021
<b>Reason for Change</b>	Annual review
<b>Next review date</b>	September 2022

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## 2. Whole school

### a. **Legal Obligations**

United Learning and the Headteachers 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 employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the pupils, which is based on the principle of loco parentis. This can be thought of the standard of care expected of prudent parents in the care of their pupils. In order for teachers to carry out their duties effectively the Headteachers have 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 midday breaks) 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
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds

### b. **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 were to happen to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the responsible member of staff could incur some legal liability.

### c. **Supervision Before School**

Pupils do not arrive simultaneously on the school premises. Our responsibility begins when the pupils arrive at school.

### d. **Responsibility During the Day**

#### • **Unexplained Absence**

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when pupils are absent from school without notification.

#### • **Leaving the school site**

No pupils below Year 9 will be allowed off-site during school hours unless with a supervising adult. In rare cases, pupils in Years 9-11 are allowed off-site, but only with clear parental permission. Sixth Formers are allowed off-site at lunchtimes and at other times only with permission from a parent and the Head of Sixth Form.

- **Errands**  
Pupils must not be sent off-site on a personal errand on behalf of a member of staff. This includes pupils collecting items from cars parked in the school car park.
- **Illness**  
When pupils are taken ill during the school day the school will contact the parents or guardian whether at home or at work. Information about contacts is kept in the school office.
- **Emergency**  
No class of pupils must be left unsupervised for any reason. In the case of an emergency please send for assistance from the school offices
- **Lesson Time**  
Pupils must be supervised at all times. Pupils must not be left in classrooms without supervision. Pupils attending clubs and extra-curricular activities must not be left in school unattended.
- **Transit between sites**  
All pupils must be supervised appropriately when moving between sites.
- **Security**  
All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff must check strangers on the premises and report to the school office if there is a concern. Parents are not allowed to approach pupils from other families to sort out disputes or arguments. Staff must report any concerns to the school office.

### 3. Senior School

#### a. Procedure

- **Before School**  
Our responsibility begins when the pupils arrive at school.
- **Supervision during the school day**  
The school office is staffed from 7.30am by a person who is first aid trained, and a member of SLT is also available. Two members of staff are on duty from 8.30am until 8.50am to roam in corridors, check classrooms and ensure road safety. All tutors are asked to be in their form rooms five minutes before the start of registration.
- **Morning Duty (8.30 – 8.50am)**  
One member of staff must patrol the Prior Building, checking on uniform and behaviour, while a second stands outside the school gates, ensuring pupils cross the road safely. Please ensure all pupils are in their form rooms by 8.50am.
- **Break/Lunch Duty**  
Staff must patrol the school during lunch and break. It is prudent to agree with the other duty member of staff which areas you will be patrolling. The Harper Building, the Prior Building playground and changing room areas are the main places where a staff presence must be maintained. Unless it is raining, all pupils must be outside from 12.55pm.

*It is the responsibility of each member of staff to check the Duty Rotas for clashes, problems etc., and negotiate a swap in advance with another member if necessary.*

- **Dining Hall Duty**  
One member of staff must help organise the dinner queue from 12.55 – 1.25 and another from 1.25 – 1.50pm.
- **After School Duty** (two members of staff per day - for timings see duty rota)  
Requires the member of staff to be present at their locations promptly. One staff member must position themselves outside school gates. The other must stand by the barrier in the playground to ensure pupils are safe in the area near the buses.
- **Supervision for trips and visits**  
For trips and visits staff must consult with the Assistant Head (Co-Curricular and External Relations), to establish appropriate staff-student ratios. The *Trips and Visits Policy* details supervision of pupils on school trips or visits and are outlined below.

