



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

SUPERVISION POLICY

Reviewed April 2015

Introduction

St Paul's School seeks to ensure that systems are in place to ensure children are safe and supervised. Professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. If pupils are within the school grounds, staff may sometimes make the false assumption that they are completely safe. It is important for staff to understand the importance of pupil supervision and observe the following guidelines.

School opening times

Pre-Prep children can start to arrive in their classrooms after 7.45am. Children who arrive before are supervised in the Pre-Prep library. In the Prep School they only enter the building after 7.30am and Senior School pupils can arrive any time after 7.15am.

6.45am – 6.00pm	Deputy Headmaster on site
6.00am – 9.40pm	Infirmery is open
7.15am – 5.00pm	The school library is open
2.00pm – 10.00pm	Campus Manager on site Mr Claudio Zsigmond who is a qualified teacher

All pupils are normally expected to leave school by 3.30pm unless they are in the library or are attending a supervised club or society activity. Prep pupils should not be in school after 5pm, unless their after school activity/club or society finishes after this time. Senior School pupils can stay in the library until 5pm. Sixth-Form pupil can stay in the Sixth Form Centre until 5pm.

The Deputy Headmaster is present in school from 6.45am (or a cover arrangement is made) and is contactable via the telephone 413 or on the radio.

Pupils are not allowed on the school site without supervision. At least one member of the teaching staff is always present on duty (Deputy Headmaster from 6.45am and the Campus Manager until 10pm) in order to supervise pupils whenever they are in the school outside normal school hours.

Arrangements are made to ensure that pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Staff members who coach school teams will supervise pupils on both home and away matches.

School day in Pre-Prep

From 7.45am to 8.15am one Pre-Prep assistant is on Rua Juquiá helping the children from the cars to the school gate. Pre-Prep School starts at 8.15am and classrooms will be open as from 7.45. Registration is done in paper registers and then this information is transferred by the Pre-Prep Secretary to SchoolBase.

School ends at 2.30pm and pupils should be collected promptly by parents/authorised adult unless they will be participating in after school activities. The guards will only allow Pre-Prep children to leave the school if they are accompanied by an authorised adult.

School day in Prep School

Prep School starts at 8.10am and the register is taken then using SchoolBase. The main gate to the Prep School is open from 7.45am to 8.10am.

Pupils arriving at school between 7.30am and 8.10am enter via the main gate at the front of the school building. If pupils arrive before 7.40am, they enter via the main entrance to the building via the guards hut. They wait in the covered area until 7.30am when they go into their classrooms. At 8.10, the Prep gate is closed and pupils who arrive late have to use the main gate. They should walk past the guards' hut, down the ramp and go to the Prep Secretary's office to sign the Late Book. They will be marked officially late. After this they should go to their classroom.

The Prep School ends at 2.45pm for Prep 1 and 2 and 3pm for Preps 3 to 5. Pupils should be collected promptly unless they are remaining for a scheduled after school activity. Parents and adults picking up Prep children should come into school via the main gate which opens at 2.45pm for Prep 1 and 2 parents. Prep 1 and 2 children are picked up directly from their class teachers. Pupils will only be handed over to those specifically authorised (via their diary with a photo and RG/RNE number) to collect them.

Children in Prep 3 to 5 are expected to wait for their parents at a mutually agreed point within the school playground, but may not wait at the top of the ramp or near the main exit.

Pupils are expected to be on their best behaviour at all times, as they are still within the school environment. For Prep children with an older brother or sister in the Senior School parents may request a special yellow authorisation card which will allow them to leave the school in the care of this sibling. The card will be supplied upon a parent's written request in authorising this and confirming that they accept full responsibility. Otherwise all Prep children must leave school with an adult.

The Head of Prep and a Prep Head of Year are on duty each day at the Prep Gate from 7.45 - 8.10am and again from 2.50 - 3.15pm.

School day in Senior School

Pupils should arrive before 8 am. Pupils must sign the Late List if they arrived after 8 am (which is kept with the Guards). After 8.20 am pupils must enter through the reception and sign in with the Senior School secretaries. The Very Late List is signed when they arrive after 9.30pm. A member of the Senior Leadership Team is usual present supervising the arrival of pupils at the turnstiles from 7.45 to 8 am.

All Senior School pupils are registered during form period (8 am to 8.20) or at an assembly.

The registers are done on SchoolBase and taken by the form tutors. For every teaching period teachers are expected to take a register using SchoolBase.

In the afternoon a head of year is on duty along with the Campus Manager. This supervision is from 3.05 to 3.20pm.

Areas which are out of bounds to pupils

At break time and lunch time pupils may only use the areas designated to them by their school rules. Pupils are not allowed in the gym, music rooms or the theatre without supervision. The Pre-Prep playground is also out of bounds to children without supervision by a teacher or an assistant.

