

## Supervision of Pupils

Brampton College

### 1. Policy statement

1.1 **Scope:** This policy applies to staff (including volunteers) at Brampton College (**College**). This policy can be read with the College's Code of Conduct for Staff and staff job descriptions. All students at the College are over 15 year of age and the majority are over 16 years of age. The supervision at the College reflects the independence, self-reliance and individual responsibility we aim to nurture in our students.

1.2 **Publication:** This policy is available on the College website and on request from the college office.

1.3 **Policy aims:** Through the operation of this policy we aim to:

- protect the health and safety of students at the College; and
- ensure that staff at the College are aware of how staff are deployed to ensure the proper supervision of students.

### 2. Responsibility

2.1 The **Principal** delegates appropriate responsibilities for the day-to-day management of the College to the Senior Leadership Team. In practice, all members of staff contribute to the safety of students at the College by providing appropriate supervision in accordance with the directions of the Principal and Senior Management Team. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

### 3. Risk assessments

3.1 Risk assessments have been completed by the College in order to calculate appropriate supervision levels, which take into account:

- 3.1.1 the age, abilities and any special needs of the students in the College;
- 3.1.2 the number of students at the College;
- 3.1.3 the College environment;
- 3.1.4 the foreseeable hazards and who might be affected by them;
- 3.1.5 the safety measures that need to be in place to reduce risks to an acceptable level;
- 3.1.6 the steps that can be taken in an emergency;
- 3.1.7 the availability of first aid cover;
- 3.1.8 the number and ability of staff available.

### 4. During the College day

4.1 During the College day, staff are deployed as follows:

4.1.1 All classes will be supervised either by the relevant teacher or by a cover teacher if necessary. On occasion, in the event of teacher absence, students in the sixth form may be asked to complete work in the college library or set work on google classroom to complete at home.

4.1.2 There is a member of the senior management team present every day. The SLT has overall responsibility for supervision/discipline/welfare across the entire College.

4.1.3 Students in the sixth form are not required to attend the college for the full duration of the college day. Many students however, will choose to be present in order to use the college library and

common areas. The common room is not supervised by a member of staff, but is directly above the Principal's office and administration area. It has an adjoining door to the staff room. The room is visited by a member of the SLT from time-to-time.

### 4.2 CCTV

4.2.1 There is CCTV present throughout the college and this is monitored by the IT technician/network manager. There are cameras in the common areas including the common room, Hall and Library and on the college property outside of the college buildings. The CCTV is not used invasively and its footage is deleted periodically, but recordings may be checked if, for example there is a reported theft or incident in an area of the college that is not supervised by a member of staff.

### 4.3 Compulsory school-age pupils

4.3.1 Compulsory school-aged pupils follow the same timetable structure as our A level students and as they may study up to seven subjects often have extremely full timetables with few breaks or 'free' periods. During any 'free' periods they might have we allow them to use the college facilities (such as the common room or library) and at these times they may not be directly supervised. Pupils may leave the college premises at these times if they sign-out and sign-in at reception and if we have permission from parents, otherwise pupils remain onsite.

4.3.2 Brampton does not serve food and has very limited outside space. We therefore allow compulsory school-aged pupils to leave the premises at lunchtime to buy food from local shops or cafes and to have time outdoors. We require parents to give permission if pupils are to leave the premises at lunch time. If we do not have this permission, pupils are expected to remain onsite and bring their lunch with them.

## 5. Before and after College

5.1 Students are allowed on the College site from 8.30 am and they should go directly to the common areas or the library. GCSE students go directly to the Hall and are registered at 8.45am. The college is often open beyond 5.10pm (end of last lessons) and sixth form students may continue to use the library or Hall during this time. However, there is no supervision of either room after this time.

## 6. Educational visits

6.1 Details of the ratios for educational visits are contained in the relevant policy. All educational visits are subject to full risk assessment.

## 7. Communication

7.1 Teachers or staff who are supervising in remote areas should take a fully charged mobile phone with them. If a hazardous activity is taking place in a remote area, at least two members of staff should supervise.

## 8. PE/Games

8.1 PE/Games is supervised by a member of the teaching staff or an adequately checked and trained professional.

8.2 When students are changing or showering, staff should take into account guidance in Code of Conduct for Staff, particularly the need for privacy, while balancing health and safety requirements.

## 9. Risky areas

9.1 Students are not allowed to be in the risky areas of the college unsupervised. These areas include primarily the Art rooms and the science labs which are kept locked when not in use.

9.2 The Car Park does not belong to the College and is not supervised. Students are expected to act sensibly when crossing the car park and are reminded regularly that it is a potentially dangerous area

## **10. Review**

10.1 This Policy will be reviewed every two years by a member of SLT and updated as necessary. The review process will take into account any recorded incidents that indicate possible problems with supervision and any issues raised about supervision by individual members of staff, parents and students.