



United Learning
The best in everyone™

Dunottar School

Supervision of Pupils

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Supervision of Pupils

Policy Statement

Dunottar is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The school is committed to ensuring that:

- Pupils must be adequately supervised throughout the school day, including breaks, lunchtimes, and off-site visits.
- Pupil supervision and security always form part of the Risk Assessment for any activity or visit.
- Supervision of pupils takes into account the age, maturity, needs and special needs and numbers of pupils as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities, on the school premises, or attending educational visits offsite (including at break and mealtimes and 'out of school' care).
- Supervision of pupils in remote locations is secure and is in line with the guidelines set out in United Learning's Health and Safety Policy document.
- Appropriate staff duty rotas are in place, which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- Where senior pupils have supervisory responsibility for other pupils there is always a member of staff readily available and in overall charge.

This policy applies to all members of our school community and forms part of our School commitment to the United Learning Framework for excellence. This includes 'The best from everyone', 'Powerful Knowledge', 'Education with Character', 'Leadership in every role' and 'Continuous Improvement'.

Procedures

Procedure for the Beginning of the School Day

Pupils should not arrive onsite before 7:45am. On arrival to school and before the formal start of registration at 8:30am, pupils are allowed to enter the main building and reside in their form rooms. Pupils should come to the main reception desk, which is manned from 7:45am if they need adult help before 8:30am.

General Procedure for the Senior School Day

Pupils in Years 7 – 11 are not allowed off the school premises during the times of the school day up until 4.00pm, unless for a school trip or off-site sporting activity, or for specifically pre-arranged appointments e.g. medical / dental or other appointments. Details of such appointments must be given to the pupil's Form Teacher / Office Staff in advance. The pupil concerned must sign out electronically in reception and sign back in again if they return to school again.

From Year 12, pupils may leave site on a Tuesday lunchtime, with this extended to one afternoon a week (if free and under certain other conditions) from October half term of Year 13. After Christmas of Year 13 this can be extended to two afternoons per week. After Easter of Year 13, they may leave site at any times other than Monday assembly time or lessons. Permission is also given for driving lessons during school time outside these allocated times.

They are expected to sign out using the computer system held in main reception and must sign in and out on each and every occasion they go off site during the school day.

All classes are supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Design Technology, Art and Science, the classroom teacher may be supported by a technician. Teachers should contact reception if a pupil who is not known to be absent fails to turn up at their lessons.

Supervision ratios in the swimming pool are contained in the Normal Operating Procedures. Academic PE is supervised by a member of the teaching staff, with enhanced supervision, when necessary, e.g. when swimming. In the case of an emergency, the School Office and School Nurse are contacted.

Teachers taking pupils away from the main buildings such as the Bottom Pitch or sporting grounds will require Radio Communication or Mobile Phones.

Ratios – Teaching

Teaching ratios for timetabled lessons do not exceed, and are often less than:

- a) Sixth Form – 1:24
- b) KS3/4 – 1:30

Ratios for on-site co-curricular activities are always less than the above.

Ratios are as appropriate based on a risk assessment for after school activities.

Ratios – Educational visits

Further information on pupil supervision for off-site activities can be found in the whole school's *Educational Visits and Activities Offsite* policy. In general terms there should be a minimum of two employees accompanying visits in the ratio of not less than: 1:20.

There are general guidelines for school trips:

- UK Non-hazardous cultural 1:20
- Country visits/ fieldwork 1:15
- Hazardous condition (wild country) 1:10
- Abroad 1:10
- Abroad/residential 1:10

Final ratios will depend upon risk assessment. The Head, Mark Tottman, may make exceptions to the above ratios, for instance, for games matches and for small Sixth Form groups. On coaches there should be at least two members of staff per coach but in some circumstances the Head will make a final decision, based on a risk assessment of the visit. This will be reflected in the visit's risk assessment.

Procedure for School Break and Lunchtime

All members of staff take their share of break and lunchtime supervisory duties. At morning break and at lunch times, pupils are encouraged to use the grounds of the school, including the tennis courts. Alternatively, they can go to the

Dining hall, or the Castle theatre foyer (dependent on year group), where there is a member of staff is on duty. Pupils can also go to their form rooms in inclement weather. There are a number of key areas that pupils must not enter unless accompanied by a member of staff and these include science labs, DT Rooms, the swimming pool and the sports centre. These areas are all locked with numerical codes, and it is important that these are never shared with pupils. There are always members of staff on duty during break times, patrolling and monitoring.

Supervision of the school grounds during break and lunchtime is designed to achieve the overall policy aim of safety and security, while at the same time ensuring that we:

- provide a safe, stimulating and attractive environment in which pupils can experience a range of activities
- provide equal access to play opportunities for all pupils
- encourage pupils to take responsibility for their behaviour
- encourage pupils to share their feelings and concerns about how they spend their break times and their lunchtimes with adults in the school, their families and their school council representative

Procedure for After-School Supervised homework, Activities and Departure

All pupils will leave the school site at 4pm unless attending supervised homework club or an after school co- curricular activity. A member of staff is on duty at the school gate to ensure that pupils are collected safely by school buses, or their parents and that all pupils are appropriately dressed before leaving for home. Pupils who stay for any after-school activity are supervised by the member of staff who has organised that activity until the pupil is collected. Members of the PE Department supervise pupils at both home and away matches. Any pupil not leaving school at 4pm and not attending an after-school activity should report to the library and will then be supervised while completing homework. No pupil should wait alone in any area of the school site.

This policy applies to all members of our school community,

Dunottar School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document.

Dunottar School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:

EVAOS Policy

Child Protection (Safeguarding) Policy

Health and Safety Policy

This document is annually reviewed by the Deputy Head, John Weiner (pastoral) or as events or legislation change requires. The next scheduled date for review is October 2026.

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Governor responsible	S. Laird (March 2022)	
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