Pupils are not permitted to enter potentially dangerous areas, e.g. science laboratories, cleaning cupboards, etc. Doors to these areas are to be kept locked at all times when not in use. Pupils do not have access to the maintenance areas, car park, catering and caretaking areas of the school.

Fingerprint turnstiles

All adults working in the school should enter and leave using the turnstiles using the fingerprint entrance. Pupils in the Senior School are also required to use the fingerprint turnstiles. Pupils in Prep 3 to Prep 5 are also registered.

Parents and authorised adults using the turnstiles

All parents are asked to complete a form called *Authorization for digital system registration*. This form is also used for parents to list other adults that are authorised to collect their children.

Sixth-Formers and lunch break

Pupils in the Lower and Upper Sixth may leave the premises during lunch-time. All parents are asked at the start of the academic year to inform the Head of Sixth Form if they do not

want their child to have this option. All Sixth-Formers are then issued with a White Gate Pass which has a photo of the pupil. These are given to the guards when they leave and handed back when they return to school. The Senior School Secretary is informed immediately if there are any cards that are still in the Guards' possession at 1.30pm. Pupils who lose their cards will have to wait at least 5 school days to be issued with a replacement card.

Calling home (all schools)

The school will call home if a pupil fails to arrive at school. As soon as the registers have been taken the secretaries for each section of the school print out the attendance registers to visually check non-attendance. The secretaries will then call home to find out why a pupil is absent.

Duties (staff supervisions)

All members of the teaching staff are expected to take their share of morning break and lunchtime supervisory duties. A rota is prepared by the Pre-Prep Playground Co-ordinator, Head of Pastoral Care in the Prep School and the Deputy Headmaster in the Senior School. Staff duties cover dining room, playgrounds and school buildings. Staff supervisions are shown in staff timetables and on Firefly.

For parents and teaching staff in Pre-Prep they should also read Pre-Preparatory Playground Policy.

Infirmary

The School Nurse, who is assisted by three auxiliary nurses, look after the medical welfare of the pupils. If a pupil does not feel well during break or lunch he/she should go directly to the infirmary. If a pupil does not feel well during lessons he/she must ask permission from their teacher before going to there. The nurse will return the pupil to class with a signed slip if she feels the pupil is well enough. If she feels the pupil is not well enough she will contact the parents and ask them to take the pupil home. The pupil will remain in the infirmary or in reception until the parent collects him or her. An email is then sent to staff.

Supervision during school journeys (field trips, sports fixtures, etc)

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our School Journeys policy. Risk assessments are carried out so that the staffing ratio is appropriate to circumstance during the out of school visit. Ideally there should always be at least two staff on any visit and, if a mixed gender group, one male and one female member of staff. Any exception to this, for example a local trip involving a small group of sixth form pupils with only one member of staff, must be sanctioned by the Assistant Head (Enrichment).

Consent forms signed by the parent of each pupil on the trip must be handed in to the Group Leader by the day before the trip at the latest. Any pupil who has not handed in a

signed consent form by 4pm the day prior to the event will not be permitted to go on the trip. Pupils without consent forms will remain in school and will attend normal lessons or, if the whole year is on the trip, will be supervised in the library.

Staff induction

All new members of the teaching staff receive a thorough induction into the School's expectations for the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times and is available in the guidelines for doing duties (published by each school).

Children leaving during the school day

If a child needs to leave school during the day (for medical appointments, etc), then we ask that parents write a note in their child's diary explaining why they need to leave or send an email to absence@stpauls.br. In Prep School we also ask that pupils do not leave during either break or lunch, as it can be difficult to locate them during these times.

During school lessons pupils or students are not allowed to leave the school premises without a signed *Permission to Leave Slip* (shown at bottom of this document). The guards will check the signature against a list of approved signatories before allowing them to leave. Authorised signatures include: Head of Pre-Prep, Prep Leadership Team, heads of year in the Senior School or any member of the Senior Leadership Team.

At the end of the day the security personnel will hand all *Permission to Leave* slips to reception.

The form is titled "PERMISSION TO LEAVE - PERMISSÃO PARA SAIR" and includes a small crest logo on the left. It contains the following fields and handwritten entries:

- PUPIL (ALUNO): [Redacted]
- PREP (SENIOR) (circle one): SENIOR
- YEAR: F4
- TUTOR: FPP
- DATE (DATA): 23/05/2022
- TIME (HORÁRIO): 09:30
- PREP only ACCOMPANIED BY (ACOMPANHADO/A POR):
- REASON (MOTIVO): doctor appointment
- AUTHORIZED SIGNATURE (ASSINATURA AUTORIZADA): [Handwritten signature]

British Schools Overseas (BSO) Standards

This policy has been written to meet the requirement of Part 3 of the UK Government's BSO standards regarding the regarding the welfare, health and safety of pupils (3.8).

Policy review

This policy is to be reviewed, at least, annually by the Compliance Committee and leadership of the school and presented to the Board of Governors for final consideration and approval.

Signed:

Cristina Betts, Chairman

Louise Simpson, Head

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