THE RAISE ACADEMY

SUPERVISION POLICY

Reviewed: January 2026

Date for Policy review: January 2027

PURPOSE

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students during the school day.

LEGAL OBLIGATIONS

The YES Trust, The Raise Academy and the Headteacher have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of students throughout the school day is adequate to ensure their health, safety and welfare. The teacher has a duty of care to the students, which is based on the principle of loco parentis. This can be thought of the standard of care expected of prudent parents in the care of their students. In order for teachers to carry out their duties effectively the Headteacher has certain responsibilities.

These include:

- formulating the overall aims and objectives of the school and policies for their implementation
- ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively
- ensuring the maintenance of good order and discipline at all times during the school day when students are present on the school premises and whenever the students are engaged in authorised school activities whether on the school premises or elsewhere
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds

NEGLIGENCE

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a student would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the student. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a student, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

SUPERVISION BEFORE SCHOOL

The school day begins at 9.30am. Students can arrive on the school premises from 9.15am for Breakfast club. Breakfast club will be supervised by all members of staff, and students will be encouraged to partake in recreational activities and eat breakfast if they wish. Our responsibility begins at 09.15am. The school will inform all parents of the starting time of the school day and indicate that no arrangements are made for the supervision of the students earlier than 9.15am on a school day, unless prior arrangements are made with a member of the Senior Leadership Team.

RESPONSIBILITY DURING THE DAY

Unexplained Absence: The responsibility to ensure that a student attends school regularly is that of the parents and guardians. The school will seek to contact parents when students are absent from school without notification. This will be flagged up when the registers are taken by the Pastoral Administrator on arrival. Parents are asked to contact school, early in the morning, if their child is unable to attend school. Please see Attendance Policy for further details.

Leaving the school site: Students will not be allowed off site during school hours unless they are with a member of staff, unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian.

Errands: Students will not be sent off site on a personal errand on behalf of a member of staff. This includes students collecting items from cars parked in the School Car Park.

Illness: When students are taken ill during the school day the school will contact the parents or guardian, whether at home or at work. Information about contacts is kept in the School Office on Arbor.

Emergency: No class of students should be left unsupervised for any reason. In the case of an emergency please send a child to the School Office or for another member of staff.

Lesson Time: Students must be supervised at all times. Students should not be left in classrooms without supervision. Students attending clubs and extra-curricular activities should not be left in school unattended

Visitors: Note that there is a Visiting Speaker Policy. All visitors to the School are expected to sign in and out. Visitors are required to wear a

visitor's badge. All staff should check strangers by politely asking why they are on the premises and report to the School Office if there is a concern. Parents are not allowed to approach students from other families to sort out disputes or arguments. Staff should report any concerns to the School Office. Please see the Visitors Policy for further details.

SUPERVISION DURING BREAK TIMES

- There must be adequate supervision both indoors and outdoors throughout school break and lunch times
- All members of staff will supervise at breakfast, break and lunch times. If any member of staff is unable to supervise break or lunch time, then they must speak to a member of the Senior Leadership Team, so that adequate supervision can be ensured.
- Part of the induction of new staff will include explanation of supervisory responsibilities
- We expect students to enter school in the appropriate manner to ensure a positive start to the next lesson
- Students should not be left in classrooms during social times unless a member of staff is present

MORNING BREAK

Members of staff must be in the designated areas from 10.40am and remain there until 11.00am when break ends. It is not possible to supervise a large number of students without vigilance and concentration and, to this end, the members of staff on duty should not indulge in protracted conversation with other members of staff.

LUNCHTIME

The Dining Room and Student Hub areas will be supervised by staff from the appointed start time until the end of lunch. Staff will also be responsible for supervision of the lunch queue. Staff need to ensure that behaviour is appropriate and orderly. Pastoral care and health and safety issues regarding incidents need to be followed up.

Lunchtime Supervision:

- The legal duty of care over students during the lunch break still exists.
- The level of supervision provided will ensure the health and safety and welfare of the students
- Supervision will consist of all staff who are on lunchtime duty
- Where the behaviour of a student during the lunch break threatens the health and safety and welfare of others, the child

may be suspended for lunchtimes i.e. receive a restriction of lunchtime privileges.