The following table is for guidance:

**Suggested number of pupils per adult supervisor**

Pupil Age	Local	Sporting Fixture	Field study	Residential	Expedition
2½-4	4		4	n/a	n/a
4-7 (KS1)	6		6	n/a	n/a
7-8 (Y3)	9	10*	6	6	n/a
8-11	12	12*	10-12	8-10	n/a
11-14	18-20		16-18	10	n/a
14-16	18-20		16-18	10	Assess every trip
16-18	20		16-18	10-15	Assess every trip

\*Minimum requirement - May require more staff depending on supervision requirements for specific fixtures

**Coach journeys:** Two accompanying persons per coach minimum, one person to keep the register and to be responsible for the pupils on the coach during the journey. Every coach must have a mobile phone for contact between coaches.

**Minibus journeys:** Two accompanying persons, (driver plus one) per minibus carrying pupils on long journeys, plus sufficient relief drivers in the party to keep driving times within legal requirements. (See minibus guidelines). Each minibus should have a mobile phone.

Conveying pupils in private cars is not permitted.

Risk assessments are carried out in accordance with this policy and they take into consideration the age and abilities of pupils.

- **Staffing procedures for remote supervision**  
Any member of staff supervising pupils remotely must have first consulted with a member of SLT. Depending on the nature of the supervision a risk assessment may have been carried out. Staff must have a mobile phone with them and must call the appointed SLT contact in the event of a problem or concern. The school office must also be informed of any remote supervision.

- Procedure concerning supervision of pupils by older pupils**  
 Sixth Formers are allowed to supervise activities, for example school discos, talent shows. However, the teacher in charge of the event must ensure staff are on hand to assist and that the Sixth Formers running events have a clear understanding of who to seek for help and where they will be.
- Safety and Security**  
 Safety and security for pupils and staff are essential. A code system is used for all main doors and notices ensuring these are kept closed are in place and must be adhered to. All visitors sign in at Reception and are given badges, which must be returned on leaving. All staff duty groups must be prompt and alert for playground and road duties.
- Risk assessments**  
 All departments have detailed risk assessments, agreed with and signed off by each member of the department. These are audited by Stuart Males, Health & Safety Group Manager, and form part of the annual departmental review.

#### b. Supervision of pupils when not in lessons

Time of day	Supervision	High risk areas	Out of bounds
Before school 8am onwards 8.30 – 8.50am	SLT / office Road Duty (1) Prior Building (1)	Car park Changing rooms Laboratories (locked)	Sports Hall Orchard
Break	3 duty staff patrolling inside and outside	Changing rooms Laboratories (locked) Road	Orchard Car park
Lunchtime	3 x2 duty groups of staff	Road	Orchard Car park
After school	4 – 4.15pm bus duty(1) 4 – 4.30pm road duty (1) Hwk club 1 duty member of staff	Buses parked and moving off Road Car park	All areas of school unless in a supervised activity with a staff member
Evenings	Boarding staff supervising prep and supper	Changing rooms Laboratories (locked) Road	Arboretum Senior pupils only off- site with permission and signed out.

Lincoln Minster School also has regard to the National Minimum Standards for Boarding when providing supervision for boarders outside school hours (Ref. Boarding Handbook)

#### c. Fire drills

In every room there are fire instructions. Members of staff must make themselves aware of these and the locations of the fire extinguishers, designated escape routes and assembly points. In the event of fire or fire drill, the class teacher is responsible for ensuring all members of the class leave the building and assemble at the appropriate assembly point. The class register must then be used to check that all pupils are present. Any concerns must be raised with the duty member of the

SLT. In the event of a fire alarm sounding outside of normal lesson times, pupils and staff are to leave the building by the nearest fire exit and assemble on the gravelled area. Any concerns must be raised with the duty member of staff.

#### **d. Risk Management**

Movement around site(s). Specific responsibility for duty staff as per the staff handbook.

