



## **ARTSED DAY SCHOOL AND SIXTH FORM**

### **SUPERVISION POLICY**

#### **STATEMENT OF INTENT**

It is the policy of ArtsEd to ensure, so far as is reasonably practicable, the health, safety and welfare of its pupils and employees while they are at work, as well as the health and safety of others who may be affected by their undertakings.

The aim of this policy is to offer guidance to all staff about the appropriate supervision of all pupils during the school day.

At ArtsEd, we aim 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 children, 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 children. The level of supervision required varies according to the age of the pupils.

#### **The school day**

Pupils are allowed to enter the school building from 07.45am. They are required to use their identification pass as a way of entering the building through the turnstiles. If they do not have their pass on them, they need to sign in at the front desk. Should a pupil from Years 7–11 need to leave the school at any point during the school day, they will need to show the receptionist an exeat slip that has been completed by the School Administrator.

Sixth Form pupils can leave the building during free periods as long as they sign out. They must also sign out at the end of the day if they are leaving to go home before 15.50pm. The sign-out sheet is placed in outside the Sixth Form office and is checked throughout the day by the Head of Sixth Form and tutors. These privileges can be revoked at the discretion of the Head of Sixth Form.

#### **Supervision at lunchtime**

ArtsEd does not have the benefit of any outside space where pupils can go during the lunchtime. This creates the need for a range of supervision arrangements according to the age and the interests of the pupils involved.

Pupils in Years 7 and 8 and the first two terms of Year 9 are not allowed out of the school building at first break or lunch break. The turnstiles do not allow pupils from Years 7–9 to leave the premises at any point during the school day. Once they have had lunch, they must either go to arranged rehearsal, extra-curricular clubs/ classes, music room, room 126 for supervised study, Rocks Lane (for supervised sport), or go to one of the activities rooms. They should not be unsupervised unless they are changing into/out of vocational clothing.

Pupils in Years 10 and 11 (and Year 9 pupils once Year 11 pupils have departed for exam leave) are allowed out from the school building once they have finished their lunch. A member of staff is based on the academic corridor, and they should sign out each pupil and sign them back in upon their return. The pupil must be in uniform and they must have their security pass and lanyard with them. Clear expectations about appropriate behaviour are communicated to pupils at the beginning of each year, and parents sign a Consent Form allowing their son/daughter to leave the building at lunchtime. If a pupil does not have their security pass, is behind with schoolwork, has a rehearsal or has been the subject of any 'concerns' raised by staff, they are not allowed out of the building at lunchtime. This can be for a one-day period or for a longer-term period (for example, half a term). If a pupil chooses not to go out at lunchtime, they should go to room 126 for supervised lunchtime work, extra-curricular class/clubs, go to a rehearsal, work with a member of staff, or change into/out of vocational clothing.

Pupils in the Sixth Form can leave the school building during lunchtime. Lunchtime supervision duties include (see **Appendix 1**):

- Supervision of the breakfast or lunch time in the refectory;
- Signing KS4 pupils in and out of the building;
- Escorting and monitoring sports activities at Rocks Lane;
- Monitoring pupils working in the music room;
- Monitoring the silent working of pupils completing homework tasks in 126;
- Monitoring the corridors and changing rooms during lunchtime and 128 ; and

### **Supervision at other points in the school day**

At other points of the day, staff are supervising pupils when not in lessons in order to ensure their welfare and safety.

These situations include:

#### **Before school**

Pupils are not allowed onto the premises before 7.45am. A member of staff is based in the refectory, supervising pupils who arrive between 07.45 and 08.10am. These pupils are having breakfast and talking to one another. Pupils are not allowed upstairs to go to lockers and prepare for the day before 08.10am. A staff member is based at the turnstiles in the morning, monitoring pupils entering the building.

#### **Break time**

A member of staff is based in the refectory at break times in order to supervise the snack queue, monitor general behaviour in the room, ensure that pupils have tidied up after themselves, and insist that pupils leave by 10.05am for their lesson beginning at 10.10am.

