

KENSINGTON
PARK SCHOOL

SUPERVISION POLICY

This policy outlines the procedures on how staff are deployed to ensure the proper supervision of Students across the three sites: Senior School, 6th Form and Boarding.

This Policy is governed by the following:

- *Keeping Children Safe in Education (September 2024)*
- *KPS Child Protection & Safeguarding policy*
- *KPS Health & Safety policy*
- *KPS Medical Care policy*
- *KPS Admissions & Attendance policy*

Reviewed by:

Head of Senior School

Head of Sixth Form

Head of Boarding

DSL

INTRODUCTION

This policy advises on how staff are deployed to ensure the proper supervision of students across the three sites: Senior School, Sixth Form and Boarding.

The key principles of these arrangements are:

- a) To ensure that access to the sites and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorized persons on the sites
- c) To maintain high levels of safeguarding

Staff

All members of staff and volunteers at KPS are subject to full vetting and barring checks, even if they only have minimum contact with Students.

Students

Students are not allowed on any site without supervision. At least one member of staff is always present on duty in order to supervise Students whenever they are in the school buildings.

Parents and other adult visitors

- a) Parents or other adults with business at the school sites - ie. meeting a teacher or other member of staff –must sign in at Reception and wear a visitors' identification badge during their time on site.

On arrival at Reception all visitors should have explained:

- The location of the Fire Exits and fire process
- Who to report safeguarding concerns to
- Lockdown procedure (sound of buzzer and where to go)

They will be accompanied or directed by a member of staff to the meeting place. If at any point they need to wait in school for another appointment, they should be taken to Reception. On leaving the school / boarding house the visitor must sign out at Reception, returning their badge.

- b) The arrangements for other visitors are covered by the **ARRANGEMENTS FOR THE**
KPS Supervision Policy 09/2024

Date of next review: September 2025

SUPERVISION OF ANCILLARY, CONTRACT AND UNCHECKED STAFF (SEE BELOW).

- c) All visitors are to follow the school procedures in the event of the fire alarm sounding.

Should it be necessary to call in a contractor for Boarding House during term time, this is normally organised by the owner of the property and would be under the supervision of JMS unless it relates to a KPS contract which the KPS Facilities Manager will supervise. Boarding is always informed of work that is being carried out and boarding has a very comprehensive CCTV system that covers all of the Boarding House. The fob system also acts as a way to determine who is moving around the building and those movements can be clearly attributed to a contractor.

Unauthorised Persons

- a) Anyone who is not an employee of the School and who has not undergone the procedures above is an 'unauthorised person.'
- b) Staff who see somebody whom they do not recognise must assume they are an 'unauthorised person'.
- c) The member of staff should escort them to Reception and ask them to sign in.
- d) If they do not have any valid business, they should be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave, the local police must be telephoned and advised that there is an intruder in one of the school buildings.

Staff induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of Student supervision. Guidance is given on areas within the buildings that should be regularly checked when on duty outside normal lesson times.

Medical support

The School Nurse is available for all three sites, Monday to Friday lunchtime, to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are also members of the teaching staff and non-teaching staff, who are also trained in first aid and are certified to administer this in an emergency. The list is maintained by the School Nurse.

The School will always have at least one qualified first aider at all times whether at school or on a school trip **(see Health and Safety Policy)**.

Supervision during educational visits and trips

The arrangements for the supervision of students during educational visits and trips out of school and from the Boarding House are described in our Educational Trips and Visits Policy; this includes reference to medical administration on school trips. See also the school's Health and Safety Policy for supervision on journeys: 'taking into account the sex, age and ability of students, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the students and first aid cover (a guideline for adult student ratios is 1 adult to 20 students in Years 7 and above. It may be appropriate for students to have some remote supervision time; in such cases the parents must have agreed in writing to their child spending time without direct supervision.)

When a member of staff is supervising in a remote location, a mobile phone should be taken. Students are not given supervisory responsibility for other students without adult supervision.

Students are expected to follow reasonable instructions given to them by teachers or by qualified leaders when on external trips.

Supervision during remote learning

Students are expected to have their cameras on at all times, both during lessons and when taking exams, so that staff can maintain high levels of supervision.