Responsibility applies to all staff when they are in the vicinity of the following:

- Crossing Upper Lindum Street
- Crossing Lindum Road
- Sport
- Cathedral
- Others

Behaviour / Occupation of a space

- Orchard Area
- Car park
- Netball courts near the Mount
- Grass and Gravel area
- Buildings/break and lunch

#### **e. Strategies for management of issues/risks**

#### **Movement around site**

- Observe metal barriers to prevent running out. Cross Upper Lindum Street only at bend opposite Chapel or higher up, opposite the Harper Building.
- Duty staff at crossing point to reinforce crossing place: Lindum Road / Eastgate.
- Cross only at traffic islands / Puffin crossing, Lindum Road.
- Groups of pupils to have sufficient staff to assist crossing:
- Sport covered in PE risk assessment
- Form groups/teaching with appropriate staff accompaniment
- Boarders, Sixth Form and occasion - staff giving permission warn about sensible road safety. Years 7 & 8 are not to leave school unless accompanied by an appropriate person
- Sixth Form to sign out at lunchtime. From the start of the Lent Term, Y13 students can go out in their free periods with permission from parents and Head of Sixth Form, subject to reports and mocks being of a consistently high standard.

#### **4. Preparatory School**

- There must be adequate supervision both indoors and outdoors through school break times
- A duty rota for break time supervision is displayed in the staff room
- Duty teachers and assistants if appropriate will patrol around the school
- Playtime supervision is exactly that. Staff must remain alert to the needs of the pupils and watch out for possible areas of concern
- Part of the induction of new staff includes an explanation of supervisory responsibilities
- Duty teachers must begin supervision promptly
- Staff must leave the staff room promptly to supervise the children back into class
- We expect children to enter school from the playground in the appropriate manner to ensure a positive start to the next lesson
- Particular attention must be paid to supervising children through the cloakroom / corridor areas. Duty teachers to check in on them

- Guidance for supervision of playtimes / wet playtimes is found in the Staff Handbook
- Children must never be left in classrooms during break times unless at wet break and then at the Prep School duty teachers & monitors supervise.
- Staff should support each other in maintaining adequate levels of supervision during movement around the school

**a. Movement about the School sites**

Parents are sent a form to complete giving permission for the children to be taken between the sites by a member of staff. Teachers walking groups of children to activities must Risk Assess in line with the Trips and Outing Guidance forms. Appropriate points of crossing have been agreed and must be adhered to unless there is a valid reason why a change is necessary. See staff handbook. Please follow the guidance:

- pavements must be used where available
- dangers of being on a road explained to the children
- face on-coming traffic
- staff must be present at front and rear of the group, especially with Pre-prep children (if only one member of staff then they must be at the front looking around.)
- Groups of more than 4 children require 2 adults.
- everybody must keep well in to the inner edge of the pavement.
- children must be told about dangers and have the dangers explained to them beforehand, especially listening when crossing the road: walking across smartly and only crossing when told to.

**b. Supervision of Special Activities**

**Physical Education** The same general principles of care apply during PE as to other school activities. It is very important that the teacher considers factors, such as:

- safety of apparatus being used
- condition of the floor
- suitability of pupil's clothing
- whether the exercises and activities are within the capability of the children
- whether the activity is being taught properly, in particular gymnastics
- please follow the procedures listed below:
- Staff must wear appropriate clothing
- Children are not allowed to wear watches
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them. They must be returned at the end of the lesson
- Children must not be allowed in the hall before the start of a PE lesson without direct supervision
- Children must not be handling PE equipment without direct supervision
- Children must be trained to work quietly and to leave the hall in an orderly way
- Children not taking part in games or PE remain the responsibility of the teacher taking the lesson, or that teacher will organise their supervision
- In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care

**Art and Craft/ Science and Technology**

Teachers must consider the organisation of the children involved in practical activities.

