



Akademeia High School

Supervision Policy

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1 Aims

Through the operation of this policy the School aims to protect the health, safety and welfare of students and others at the School, or affected by the School's operations, by:

- ensuring the proper and effective supervision of students on School premises or whilst on School arranged educational visits and other activities and on authorised journeys;
- ensuring that the School meets its duty to supervise students to the required standard of a reasonably careful or prudent parent;
- ensuring that unsupervised access to students by non-authorised persons is avoided or restricted to the lowest practicable level.

2 Definitions

Authorised Journey: means transport arrangements made by or on behalf of the School for the purpose of transporting students on educational visits or trips. It does not include trips on public transport or private arrangements between parents or students.

Employee: means anyone who works under a contract of employment at the School.

External Provider: means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.

Ratio: means the number of supervisors to students.

Supervisor: means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: teachers, teaching assistants, lunchtime supervisors, dinner ladies, temporary or agency workers, peripatetic tutors, instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18.

All Supervisors will have been assessed and authorised in accordance with the School's child protection procedures and safeguarding arrangements and the appropriate legislation and guidance applicable at the time.

Supervision: means the effective arrangements for the management and care of students whilst under the care of the School, whether on the School premises or otherwise. Supervision may be close or remote: in some instances the School may not require students to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should be able to summon help quickly in the event of an emergency.

Teacher: means an Employee whose principal function is teaching students or the management of those Employees who teach students.

Transport Provider: means a bus, coach, taxi company or other external transport provider which has been authorised for use by the School.

3 Responsibilities

3.1 The Headmaster is responsible for implementing the terms of this policy and for ensuring that:

- all Employees, Supervisors and students understand and adhere to the terms of this policy and to the School's Supervision arrangements generally.



- there are suitable arrangements for the proper and effective Supervision of students at all times whilst they are under the care of the School.
- Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively.

3.3 Supervisors: All Supervisors should be aware of and abide by the School's Supervision procedures.

3.4 Students: Students must follow the instructions of Supervisors at all times and adhere to School rules and the AHS Parent and Student Handbook / student code of conduct

3.5 The School will ensure that students are aware of the Supervision arrangements at all times and, in particular, that students know:

- who is responsible for their Supervision;
- who to contact in an emergency;
- what to do in an emergency.

4 Security

4.1 The School will take all reasonable steps to ensure that there are clear arrangements in place for the Supervision of anyone who is not an Employee or Supervisor (as defined in section 2 above) and who may come into contact with students whilst they are on School premises or under the care of the School.

4.2 The School restricts access to the School buildings in order to ensure the safety and security of Employees, students and other authorised visitors to the School. This includes:

- a 24hr Security Team;
- full access control door system, monitored by the IT Team and Security Team;
- Front entrance additional security measures and gated entry system.

4.3 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to students is avoided or restricted to the lowest practicable level.

4.4 Any authorised public use of School facilities will be limited to ensure that unsupervised access to students is avoided or restricted to the lowest practicable level.

5 Ratios

5.1 The School will ensure that there is an adequate Ratio whilst students are under the School's care.

5.2 The Ratio will become closer the more complex or hazardous the activity.

5.3 There will be adequate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of students within classrooms or reorganising activities.

5.4 Where possible, there should be provision within the Ratio for sufficient Supervisors, in the event of an emergency or incident, to:

- deal with any emergency or incident;



- seek emergency and / or medical assistance and / or administer first aid;
- supervise the remainder of the students.

Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.

6 Risk assessments

6.1 Supervision arrangements and Ratios will be considered as part of the overall risk assessment process. The risk assessment process is outlined in the AHS Risk Assessment Policy.

7 Supervision arrangements during the school day

7.1 During the school day, students will not be allowed off-site (apart from at breaktime, lunch time, and free periods (see 7.3 below) unless they are on a School arranged educational visit or trip) or the School has received a written request from the student's parent(s) or guardian(s).

7.2 During the school day, staff are deployed as follows:

- the Pastoral Team have overall responsibility for the Supervision, behaviour management and welfare of students across the entire School;
- all lessons will be supervised by the relevant Teacher;
- teachers have supervision duties in their timetables to support supervision arrangements for specific parts of the school day e.g breaktimes and lunchtimes (see 7.3 below).

