

Supervision of Pupils Policy

Applies to:

- the whole school along with all activities provided by the school, including those outside of the normal school hours;
- all staff (teaching and support), the Governors and volunteers working in the school.

Related Documents

- Behaviour Policy
- Educational Visits and Off-site Activities Policy
- Remote Teaching and Learning Policy
- Online Safety Policy
- Safeguarding Policy

Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the Reception area, and on request a copy may be obtained from the school office.

Monitoring and Review

- This policy is subject to continuous monitoring, refinement and audit by the Principal, who reviews it annually.

Signed:

Amy Cavilla
Principal
September 2024

Duties and Responsibilities

Teachers have both a statutory and contractual obligation to maintain good order and discipline among pupils and to safeguard their health and safety whenever they are authorised to be on school premises or engaged in authorised activities elsewhere. Thus, the teacher has a responsibility to minimise the risk of injury and to promote good standards of behaviour, attitudes and relationships among pupils.

The Principal and Head have responsibility for the internal organisation, management and control of the school and for the deployment and management of teaching and support staff. Thus, the Principal and Head must make appropriate arrangements to maintain reasonable supervision of all children on school premises or engaged in authorised activities.

Management

Supervision is required before the beginning of morning lessons while children are arriving and after the end of the teaching day while pupils remain on the school premises. Supervision is also required during mid-morning and lunchtime breaks.

In determining the arrangements for supervision, the Principal and Head must ensure that supervisors are aware of the extent of their duties, and both supervisors and pupils must be aware of the areas on the school premises to which pupils have access.

The Executive Committee will determine the appropriate staffing ratios for all parts of the school day and all aspects of the school: the overarching aim will be to ensure the safety of the pupils in our care.

An appropriate duty rota will be drawn up and implemented throughout the school day to ensure that pupils are properly supervised each day. A member of the Executive Committee will be in charge of the duty team each day and will be available to help and support as required.

Extra-curricular Duties

Teachers engaging in extra-curricular activities with pupils accept the full duty of care for them during the time of the activity including preparation and clearing up and, where appropriate, for the safe and orderly dismissal of pupils from the school premises.

School Trips and Visits

The risk assessments carried out for all off-site trips and visits will determine how many responsible adults must accompany the trip or visit. Details are set out in the Educational Visits and Off-site Activities Policy.

Remote Teaching and Learning

In the event of school closure due to illness, epidemic, extreme weather, power loss, etc., the school will continue to deliver timetabled academic lessons, pastoral support, counselling and co-curricular provision to pupils remotely via MS Teams. Further details are available in the Remote Teaching and Learning Policy and Online Safety Policy.

Liability for Children Outside School Premises

The standard of care that a teacher is expected to show is such care towards a child under their charge as would be exercised by a reasonably careful parent.

Children may be regarded by the Courts as in the care of Radnor House Twickenham while they are on the way home although the responsibility of the school can be generally discharged by giving advice and instruction on behaviour and possible hazards. However, if a pupil meets with an accident close to the school while on the way home, Radnor House Twickenham can reasonably be expected to take responsibility and appropriate action if it knows about the accident.

Radnor House Twickenham is near a busy road and there is a duty to take care that the children themselves do not become involved in, nor cause, a traffic accident.