During the break from 14.20 to 14.30, the teacher in studio 39 or a teacher from the Art Department will come down to the refectory to monitor any pupils who may be refilling water bottles, etc.

A member of staff monitors the corridor outside of the changing room during the morning break.

### **Academic Access**

During this time (15.50–16.10pm) pupils can be called to be given extra support or assistance with an aspect of their learning. This may be to redo a test or work through a particular area of difficulty. Pupils who do not have a lesson during periods 9 and 10 and who are not required for Academic Access are free to leave school and go home. Pupils awaiting a class during periods 9 and 10 and not required for Academic Access may do any of the following:

- Get changed into their required vocational clothing;
- Organise the books needed for homework tasks;
- Wait outside a class for it to begin;
- Talk quietly in their form room or other academic classroom;
- Refill water bottles;
- Work in the Homework Club room; or
- Purchase food from the café.

Staff along the academic corridors and by the School Office will monitor pupil behaviour and intervene as appropriate.

### **From 16.00 to 17.45pm**

A member of staff is on duty during this period. They have overall responsibility for supervision during this time. They will be based in the academic corridor and sit with the pupils doing Homework Club (16.00 to 17.30). A notice is placed on the Pupils' School Administrator's door in case a member of staff or a pupil needs to contact them in an emergency. By 17.45pm all pupils should have left the building. Once this has happened, the duty officer is free to go home.

### **Fire evacuation from 16.00 – 17.45pm**

It is the responsibility of the class teacher to ensure that in the case of the fire alarm going off that the pupils in their class evacuate the building calmly and in accordance with the evacuation procedures. Pupils who are on-site but not in class (changing rooms, toilets/corridors) between these times are advised to exit the building immediately via the main entrance where they will find a staff member who will direct them to the fire assembly point.

### **During school performances**

On a number of evenings throughout the year, it is necessary for pupils to perform at school. A detailed letter outlining the supervision arrangements is always sent home to parents prior to this event. Ideally, all pupils would be able to go home to relax and eat before returning for the call time. However, many of our pupils live some distance from the school so this is not always possible. During these times, pupils may go to the home of another pupil, or to go out in groups to eat in Chiswick and relax. As a school we are conscious about the safety of our pupils whilst they are out in Chiswick and urge pupils

not to stay on the green, to stay in groups at all times and to only walk on main roads. Some pupils will bring food back into the building and eat it in the canteen or upon parental request may stay in school and eat a packed meal in the canteen. Supervision is provided in the form of the Homework Club, as well as other pre-arranged work along the academic corridor. Pupils are usually called for a warm-up at about 18.15pm before returning to 'backstage' changing rooms or other areas that are supervised by members of staff.

During large productions (e.g. a music concert, drama showcase or dance show) there is a key supervisor- normally the HOD. They have overall responsibility for ensuring the welfare, health and safety of pupils throughout the rehearsals and performances. They are also responsible for briefing the staff team who are supervising that evening. This will include:

- Timings for the evening;
- Expectations of pupil behaviour;
- Whether or not some pupils are allowed to go home early;
- Clearing-up procedures;
- Creating a risk assessment for the production
- Supervision of pupils throughout the shows;
- Staff jobs for the evening; and
- Fire evacuation procedures for performers.

Any inappropriate behaviour from pupils should be dealt with initially by the member of staff supervising the relevant changing area, and the pupil concerned should then be sent to the key supervisor. It is the latter's responsibility to inform parents of necessary and the relevant member of the Senior Pastoral Team the following day.

Staff are only free to leave at the end of the evening once they have been given the go-ahead by the key supervisor. All pupils should have vacated the premises before the key-supervisor leaves.

### **Saturday and half-term rehearsals**

These can only take place with the approval of the Head of Performing Arts. A significant notice period is required; it is customary for these rehearsals to be booked a term in advance and thus to appear in the school calendar for the term. Under no circumstances can pupils work in school without a teacher being present.

