

Queenswood



Supervision Policy

Issued by Deputy Head Pastoral

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SUPERVISION POLICY

Policy Statement

Queenswood is committed to ensuring that it delivers an excellent education and that all pupils feel safe and secure while at school. The supervision of pupils plays an essential part in this process. Supervision of pupils takes place in classrooms, in co-curricular activities, in the girls' free time and on educational visits. Every member of staff is involved in ensuring that the pupils are safe but the responsibility to supervise falls particularly on the pastoral and academic staff. The manner in which pupils are supervised is important. Adults and senior pupils should, at all times, act with sensitivity. They should not raise their voices, cause a girl to feel embarrassed or intimidated. There should always be a reasonableness about how people in authority act. Special care should be exercised in ensuring that pupils do not feel that they are being "picked on", "singled out" or otherwise humiliated. As a general rule, adults should not carry over former misdemeanours. Every lesson and encounter is a fresh start.

There will be times when pupils cannot be closely supervised on an estate as large as Queenswood. Girls are aware of rules which apply to their movement about the site and they are reminded frequently of the need to stay within bounds.

When a member of staff is supervising in a remote location, they should have a school mobile phone in order to be in communication with the school should the need arise.

Aims and objectives

The specific aims and objectives of the supervision policy are:

To provide pupils with a full academic curriculum.

To prevent pupils feeling vulnerable.

To ensure the safety of pupils when they are not in lessons or participating in co-curricular activities both on and off site.

To ensure the safety of pupils on educational visits.

Roles and responsibilities

Staff

The Deputy Head Pastoral is responsible for ensuring that the supervision policy is implemented.

All adults working with or on behalf of children have a responsibility to supervise and protect them. There are, however, key people within Queenswood who have specific responsibilities for ensuring that pupils are supervised. These would include teachers and House staff.

Senior Girls

Senior girls are instructed in child protection procedures and have a role in supervising pupils.

These roles include: the supervision of pupils as they enter and leave morning Chapel; the supervision of younger girls in some co-curricular clubs and activities; assisting the House staff in the Middle and Lower School Houses at bedtimes; assisting supervision of study and any other supervisory duties that may be entrusted to them by senior members of staff.

Parents and Volunteers

Parents and Volunteers occasionally play a role in supervising pupils. They are briefed on the Safeguarding Children Policy and the Staff Code of Conduct and on this Supervision Policy.

Guidelines for the supervision of pupils

Teachers should be punctual to lessons, recognising that this is one way of preventing bullying or feelings of insecurity.

Teachers should not leave pupils unattended in a classroom.

Co-curricular activities should be supervised.

Registration in the Morning and Afternoon

Registration takes place with tutors at 08:20 and in House at lunchtime for all girls. If there has not been prior notification of absence, all absences will be followed up by the General Office on notification by the iSAMS registration system. Other Registrations occur at Tea Checks and in Houses in the evenings.

Lesson Time

Electronic registration also takes place in all lessons. Unexplained absences from lessons will be followed up or emailed by the subject teacher to the General Office, in line with the Missing Pupil Procedure.

Co-curricular Activities

Registration takes place in all co-curricular activities. Unexplained absences will be followed up with a call to the appropriate Housemistress, Houseparent or Boarding Assistant.

Absent staff

Planned absences

When members of staff are aware that they will be absent, they should arrange, through the member of staff responsible for the allocation of cover, for alternative supervision to be provided by colleagues for any Year 7-10 lessons that they will be missing. Work for each lesson missed will be set, wherever possible, by the absent member of staff or the appropriate Head of Department. A yellow absence form should be completed.

Year 11 and the Sixth Form will work independently in their study bases. Work will be set and House Staff informed.

Unplanned absences

When members of staff are absent unexpectedly, they must notify the School by ringing the Staff Absence Line before 07:30 on 01707 602589 and the Cover Co-ordinator will pick up any such message and arrange appropriate cover.

Duties

In a boarding school, some form of staff supervision is needed at all times. At Queenswood duties are shared by almost all the staff. The time after school and at weekends is covered by resident and non-resident staff.

Break Duty 10:45-11:15

This is supervised by Boarding Assistants and supported by a member of staff.

Lunch Duty 13:10 – 14:25

1. This duty is covered by a member of Staff and SMT by the Dining Room door and Sixth Form girls at the GO door and door by the office of the Deputy Head Pastoral.
2. The rota is compiled by the Assistant Head, Teaching and Learning and is posted on the portal and on Hartley Notice Board. The rota for Sixth Form girls is done by a Senior Prefect, and overseen by Head of Sixth Form
3. The girls queue up in Trew Corridor with a Sixth Form girl checking that the girls do not enter the corridor before their allocated time.
4. A second Sixth Form girl controls the flow of girls based outside the GO door
5. The member of SMT stands at the entrance to the Dining Room.
6. Once the queue has finished, the member of staff on duty ensures that the younger girls on duty from 13:50 wipe the tables.
7. The list for these girls will be put together by the Head of Year and Tutor
8. In Houses, a member of staff will be in the House and available to see girls.
9. Members of staff can be also be found inside the Dining Room.

The system **does** work if:

- the Lower Sixth and the staff are on duty promptly;
- we are strict about following the rota;
- the girls do not try to queue too soon.

The lunch rota is posted on the notice board opposite the General Office.

16:40 – 17:50

Activities are supervised by the member of staff responsible for the club or sport as shown in the co-curricular schedule.

Staff supervising study are on a rota found on the Hartley Board.

They are organised, led and supervised by the SMT on duty.

They must arrive promptly for Study duty to ensure that the girls settle quickly and use the full Study time to maximum benefit.

At 16.35 meet the SMT on duty in S7. They then register girls by 16:45 on the S Drive. House staff follow up on absences at 16:50.

At 17:50 girls should be dismissed after the end of Study. The room must be left with windows closed, and the room tidy.

Year 11s and Sixth Form are to be in House and quietly working in their rooms, supervised by House staff.

Specific facilities

Library

There is a Librarian on duty every day as follows:

Monday:	09:00 – 18:00
Tuesday:	08:00 – 18:00
Wednesday:	08:00 – 18:00
Thursday:	08:00 – 18:00
Friday:	09:00 – 16:00

Gymnasium

This building will be locked at all times when unoccupied by a member of staff.

Science and Design Technology

The laboratories, workshops and preparation rooms are locked when a member of staff is not present.

Stamp Common Room

This is used as a base for the girls to study and store books and academic equipment. It is supervised during Study time.

Other school related policies and procedures

- Behaviour Policy
- Educational Visits Policy
- Anti-Bullying Policy
- Safeguarding Children (Child Protection) Policy
- Pastoral Care Policy
- PSHCEE
- Staff Code of Conduct