



Northbourne Park School

Supervision of Pupils Policy

Owner	Issue date	Review date	Purpose	Scope	Version	Agreed by
DOPECA	June 2015	June 2016	Safeguarding	All pupils	1	HM
DOPECA	June 2016	June 2017	Safeguarding	All pupils	2	HM
HM	June 2017	June 2018	Safeguarding	All pupils	2	HM
HM	June 2018	June 2019	Safeguarding	All pupils	2	HM
HM	June 2019	June 2021	Safeguarding	All pupils	2	HM

The following policy documents have a bearing on pupil welfare and Health and Safety Issues.

NPS Staff Handbook

NPS Health and Safety Committee Meeting minutes

NPS Notifiable Incidents Audit

NPS Accident Reporting Review.

NPS Health and Safety Policy

NPS Health and Safety Handbook

NPS Discipline Policy

NPS Departmental Policies

Introduction

Northbourne Park School is committed to safeguarding and promoting the welfare of children. The school expects all staff members to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

All members of staff have a contractual responsibility to safeguard the welfare of all children in their care according to the *NPS Child Protection Policy*, the *NPS Health and Safety Policy and Handbook* and the *NPS Safe Working Practices Policy*.

The Duty of Care

The 'duty of care', as a contractual obligation, places a specific responsibility on the Headmaster, as overall manager of the school, to ensure full and appropriate supervision of all pupils occurs throughout the school day.

Staff agree to enact this supervision policy so as to ensure the duty of care to pupils, both on and off school premises. A significant part of the relationship between a teacher and pupils is based on the concept of duty of care. This principle has been upheld in the courts and it follows that the teacher must exercise such a standard of care as would be expected of a caring and prudent parent. Any injury to a pupil would not in itself be grounds for a successful action against a teacher, the school or the governing body. It would be necessary to show that there has been negligence by the school that has resulted in the

injury sustained by the pupil. In other words, if a staff member has not followed the school's policies and procedures in ensuring the welfare, health and safety of the pupil in question.

Staff Responsibilities

It is *Northbourne Park School* policy and the contractual obligation of all staff that they should make every reasonable effort to supervise the health, safety and welfare of all pupils and other visiting children at all times. All teaching and non-teaching staff ensure that the pupil's health, safety and welfare is a priority in their supervision when carrying out their duties. This applies to all aspects of work in classrooms, dining halls, the woods, swimming pool and any off-site visits. Staff must at all times be aware of the need to act as a reasonable, caring and prudent parent would when supervising pupils at work or play.

Teaching assistants should act immediately if they think that pupil's actions could lead to hurting themselves or others. This action should be reported according to the *NPS Accident Policy* or the *NPS Near-Miss Policy*.

Pupils moving around the building should not be allowed to run and they should not push or jostle other pupils in lines or groups. This is particularly important during lunchtime queuing and supervision. Lunch supervisors should ensure that pupil's movements are as above.

Spillages on tables, chairs and especially the floor should be cleaned up immediately to avoid pupils falling over. Tables and chairs should be cleaned as necessary to avoid soiling of pupil's clothes or contamination of their meals.

Break-Time Supervision

Break-time supervision is governed by the *NPS Staff Duty Arrangements* and the *NPS Staff Break Duty Weekly Checklists* listed on the board in the staff room.

Fire Evacuation

Regular Fire Evacuation Exercises take place.

Accidents and Injuries

NPS Accident Reporting Procedures

NPS Near-Miss Reporting Procedures

NPS Medical Care Policy

NPS First Aid Policy

Health and Safety

The employer has specific obligations under the Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1992, to ensure that as far as practicable "a safe place of work" is established for all employees and others who enter the school. Northbourne Park School embraces this obligation ensuring that the supervision of pupils throughout the school is adequate to ensure their health, safety and welfare.

Supervision before school

Responsibility begins for day children at 8am when pupils arrive at school. Boarders are supervised at all times, although staff are keenly aware of the need for privacy of pupils and to let them have the space to play, under less intrusive supervision.

Day Pupil Registration

See *NPS Attendance Policy*

NPS Missing Child Procedure.

Illness

NPS Medical Care Policy

Class Supervision

No class of pupils should be left unsupervised for any reason. Subject teachers ask colleagues to summon help from other members of staff or a member of the SMT. Children will never be left unsupervised during lesson times. The timetable ensures that all pupils are supervised by a member of the Northbourne Park staff at all times. Pupils unable to participate with a class lesson are supervised by a member of staff at all times.

Visitors

NPS Visitor Policy

Supervision after School

NPS Staff Duty Arrangements and the *NPS Staff Break Duty Weekly Checklist*

Supervision of pupils travelling to and from school

The Head is responsible for the supervision of pupils travelling to and from school by school minibus but not for pupils arriving on transport privately arranged by the parents.

Duty staff supervise pupils waiting on school premises for transport to take them home. Pupils waiting to go home wait outside the main entrance by the reception office in the bollarded area.

Missing Child Procedure

The Missing Child Procedure can be found on the Intranet.

Dangerous Activities

Risk Assessments

Swimming

NPS Pool Safety Operating Procedures

School Trips

Risk Assessments

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