All communication must be sent by letter or email to parents informing them of the rehearsal, its purpose, its timings and when particular pupils are required. It is not acceptable to ask a large number of pupils to attend for a whole day only to use a group for an hour or so. Pupils should arrive at different stages and depart after they are no longer needed. The letter to parents should make the level of supervision taking place during the rehearsal clear. For example, if there is going to be a break for lunch, parents should be informed as to whether or not pupils will be permitted to leave the building for food or whether they should bring a packed lunch to consume within a supervised area. Pupils should be carefully monitored during the rehearsal and should only stay in the room with the member of staff. They are not permitted to go to changing rooms or lockers during the rehearsal. When pupils are used for a significant period of time, they

must be allowed a break for lunch. Staff must pay attention to the usual teaching ratios during Saturday or half-term rehearsals.

Sixth Form pupils may be treated as they would during a normal school day. That is, they may rehearse in unsupervised spaces for short periods and leave the school to buy lunch or during breaks. However, no pupils should be in the school without a teacher present.

### **The supervision of classes at the Polish Centre**

Only Sixth Form classes take place at the Polish Centre. At the beginning of each academic year, Year 12 pupils are walked over to the Polish Centre and the school's expectations regarding behaviour are outlined. At the beginning of each day pupils gather in the foyer of the Polish Centre and wait for their teacher before going up to their classroom. We will endeavour to cover any lessons where a teacher is absent and a supervised cover timetable has been created for the Polish Centre to ensure that there will always be a staff member available. There will always be a first aid trained member of staff onsite at POSK.

The same expectations of staff apply to the supervision of classes at the Polish Centre.

### **The supervision of classes by staff under special circumstances**

#### **Cover lessons**

As we are a small school, staff rely heavily on each other for support and assistance when needed. When a staff member is given cover, it is their duty to follow the instructions given by the absent teacher and provide the same due care and diligence that they would provide in their own class.

- It is expected that ALL members of staff check the cover board at the beginning of the day. They must be aware that they can be called to cover at later points, for example in the case of a teacher developing a sudden illness or another emergency.
- The supervising teacher must collect the work from the School Administrator or the Director of Studies.
- They must ensure that they are ready to start teaching the class at the beginning of the lesson. They must monitor and supervise the class as if it were their own, even if they are not able to teach the class as the subject content may be outside of their area of understanding.
- A supervising teacher must take the register and pass this on to the absent teacher.
- A supervising teacher must ensure that the instructions are understood and the work completed to the normal standard.
- A supervising teacher should check the record books of younger pupils to ensure homework is written in (when it is given).

- A supervising teacher must ensure that they create an environment of rigour and focus so that pupils are able to complete work.
- The teacher must ensure that they monitor appropriate use of ICT, mobile phones etc. in the lesson. They must also ensure that appropriate time is left for the pupils to pack up, tidy up and leave the room as it was found.
- The school will endeavour to ensure that there is a cover teacher for all lessons, but some Year 12/13 lessons can occur without a cover teacher, particularly the smaller classes. It is the responsibility of the pupils to collect the cover work and to stay in the classroom during the entire time – should a problem arise, the pupils are aware that they should contact a responsible adult. The Head and Deputy Head of Sixth Form will randomly check in on these classes to ensure work is happening.

Members of staff who are setting work are advised to do the following:

- Set a number of standalone lessons that are in a card folder for different age groups. All the relevant materials, CDs, paper, worksheets etc. should be contained in the folder. This can then be given out when the staff member is ill to the extent that they are unable to set more specific/technical work.
- Set a lesson that is relatively calm and enables the cover teacher to set about on his or her own work, once they have organised the lesson according to the instructions. A lesson requiring a cover teacher to collect 24 laptops or to monitor and then judge 10 improvisational group drama pieces is not appropriate.
- Cover work should be set on the school lesson plan proforma located in the shared area. Members of staff should plainly indicate the expected levels of behaviour in their lesson (for example, regarding the use of iPods, etc.).
- Staff **MUST** also ensure that they inform the cover supervisor if they require duty cover or arrange for the cover themselves.

### **The school's expectations of staff who are supervising**

In all interactions with pupils, staff are expected to adhere to the Staff Code of Conduct. The supervising adult must address bullying or inappropriate/hurtful language.