KPS TEACHING BUILDINGS

All members of the teaching staff are expected to take responsibility for supervising Students when they are on site. This includes taking their share of break and lunchtime supervisory duties, as well as early supervision duties. Each term the Head of Senior School and the Head of Sixth Form organises the duty rota for staff.

Staff duties are necessary to ensure that the school's supervision of Students both inside and outside the classroom is adequate and meet the statutory requirements in order to contribute to the safeguarding and welfare of Students. The DfE gives advice on staffing ratios. These should not be exceeded and, in addition, may need to be reduced where the nature of the groups or the nature of the activity require this, for example, where the group includes Students with special educational needs. Student ratio on site is 1:20, unless the risk assessment conducted in school for a particular activity proves the need for this ratio to be reviewed and refined.

Special arrangements are made to ensure that Students are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise Students on both home and away matches.

Supervision while travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. The school will always investigate complaints about poor behaviour and give support if there are concerns about the students' safety travelling to or from school.

Registration

Students are registered each day. Parents are responsible for notifying the school if their child is absent for any reason (see Attendance & Registration policy). The school will always contact the parent if a child fails to arrive at school without explanation.

Supervised access by Students

Full-time teachers are allocated duties that they are expected to fulfil on a weekly basis. A rota is drawn up and agreed at the beginning of the year by the Head of Senior School and Head of Sixth Form.

Duties are very important and should be seen as a priority. Staff should **not organize meetings or appointments which clash with their duty**. If it is necessary to miss a duty, staff should organise a swap well in advance and then inform the Head of Senior School or Head of Sixth Form. Duties will need to be covered both in the case of absence due to illness and for planned absence.

The school aims to have a fair system for allocating duties which will attempt to take into account the overall loading of teachers' timetables on any given day.

Unsupervised access by Students

Students are not allowed to use scientific, art or sports equipment without supervision. The school ensures that that Students do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked by card fobs at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Students also do not have access to the Maintenance, Catering and Caretaking areas of the school.

SENIOR SCHOOL

Student's arrival and departure

The school officially opens at 08:25 each morning. If Students arrive before this time they may wait independently in the school building until tutor registration at 08:30.

After School Clubs

At the end of each day in the Senior School, Students leave directly from lessons at 16:00 with a member of SLT at the front doors. After school clubs start at 16:15.

It is this staff's responsibility to dismiss them safely out of the building.

Students unable to do games

For Students unable to participate in games lessons, most of the time they will go to games and participate as a coach / umpire. However, in cases where this is not possible they will stay at school and be supervised by a member of staff who is not teaching in the restaurant work space.

GCSE study periods

GCSE students are timetabled study periods in dedicated classrooms which are supervised by a member of staff who will be timetabled for these periods as part of their duties. It is imperative that, during these sessions, students are kept in silence to enable all to study.

SIXTH FORM

Due to the nature of KPS Sixth Form and the drive to make our students independent and self-aware, supervision of sixth formers is more about establishing and maintaining the clear expectations we have of behaviour, respect and self-discipline. As a result, a visible adult presence around the school is an important part of school routine and staff duty in order to reinforce good behaviour and deal directly and promptly with poor behaviour. Duties are also an opportunity to talk with students and show interest in them. Any incidents must be recorded in the Duty

Book, stored at Reception.

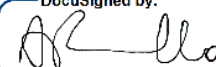
Staff are expected to patrol inside and outside the Sixth Form building during break and lunch times. Areas of particular importance in the building are up and down the stairs, the Common Room and Café in the basement, and Room 8 where Students are allowed to study. Areas of importance outside the building include the Sixth Form and neighboring staircases.

BOARDING HOUSE

The Boarding House entrances are only accessible via key fob. Key fobs are only given out to staff members and students and each fob is clearly attributed to the respective staff member or student. When entering or leaving the building, student fobs only allow access through our main front door next to the Boarding House office where a member of staff is present throughout the day. No side doors are accessible to students for initial entry or departure from the Boarding House.

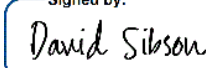
Upon leaving or entering the Boarding House, all students are expected to sign out/in using our student engagement platform, Reach. Reach allows students to log the location they are signing out to and will provide the time stamp so that time spent out of the building can be monitored.

Headmaster

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08 November 2024

KPS Advisory
Board Member

Signed by:

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22 October 2024