

# Norwich School

## Supervision Policy – Senior School

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Norwich School seeks to ensure that pupils are properly supervised at all times. The aim of this policy is set out how the school will supervise pupils.

### Opening hours

The school is open between 7.45am and 6.00pm Monday to Friday. The school is not open on Saturdays, Sundays or on public holidays. Staff responsible for activities which take place outside of the school's normal opening hours will put in place adequate supervision arrangements.

### During the school day

The Attendance Office is manned between 8.25am and 4.30pm to act as a central point of contact, and tutors make pupils aware of this. 71a Reception is also manned and will act as a secondary point of contact.

### Weekly duty staff

A member of the Senior Management Team (SMT) and a Housemaster are assigned as the senior member of duty staff for each week of term. They are assisted by members of the duty Housemasters team, and the duty rota is published in the back of the termly calendar. A member of SMT is contactable via the Attendance Office, 71a Reception or by ringing the school emergency number which is printed in the front of the termly calendar.

### Supervision before school -

The school is open to pupils from 7.30am, and pupils should not be in school before that time. Pupils who are in school between 7.30am and 8.00am should be in either the Refectory, where a breakfast service is available, or one of the Reynolds or Undercroft libraries where supervision is provided. Access to other school buildings will be permitted from 8.00am.

Pupils should not be in areas of the school which are unsupervised, before 8.00am and after 4.30pm. Electronic door access control will prevent pupils from accessing other school buildings before 8.00am.

The duty team are on the main gate, opposite School End House, between 8.15am and 9.00am. The duty team will consist of at least two members of staff.

### Break duty

1. Gate Duty: a member of the duty team is stationed on the gate at break time as a central point of contact.
2. Refectory Duty: a member of staff is on duty in the Refectory during break time, and members of the prefect body will also be present.
3. Patrol: members of the prefect body are assigned to carry out a patrol of the school, and they will complete a check-list to show which areas have been checked and at what time. The SMT duty staff member will carry out random checks of the patrol to ensure it is functioning as planned.

### Lunch duty

1. Gate Duty: a member of the duty team and a school prefect are assigned to be on gate duty during lunch. They are the central point of contact.

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2. Refectory Duty: the daily schedule of who has lunch and at what time is published in the termly calendar. A member of staff is on duty at the entrance to the Refectory during lunch service each day, they will be the central point of contact and control the flow of people into the Refectory. They are assisted by school prefects. There are two more school prefects on duty inside the Refectory. Staff who are in the Refectory having lunch will also be available if needed.
4. Patrol: members of the prefect body are assigned to carry out a patrol of the school, and they will complete a check-list to show which areas have been checked and at what time. The SMT duty staff member will carry out random checks of the patrol to ensure it is functioning as planned.

### After school

The library is supervised and available for pupils between 4.00pm and 6.00pm, Monday to Thursday; the library closes at 5pm on Fridays. Pupils are required to sign in and out of the library after school, and there is no need for pupils to be pre-booked into this facility.

The school's performance gym is available to pupils at pre-advertised times after school, this provision is supervised by appropriately qualified staff.

The school runs various extra-curricular activities after school. A record of when these take place is held by the Deputy Head (Co-Curricular). Staff running these sessions will take a register of attending pupils which will be submitted to the Attendance Officer the next day.

The school offers an after school tea service for pupils. Between 4.00pm and 5.00pm pupils are able to purchase a range of food and drinks from the Old Music Room in the Bishop's Palace. This service is run by a member of the catering staff.

At least two members of the duty team are on the gate between 4.00pm and 4.15pm.

One of the Bursar or Deputy Bursar will be on site between 4:15 and 6pm daily and can be contacted in an emergency. A senior member of staff can be contacted after 6pm by phoning the school's emergency number which is printed in the front of the termly calendar.

### Off games supervision

If a pupil is not fit for games, then they must report to the Health Officer for assessment or to hand over a letter from their parent or guardian. Pupils who are off games will be added to the 'Off Games List' for that day and this is held centrally in iSAMS. Pupils who are off games will report to the school library where they will be registered by a member of staff.

Pupils in year groups below U6 who are off games will not be permitted to leave the school site before 4.00pm unless they are sent home by the school's Health Officer. The exception will be if the Principal Deputy Head grants leave of absence following the request of a parent or guardian.

Pupils will not be permitted to work in other areas of the school without the Deputy Head (Academic) being notified and confirmation having been received from another member of staff that they will be supervising the pupil.

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### Supervision of pupils on educational visits

There are no hard and fast supervision ratio's for Educational Visits. Each visit will be reviewed, and consideration given to the number of pupils attending and the activities which the group will participate in. as a rough guide staff should plan on a ratio of 1:10. Please refer to the Educational Visits Policy and Handbook or speak to the Educational Visits Coordinator for further information. Ratio's will be reviewed as part of the EV approval process.

### Supervision of pupils on school organised transport or school owned vehicles

It is important to ensure there is adequate supervision when pupils are being transported for school activities.

Vehicle size	Minimum number of supervising staff	Can the driver be included in the ratio
Minibus (up to 8 passengers)	1	Yes
Minibus (up to 16 passengers)	1	Yes
Single decker (school)	2	Yes
Double decker (school)	3*	Yes
Single decker (hired)	2	No

\* Reduced to 2 if all pupils are on 1 floor.

From time to time it may be appropriate to adjust these ratios to deal with an unexpected or emergency situation.

### Supervision of pupils who are on other school-based activities

Staff leading the activity must seek permission in advance from the relevant Deputy Head and ideally the activity will be listed in the termly calendar. The staff member will agree with the Deputy Head what the supervision of pupils will be. The school's Educational Visits Policy can be used as a guide for activities.

### Supervision Training

#### Staff

Staff receive training on supervision during their initial induction when they join the school, an annual reminder is provided in September INSET for all staff as part of the compliance section.

#### Prefects

Prefects receive training on supervision as part of their prefect training prior to them taking up the position. The training is delivered by a senior member of the pastoral team and focuses on how and where supervision is provided, what prefects should be looking out for and what they should do if there is something wrong.