It is vital that all supervisors do the following:

- Turn up to their duty on time and stay until the end of the duty;
- Be vigilant to the fact that they need cover for their duties, if they are on a course or are ill. This should be mentioned to the Director of Studies when cover is arranged;
- Be aware of the expectations of each duty. If any member of staff is unsure, they should speak to a senior member of staff;

- Have some vigilance about health and safety. For example, the adult taking activities duty must ensure that the studio spaces are free of risk before any pupils arrive and use the rooms; and
- If a pupil is injured during a supervised activity, the member of staff should send another pupil to the School Office to find a first aider. The member of staff should stay with the injured child. An accident report must be completed in the accident book once the first aider has treated the pupil.

In addition, they should:

- Monitor the behaviour and interaction of pupils, allowing them the freedom to relax in their own time while still applying reasonable expectations;
- Ensure that the noise level and activity of pupils is appropriate to the environment and intervene when it is not;
- Ensure that pupils treat their environment with respect and intervene if pupils leave areas untidy or break school rules (for example, it is not acceptable for pupils to play a piano in the studios). Staff should be prepared to pick up rubbish/papers as well as asking pupils to do it. This is particularly important for the foyer area;
- Ensure that pupils are dressed appropriately and in the correct clothing. If this is not the case, the pupil must be either told to change or, if the clothing is inappropriate, spoken to *gently and privately* on the spot. If the member of staff does not know the pupil who is inappropriately dressed, the matter should be referred to the pupil's tutor;
- Ensure that school rules regarding make-up and jewellery are being adhered to. This is particularly relevant during lunchtime or after school when some of the girls are prone to applying more make-up. As in the classroom, pupils must be asked to remove the make-up immediately (generally most pupils will do this with minimal fuss, and a friendly, firm reminder is all that is needed). Staff should also make sure that pupils have changed appropriately by the time they leave the school;
- Be aware of, but not condescending to, the more vulnerable pupils in our care; and
- Ensure that pupils are in the right place at the right time – this is particularly relevant to the time when pupils ascend the stairs in the morning, lunchtime activities and periods 9 and 10. Staff should ask pupils where they are meant to be and wait to hear the answer.

Supervision off-site (at Rocks Lane or in a hired theatre)

- If staff are supervising pupils in an area away from the school, but not on a school trip, they should still ensure that the relevant paperwork has been

completed and that the arrangements comply with the Activities Outside the School Policy.

- Staff must ensure that the legal pupil to teacher ratios are being met and should take action to find another teacher if it is required. (This is particularly relevant to Rocks Lane – staff who are assigned this duty must ensure that they are sufficiently aware of the particular pupils who are in their care.)
- In the case of journeys to Rocks Lane or the use of the Tabard Theatre, staff must ensure that they meet pupils in the foyer at the allotted time and walk with them to the site. They must ensure that proper procedures are followed in crossing the roads and in walking to and from the site.
- Staff who are supervising pupils at Rocks Lane, the Tabard Theatre, or another hired theatre must carry with them a charged and switched-on mobile phone in the event of an emergency. It is not possible to take a school phone to Rocks Lane and, therefore, staff may use their own. However, Rosalie, the Pupils' School Administrator, MUST have this number and know which staff member is on duty.
- If there is a change to the duty roster for Rocks Lane, the Pupils' School Administrator should be informed.

#### **Review of Supervision Policy**

Policy written:	August 2010
Date policy reviewed:	(Claire Parker-Wood) September 2020
Next review date:	September 2021



## Explanation of Staff Duties.

### COVID UPDATE

All staff who are doing lunchtime/after school duties are entitled to a free canteen meal, to be taken on the day of the duty. Please ensure you get the Lunch Pass from the school office before getting your food.

#### Canteen Lunch and holding room 12.00 -12.30

- Please see staggered lunch timetable. Pupils who have lunch at 12.15 should congregate in room 25 and wait to be escorted to the canteen at 12.15 by the staff member on duty.
- Staff member to ensure that pupils remain in the allocated room and then escort them to the canteen at 12.15 after which they will support the staff member in the canteen on lunch queue duty.
- Ensure pupils sanitise their hands as they enter the canteen and wear their masks
- All bags should be left in the holding room
- Ensure a sensible and serious approach to **social distancing will be encouraged and expected** in all communal areas.

