

# BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

## WHOLE SCHOOL POLICY FOR THE SUPERVISION OF PUPILS

**SCOPE:** This policy covers all pupils attending Bridgewater School, including those in EYFS and any using the school's Early and Late Clubs. In order to address all our pupils' needs, separate procedures may be appropriate for EYFS, Prep or Senior children. Where this is the case, the relevant procedure is attached.

Teachers and staff at Bridgewater School have a duty of care to all pupils in the school. It is the Head Teacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the school site, as well as during activities which take place off site. It is also her responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. The School Governors and Head Teacher are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

### Supervision of Prep pupils during the school day

0730 - 0830	<b>EYFS and KS1</b> – an Early Club is run for the younger pupils that is supervised by fully qualified staff. <b>KS2</b> – pupils are supervised in the Prep Library. All Prep buildings can be accessed by pupils from 0830.
0830 - break	Class and subject teachers are responsible for the pupils they teach during this time.
Break Time	All pupils are supervised by 2 members of staff, who undertake break duties on a rota basis. Staff on duty wear high-visibility jackets and take the department's bag of inhalers out to the playground. They are present in the playgrounds at all times. If it is wet, the pupils are supervised in their classrooms.

Lesson Time	Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency, teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst an incident is dealt with; - summon the Deputy Head - call the main office, or the Head Teacher
Lunch Time	All pupils are supervised by Welfare Staff whilst in the Dining Hall. KG children remain within their setting to eat. Welfare staff work from 11.30am to 1.30pm. KG pupils play separately with the required number of Welfare Staff. Reception children are supervised by a member of staff. Preps I to VI are supervised by 5 Welfare staff.
1515 - 1530	The end of the school day is staggered, and teachers are responsible for the supervision of their pupils until such time that they are collected by a parent or guardian.
1520 - 1800	All remaining pupils are escorted to a school bus, or go to Late Club which has a Supervisor plus assistants. The Supervisor is responsible for the supervision of pupils in her care until they are collected by a parent or guardian.

### **Pupil Absence**

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the School. (Refer to the school's "Registration and Attendance" Policy)

### **Visitors**

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at the main office, where they will receive a badge that they are expected to wear for the duration of their visit.

All staff should be prepared to challenge strangers on the premises, and to report concerns to the Head or Bursar.

### **Classrooms**

Pupils should not be left unsupervised in classrooms outside lesson times.

### **Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please refer to the school's "Health & Safety for Pupils on Educational Visits" policies, available on the Staff Shared Drive and the School website.

## Supervision of Pupils in the Senior School

We recognise that pupils in the Senior School should have some extra responsibilities and there is an element of trust that we place in them pertaining to their behaviour in the school grounds. We expect them to follow the school Code of Conduct and in doing so we believe that they in turn will respect each other and the fabric of the buildings around them.

08.00 – 08.30	<b>KS3-4</b> – pupils remain outside their main building. Staff on site and those in the Kitchen are on hand should there be an accident or incident. Pupils may go to form rooms if it is raining before school. <b>KS-5</b> - pupils can wait in their common room. All buildings can be accessed by pupils from 08.30.
0840 – 10.55	Form and subject teachers are responsible for the pupils they teach during this time.
Break Time	All pupils are supervised by members of staff, who undertake break duties on a rota basis. They are present in the buildings at all times. If it is wet, the pupils are supervised in their classrooms by duty staff.
11.15-13.20	Teachers are responsible for the supervision of their class. No class should be left unsupervised for a prolonged period for any reason. In case of emergency, teachers might: - summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; - summon the Deputy Head(s) or Pastoral Co-ordinators - call the main office, or the Head Teacher
Lunch Time	All pupils are supervised by Duty Staff and by the lunchtime supervisors from 13.20pm-14.25pm. Some pupils will be involved in extra-curricular clubs that are supervised by a member of staff.
14.25-15.45	Form and subject teachers are responsible for the pupils they teach during this time.
15.45-16.00	All pupils make their way off-site – either on school transport or by their own arrangements.
1545 - 1800	All remaining pupils go to either Homework Club or a supervised after school activity. The Homework Club Supervisor is responsible for the supervision of pupils in her care until they are collected by a parent or guardian.

### Pupil Absence

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the School. (Refer to the school's "Registration and Attendance" Policy)

### **Visitors including visiting speakers**

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at the main office, where they will receive a badge that they are expected to wear for the duration of their visit.

At Bridgewater School, we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils. The school will screen staff, visitors and volunteers to ensure that they will not deliver messages of extremism or radicalisation. Any speaker will not be left unaccompanied with pupils and staff will be present at any such events. All staff should be prepared to challenge strangers on the premises, and to report concerns to the Headmistress, Bursar or Site Manager.

### **Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please refer to the school's "Health & Safety for Pupils on Educational Visits" policies, available on the Staff Shared Drive and the School website.

**Reviewed by the Head Teacher and Senior Management Team - February 2024**