Consideration must be given to the number of children who can be reasonably controlled and supervised when organising practical activities. Teachers must take all necessary precautions including:

- wearing masks and goggles
- training in the use of tools
- carrying glass objects
- carrying hot substances

Please follow the procedures listed below:

- Children must be supervised carefully when using sharp equipment such as scissors, sewing needles and craft knives.
- All craft knives must be accounted for at the end of the activity and stored in a safe place.
- Children must not have direct access to craft knives and sharp tools.
- Teachers must make sure that children know how to use tools correctly.
- Teachers must ensure that there is an appropriate level of supervision when using glue guns.
- Children must be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.

### c. **Being Alone with a Child**

Of all possible circumstances, this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is necessary to consider the associated risk:

- running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- running a private detention under similar circumstances.
- calling a child to an office for disciplinary or administrative reasons.
- visiting the toilets / changing room as part of a duty responsibility.

All of these are circumstances that many of us operate within on a daily basis, and we are rarely concerned about them. A good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Headmistress, the Head or Deputy Head of the Prep school.

In addition, there are circumstances where **individual** children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown.

Staff can reasonably expect to be advised of any special arrangements in this respect.

This means adults must:

- avoid meetings with pupils in remote, secluded areas of school
- ensure there is visual access and/or an open door in one-to-one situations
- inform other staff of the meeting beforehand, assessing the need to have them present or close by
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child becomes distressed or angry to a senior colleague

- consider the needs and circumstances of the child/children involved

#### **d. Overnight Supervision (Preparatory School)**

This means that:

- a full health and safety risk assessment must have been undertaken
- all arrangements must be made in partnership and agreement with the pupil and parents/carers
- arrangements involving one to one supervision must be avoided
- staff must have regard to any guidance that exists. See United Learning guidance on pupils/staff relationships
- whenever possible, independent oversight of arrangements must be made
- any situation which gives rise to complaint, disagreement or misunderstanding must be reported

#### **e. Showers and Changing**

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff, therefore, need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults must:

- Avoid any physical contact when children are in a state of undress.
- Avoid any visually intrusive behaviour and where there are changing rooms.

In the KS2 staff remain with the pupils. This is not the case in the KS1.

This means that adults must not:-

- change in the same place as children
- shower with children

#### **f. Educational Visits and After School Clubs**

*(see also Educational Visits & Activities Off Site policy)*

Staff must take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off the School site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff 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. Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents must be informed of these prior to the start of the trip. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity. Staff must be aware of and follow guidance.

This means that adults must:

- always have another child present in out of school activities, unless otherwise agreed with senior staff in School
- undertake risk assessments
- have parental consent to the activity

- ensure that their behaviour remains professional at all times

**g. Staff Duties**

Organised on a Duty Rota from 7.45am- 6.00pm.

- **School is open from 7.45am**

The Head/Deputy Head is on the premises from 7.45am

A member of Prep Staff is on duty in the Dining Room from 7.45 am and registers any pupil who arrives in school from 7.45am-8.15am. From 8.15am – 8.30am children to go out onto playground for supervised playtime unless wet weather, when the Dining Room would be used until 8.30am.

- **Duty member of staff welcomes pupils from 8.15am-8.30am**

- **Staff to collect Form Group from playground at 8.30am.**

Pupils can use this time to check planners, read, do thinking skills activities, spellings etc. Registration is completed at 8.50am and sent electronically to the office.

Between 8.30 and 8.50am the Head of the Preparatory School is around the entrance hall / office area / form rooms.

- **Break duty: 10.40 am 2 Members of Staff on Duty**

Break in the playground if the weather is dry - wherever possible pupils to go out to have fresh air. Staff should go out promptly. At 10.57am a whistle is blown to line up. Pupils must be ready to start lessons by 11.00am.

When the playing field is in use, one staff member must be on the field, one on the playground.

- **Wet Break**

EYFS/KS1 on the ground floor with 2 members of staff supervising, + 1 staff in each class  
KS2 on the first floor with one of the duty teachers supervising.