#### Canteen Lunch Queue 12.00 – 12.30

- Monitor the lunch queue and ensure no one is pushing in.
- Make sure that no bags are brought into the refectory or left outside.
- Ensure pupils scrape their plates and put their trays away and leave their tables tidy
- Take note of pupils who are not eating and inform SB/CR/MF.
- It is an active duty which requires you to walk around the canteen and supervise our pupils
- It is vital that form groups stick to the timings for lunch, a copy of which is located in the kitchen. If a form group arrives earlier then you should send them back to room 25. If this continues please report it to the Head of Key Stage.
- You should never sit down during the duty to eat your lunch.
- Degree pupils should not try and get lunch from the kitchen during our slot.
- Chairs should not block walkways
- Pupils should wear a facemask when in the canteen when queueing for lunch
- Ensure a sensible and serious approach to **social distancing will be encouraged and expected** in all communal areas.
- Pupils must **clean their hands** when they enter and leave the canteen using the hand sanitizers stations or
- Pupils should sit in year groups at designated tables.

#### Packed lunches 12.00 – 12.30

- Packed lunches will be brought up to the allocated tutor bases by the canteen staff.

- Oversee that pupils are getting their packed lunches in an orderly and safe manner.
- Walk through the corridors, checking in at tutor bases and classrooms ensuring pupils are behaving in an appropriate and safe manner
- Each tutor group will have pupil lunch monitors who will ensure that the space/classroom is kept neat and tidy
- Pupils should not gather in corridors and should not go to the toilets in groups
- Ensure a sensible and serious approach to **social distancing will be encouraged and expected** in all communal areas.

#### **Corridor/ tutor base and toilet duty 12:30 – 12:55**

- Pupils are to remain/return/to in their tutor bases after they have had lunch
- Staff on corridor duty should move between the tutor bases ensuring that pupils are behaving in an appropriate and safe manner.
- Pupils are allowed to go to the toilet but not in groups.
- Ensure a sensible and serious approach to **social distancing will be encouraged and expected** in all communal areas.
- Pupils should be wearing masks when in communal areas

## **Duty Roster Autumn 2020**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
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<b>Foyer 8.40- 9.10</b>	SIB/CR	CR/AB	MF/CPW	ABNB	CPW/MF
<b>Canteen Lunch and holding room 12.00 - 12.30</b>	JS	LT	SP	LTH	JM
<b>Canteen lunch queue 12.00 – 12.30</b>	MR	PB	SB	CS	MAL
<b>Packed lunches duty 12.00 – 12.30</b>	KS3/Yr 12- <b>GK</b> Yr 9/ Yr 12- <b>TB</b> Yr 10/ Yr13- <b>SM</b> Yr 11/Yr 13- <b>QvR</b>	KS3/Yr 12- <b>MP</b> Yr 9/ Yr 12- <b>LTh</b> Yr 10/ Yr13- <b>JM</b> Yr 11/Yr 13- <b>CP</b>	KS3/Yr 12- <b>RF</b> Yr 9/ Yr 12- <b>LBr</b> Yr 10/ Yr13- <b>RBr</b> Yr 11/Yr 13- <b>LR</b>	KS3/Yr 12- <b>MAL</b> Yr 9/ Yr 12- <b>THR</b> Yr 10/ Yr13- <b>WR</b> Yr 11/Yr 13- <b>GR</b>	KS3/Yr 12- <b>GB</b> Yr 9/ Yr 12- <b>RC</b> Yr 10/ Yr13- <b>AG</b> Yr 11/Yr 13- <b>MR</b>
<b>Corridor / form tutor and toilet duty 12.30 – 13.00</b>	EE/JH	CC/MP	DC/EE	TE/NB	LT/TP
<b>Foyer 3.50 – 4.10</b>	SiB	CR	MF	AB	CPW