SUPERVISION AFTER SCHOOL

Teachers should be satisfied that students have left the school site appropriately. The majority of Raise students, within a certain catchment area, will be provided with transport. This is optional and parents/carers will be given the choice to collect their child if they so wish. Staff members will organise and supervise collection after school. Any child left at school at the end of the school day is the responsibility of the parent/carer, unless the student usually gets a taxi home. If a parent/carer neglect to make provision for their safe return home, school would contact the parents, register and note the concerns.

Parents should be given notice of students who will be late home through participation in after school activities, revision lessons or indeed detentions. Parents/carers should be given adequate notice, as much as is practically possible of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent/carer cannot be contacted, the student must remain at school until the agreed time of collection.

SUPERVISION FOR SPECIAL ACTIVITIES

Being Alone with a Child
Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building
- Running a private detention under similar circumstances
- Calling a student to an office for disciplinary or administrative reasons
- Offering a lift home to a stranded child at the end of the day or after an extracurricular activity
- Visiting the toilets as part of a duty responsibility
- A 1:1 session for academic or emotional literacy intervention. Or a 1:1 session with the Mental Health Counsellor or outside agencies. All outside agencies working within the school must present to the office on arrival for relevant checks. They must also adhere to The Academy's' safeguarding policy.

All of these are circumstances that many of us operate in daily and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms where possible, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Headteacher, as appropriate. In addition, there are circumstances where individual students may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown. Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:

- avoid meetings with students in remote, secluded areas of school
- ensure there is visual access and/or an open door in one to one situations, if possible.
- inform other staff of the meeting beforehand, assessing the need to have them present or close by
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child becomes distressed or angry to the Senior Leadership team.
- consider the needs and circumstances of the child/students involved

Please see The Raise Academy's Lone Working Policy for further information.

Physical Education

The same general principles of care apply during PE as to other school activities. It is very important that the teacher should consider factors, such as: safety of apparatus being used.

Swimming Pools - Students must be supervised at all times while using a swimming pool (including by a school, privately or by the Council).

Attention must be paid to the following:

condition of the floor
suitability of student's clothing
whether the exercises and activities are within the capability of the students whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Students should not be allowed to wear watches or Jewellery
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them
- Students should not be allowed in the Sports Hall or outside before the start of a PE lesson without direct supervision
- Students should not be handling PE equipment without direct supervision
- Students should be trained to work quietly and to arrive and leave their PE lessons in an orderly way. Students not taking part in games or PE remain the responsibility of the teacher taking the lesson. In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

Changing

Young people are entitled to respect and privacy when changing clothes, and single changing rooms are provided in the school.

Art, Science, Design Technology and Hair & Beauty

Teachers should consider the organisation of the students involved in practical activities. Consideration should be given to the number of students who can be reasonably controlled and supervised when organising practical activities. The ratio of staff to student will usually be 2:8. Teachers should take all necessary precautions(as appropriate) including:

- wearing masks and goggles
- training in the use of tools
- carrying glass objects
- carrying hot substances

Please follow the procedures listed below:

- Students should be supervised carefully when using sharp equipment such as scissors and craft knives
- All scissors and craft knives should be accounted for at the end of the activity and stored in a locked safe place
- Students should not have direct access to craft knives and sharp tools
- Teachers should make sure that students know how to use any tools correctly. Teachers should ensure that there is an appropriate level of supervision if using glue guns
- Students should be supervised directly when handling glass objects

Where at all possible the use of glass containers should be avoided

However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.
This means that adults should:

- Avoid any physical contact when students are in a state of undress
- Avoid any visually intrusive behaviour and where there are changing rooms
- Announce their intention of entering
- Avoid remaining in the room unless student needs require it.

Extra-Curricular Activities

Staff should take particular care when supervising students in the less formal atmosphere of an after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or dress and may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity. Staff must be aware of and follow guidance. This means that adults should:

- always have another child present in out of school activities, unless otherwise agreed with the Senior Leadership Team
- undertake risk assessments
- have parental consent to the activity
- ensure that their behaviour remains professional at all times