- **Lunch Duty**

Duty in the dining room until 1.10pm. Two Lunchtime Supervisors in the playground from 1210 and an additional duty staff member from 1250. They will be responsible at lunchtime for organising reward systems for good behaviour, organising positive behaviour playground games and ensuring records are kept of any incidents that occur during lunchtime. They must liaise with class teachers & the Deputy Head / the Head of the Preparatory School to ensure pastoral care and health & safety is of an excellent standard and any incidents are followed up.

1250 Duty teacher to playground

1305 Whistle blown to line up and dismissed as usual

1310 Pupils go to their forms for 5-minute registration. Registers are sent electronically to the office.

- **After school: 3.40pm - 4.00pm**

A Duty Teacher will be on the playground. All pupils must go onto the playground where they will be collected by their parent/ guardian. The Deputy Head/Head will be on duty in the

entrance from 3.40pm to 4.00pm to 'meet and greet' and direct parent/guardian to the playground.

From 4.10- 5.00 After School Clubs and Activities are on and registers taken. If a pupil does not attend their Club and prior notice has not been given, the Office will be informed and a phone-call will be made to the parent/guardian to find out where the pupil is.

After 5.00pm any pupil who has not been collected from their Club/activity will attend the 'After School Club' (5.00pm-6.00pm) which is staffed by a member of the Support Staff and a register is taken for signing in and out.

If a child has not been collected after 6.00pm they will be taken to a boarding house. A Parent/Guardian will be contacted by phone by the SLT Duty Teacher/ Office Staff to pick the child up from there.

Parents must be given notice of children who will be late home through participation in after school activities. They must be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort must be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

#### **h. Assessment of risks in non-lesson time**

<b>HAZARD</b>	<b>RISK LEVEL</b>	<b>CONTROL MEASURES</b>	<b>FURTHER ACTION REQUIRED</b>
Wet Break times	Low	Pupils go to different rooms when there is a wet break time. Year 6 are monitors and member of staff walks between the classrooms to supervise.	Remind pupils of rules and expectations.
Children on playground	Medium	Staff to patrol playground and monitor/control play.  Use of heavy balls not permitted for football.  Avoid and manage use of slippery surfaces, taking into account the mud issue.	Remind pupils of rules and expectations.
Lining up for the start of lessons	Low	Pupils line up quietly outside classroom and wait for the member of staff to arrive or finish the previous lesson	Staff to be punctual and lessons to finish on time. Pupils to be told of rules and expectations.
Use of changing rooms/ cloakrooms	Medium	Pupils are unsupervised when they use the cloakrooms. If this is during a lesson and the pupil has not returned within the expected time then they must send another pupil to investigate.	Staff to be aware of when pupils have gone to cloakroom and for how long.

		Staff should show higher vigilance of changing rooms and regularly 'drop in' in order to reduce risk of horse play.	
Getting changed for Games/P.E. activities	Low	Pupils are supervised during this activity. There is a published timetable for when changing is to take place.	Pupils to know rules and expectations.
Pupils working in Library/ICT suite	Low	This could be because the pupil is 'Off Games' due to illness or injury or they could be doing some Librarian duties. Staff will be aware that pupils are in the Library/ICT and pupils will know which member of staff to report to. Office staff will also be aware.	

## 5. Boarding

### **Compliance with National Minimum Standards for Boarding Schools (2015), Standard 15: Staffing and supervision.**

All staff supervising boarders outside teaching time meet minimum standards in terms of staff-student ratios appropriate to the age, location, activities and needs of boarders. At all times pupils are under the supervision of an identified member of staff, suitably qualified and/or experienced. Any person employed or volunteering in a position working with boarders has a job description and receives induction training in boarding. They partake in regular reviews of their boarding practice and have opportunities for training and continuing professional development. All spouses living within the boarding houses undertake boarding duties. Boarding pupils are not allowed access to the staff accommodation under normal circumstances.

Staff Duties within boarding are all referred to in the Boarding Staff Handbook.