



Milbourne Lodge School
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Supervision of Pupils Policy

September 2017

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school term.

Legal Obligations and the Duty of Care

The school 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 children, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children.

DCSF guidance states during the time pupils are in school, staff are under a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents will happen and pupils will occasionally abscond, even in the best-regulated schools. However, Milbourne Lodge School demonstrates:

- regard for the ages and capabilities of their pupils;
- a systematic approach to safety in the light of foreseeable risks.

School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and these rules are known to all pupils. Pupils are made aware of these rules during tutor meetings and are regularly cross referenced in assemblies and classroom discussions.

Staff aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and that staff are appropriately trained.

Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.

Where there has been an accident/incident which had not been foreseen, the risk of a repetition is considered.

Negligence

If a claim for negligence is brought against the school 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 happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

Safeguarding Measures

With this guidance in mind, Milbourne Lodge School has the following measures in place to safeguard its students:

- Students register twice a day with tutors. Registers are checked by the school office by 9.15am each day. Any unknown absences are followed up to establish the student's whereabouts.
- Students are not allowed to leave school premises during school hours without prior permission from their parent/ guardian, and The Head.
- If a student has to be sent home unwell, they will not be allowed to leave the school premises until their parent, guardian or host family is aware of the situation. In the unlikely event of a student needing to be taken to hospital in an emergency, a member of staff will accompany the student until the parent, guardian or host family arrive and assume responsibility.
- If a student is too unwell to attend school, or cannot attend for any other reason, the school must be informed by the parents/ guardian/ host family by 9.15 am at the latest on the first morning of any absence. There is a 24 hour answer phone on 01372 462737 to make out of hours contact easier. If the school is notified of the absence of a student, this information is promptly entered into SIMS so that all staff are aware of the reason for the absence.

School Visits

When children are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the children at the end of the visit.

Staff Duties Supervising Pupils Outside the Classroom

There are staff duty rotas for supervision during break, lunch and after school throughout the academic year. These rotas are placed on the staff room notice board, and are published to all staff at the start of each academic year. Punctuality and reliable attendance at duties is of paramount importance.

Staff are on duty to ensure as far as possible that there is a visible staff presence around the campus during these times and that there is some extra support and supervision for the students as necessary. They should enforce school rules and ensure that children are acting in a responsible and safe manner. Duty staff should be particularly vigilant for instances of bullying or of pupils who appear upset. Issues which need elevating should be reported to the Form Tutor.

Staff Duties Supervising Pupils Inside the Classroom

Classes must be supervised at all times and should never be left without an adult school employee watching directly over them.

Review date: September 2018 Judy Waite