7.3 Supervision arrangements for breaktimes, lunchtimes and study periods are as follows:

- The school employs a general supervision system in the school canteen where all teaching staff collectively supervise students during lunchtimes. All staff are encouraged to eat lunch in the school canteen.
- Students in Years 12 and 13 are permitted to leave the school premises during break time or lunch time with parental permission, as outlined in the AHS Parent and Student Handbook.
- In addition to the above, students in Years 12 and 13 can leave the school premises during study periods with parental permission.
- Students are supervised during any lunchtime sport activities offered in the sports hall by Sports Teachers.
- Students are supervised on the Sports Field during lunch breaks by staff on duty.
- During extended study periods, students may use sports equipment on the Sports Field under supervision of the Sports Teachers.

7.4 Sport

- Sports are supervised by the Sports Teachers, with enhanced Supervision as necessary dependent on the activity.
- When students are changing or showering, staff should be sensitive to students' need for privacy, while balancing health and safety requirements.

8 Supervision arrangements for students before and after school

8.1 All students will be appropriately supervised when on the School premises and when entering or leaving them.



8.2 Students do not have access to the maintenance and catering areas of the school building. The school also operates a comprehensive access control system throughout the site and students are able to enter the school using their student ID cards. The access control system ensures that students do not have unsupervised access to potentially dangerous areas, such as the science laboratories and sports hall.

8.3 Students cannot stay on school premises between the hours of 19:00 and 07:00, unless they are attending an activity directly organised and supervised by a member of staff. The school considers 07:00-08:00 and 18:30-19:00 as out-of-hours provision which allows for early drop and pick up arrangements.

8.4 Students are registered by the school card system as they enter the building and are registered for each lesson on the school information management system: ASIMS. Parents who have not contacted the School to explain their child's absence will be contacted by their child's mentor and/or school office.

8.5 At the end of the school day, arrangements should be made for students to leave the School site by 19:00 (unless this is not possible, e.g. in the event of a late return from an educational visit).

8.6 Students not involved in a supervised after-school activity may wait after school in the library, canteen or main lobby area.

8.6 Extra-curricular clubs

- Activities arranged by the School - The terms of this policy will apply at all times to all extra-curricular clubs including team, club, society, rehearsal or School meetings and activities which are arranged by the School.
- Activities facilitated but not arranged by the School - The School is not responsible for checking the adequacy of supervision arrangements for extra-curricular clubs and activities where the parents contract directly with the organiser and which take place outside School hours. In that case it is the parent(s) and / organiser's responsibility to ensure that there are adequate arrangements in place for the supervision of the student during the session and when the student is travelling to and from the session.

9 Educational visits

9.1 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.

9.2 The School will ensure that arrangements in respect of Supervision and the responsibilities for students are clarified in advance with External Providers, and that it is made clear from the outset whose instructions students should follow at all times.

9.3 Irrespective of the arrangements agreed as above, School Supervisors remain responsible for the moral and emotional wellbeing of students during the educational visits and will not hesitate to withdraw a student from an activity they consider to be unsafe or causing distress.



9.4 Students staying in accommodation on residential visits away from the School premises will be supervised by School staff and / or by appropriate supervisors and / or External Providers who have been approved by the School to accommodate and supervise them.

9.5 School staff will have at least daily contact with students who are staying in accommodation on residential visits away from the School premises and will regularly discuss any concerns that they may have in relation to their accommodation or care, or any other aspect of the visit.

10 Travelling to and from School

10.1 Parents are responsible for student's travelling arrangements to and from School and for ensuring that they behave sensibly when on public transport or school buses.

10.2 The School is only responsible for the safety and Supervision of students on Authorised Journeys.

10.3 The exact nature of the arrangements for the safety and Supervision of students on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies .

10.4 Only Transport Providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on Authorised Journeys.

Policy owner:	Kay Czepli-George, Deputy Head (Pastoral)
Policy published (date):	August 2024
Policy reviewed (dates):	August 2024, October 2024
Next review (date)	August 2025