



MANCHESTER
ISLAMIC
GRAMMAR SCHOOL
FOR GIRLS
FAITH • LEARNING • LIFE

SUPERVISION POLICY

Document Control

This policy has been approved for operation within	Manchester Islamic Grammar School for Girls
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Policy Status	Statutory
Owner	MIGSG

Rationale

This policy clarifies the security and risk management involved in the safeguarding of students in respect of the arrangements for their supervision on the school premises and during offsite educational visits.

Through the operation of this policy the School aims to protect the health, safety and welfare of students and others by:

- ensuring proper and effective supervision of students on School premises or whilst on School arranged educational visits and other activities;
- ensuring that the School meets its duty to supervise students to the required standard of a reasonably careful or prudent parent.

Responsibilities

The Executive Headteacher 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
- 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 training to carry out their supervisory duties effectively;
- Supervision arrangements are risk assessed in accordance with the School's health and safety policy

Teachers and others in a supervisory capacity are responsible for ensuring that:

- they adhere to the terms of this policy at all times
- they seek guidance from an appropriate person if they are unsure about their responsibilities in respect of the supervision of students
- they make appropriate arrangements for a replacement supervisor in cases where they are unable to carry out their duty and this is known in advance
- they maintain good order and discipline at all times when students are present on the school premises or involved in educational visits.

The Cover Coordinator is responsible for ensuring that:

- all lessons are covered by an appropriate member of staff in the case of the absence of the normal teacher

Students must:

- follow the instructions of supervisors at all times and adhere to School rules and the code of conduct.

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,

A professional judgement is needed in view of the age of the students and the activities in which they are engaged. Students should not have supervisory responsibilities – there must always be a member of staff readily available and in overall charge.

The teachers have a duty of care to the student, which is based on the principle that they are 'in loco parentis' – this can be thought of as the standard of care expected of prudent parents in the care of their daughter.

Supervision of students before school

All students will be appropriately supervised when on the School premises and when entering or leaving them. School starts for students at 8.40am, but earlier arrivals are supervised by staff from 8.00am, either in the dining hall or in the courtyard area, until 8.40am when they go to their form rooms under the supervision of their Form Tutors and Heads of Year.

Attendance

Registration will be take place at the start and end of the school day. If students are absent without notification, the school will send home a text message as early as possible – further details can be found in our Home-School agreement. On the second day of absence, should no reason be provided on the first day, a phone call will be made as soon as possible.

Leaving the school site

Students are not allowed off site during school hours unless there is clear written request from the parents/carers. A telephone call is also acceptable. We expect parents to come to school to collect their daughter.

Supervision in classrooms

Staff must be in classrooms at the start of every lesson.

Students must wait outside classrooms, and enter only when told to do so. Teachers should never leave a class during a lesson. In the case of an emergency, they should send a student to the school office to seek help. Students should not be left in classrooms whilst they wait for the next teacher, they should be asked to line outside the room.

Students should never be left unsupervised at any time of the day using any form of equipment, such as scissors, that may cause them, or others, harm.

Supervision between lessons

Staff must ensure that students enter and leave classrooms in an orderly fashion. Teachers should position themselves at the classroom entrance to facilitate this. Teachers in classrooms opposite the stairs should position themselves at the top of each staircase; in this way movement on all staircases can be monitored.

Supervision during breaks and lunchtimes

Teachers must not leave their classrooms until all students have left. A member of staff will supervise each floor during break, and others will supervise in the communal areas such as the dining hall, courtyard and playground.

Detailed duty rotas indicate when individual staff members are on duty, and the specific responsibilities required of staff on duty are explained during the first day INSET, and recorded in the diary of events booklet. Staff are assigned to designated areas for supervision, and should arrive promptly at the start of the duty.

Students will be supervised in the dining hall in the case of wet breaks and lunchtimes,

Students attending clubs, intervention and extra-curricular activities should not be left in classrooms unattended.

Errands

Students are not allowed 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, unless supervised by the member of staff.

Illness

When students are taken ill during the school day and cannot go home, they are taken to the medical room. The Health and Safety Coordinator (or another member of staff in her absence) checks on them regularly. If necessary, the school will contact the parents whether at home or at work in order that they can be collected. Further details are given in our First Aid Policy. A log book kept in the medical room is used to document the supervision of the student.

End of the school day

Students are supervised by duty staff from 3.25pm to 3.40pm. Supervision is available in the assembly hall until 4.40pm for students who wish or need to stay beyond the normal end of the school day. Students are allowed to use the office phone to contact parents if needed.

After school activities

The member of staff responsible for any after school sessions should stay in school until all the students who attended have been collected from the premises.

Parents are given at least 24 hours' notice of students who will be late home through participation in after school activities, and an attendance register is taken for all after school activities. (Some detentions, e.g. punctuality detention, may be notified on the day of the detention.)

Parents should be given adequate notice of any changes to arrangements, such as unforeseen cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the student must remain at school until the agreed time of collection, supervised by a member of staff in the library.

At the end of after school activities, or when students return from out of school trips, the staff responsible for the activity will ensure that adequate supervision is in place until all students have been collected.

Visitors

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge and should not be allowed to be on their own with students, unless they are DBS checked. All staff should check strangers on the premises and report to the school office if there is a concern.

Supervision of Specific Activities

Particular care and consideration needs to be in place for the following specific activities:

Physical Education

It is very important that the teacher considers the following factors:

- Safety of apparatus used.
- Condition of the floor.
- Suitability of clothing for staff and students.
- Students should not wear watches or jewellery.
- Whether the exercises and activities are within the capability of the student.
- Students should not handle PE equipment without direct supervision.

If students are used as helpers in PE lessons there should always be a member of staff with overall responsibility in charge of the student. If students are too ill to attend PE lessons, arrangements should be made for their supervision, either in the lesson or elsewhere in school.

The supervision of students during changing for PE is vital, but staff should be sensitive to students' need for privacy, while balancing health and safety requirements. Staff should make their presence known on a periodic basis and then remain outside the room.

Science and technology

Teachers should consider the organisation of 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. Teachers should take all necessary precautions including, where appropriate:

- Wearing masks/goggles.
- Training in the use of equipment/tools for staff and students.
- Very high levels of supervision when students are carrying glass objects, carrying hot substances, using sharp implements, or using glue.
- When using craft knives in Art lessons students should be supervised closely in a designated 'cutting' area and must not take the craft knives to their desks.

All equipment should be accounted for at the end of the activity and stored in a safe place.

Educational Visits

When students are taken out of school on organised visits, the same duty of care arising from being 'in loco parentis' applies, whether or not the visit is undertaken during or out of normal school hours. It covers the whole visit and should include arrangements for the collection of the student at the end of the visit.

Staff to Student Ratios

The School will ensure that there is an adequate ratio whilst students are under the School's care. The ratio will become closer the more complex or hazardous the activity. All ratios will be determined by an appropriate risk assessment and any appropriate guidance applicable at the time.

The ratio should provide 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.

Risk assessments

Supervision arrangements and ratios will be considered as part of the overall risk assessment process. Factors which may be considered include:

- the age, abilities, behaviour and any special needs or disabilities of students;
- the nature of the activities in which they are engaged;
- the location, environment and conditions in which the activity will take place;
- the number, competencies and qualifications of available supervisors;
- the availability of first aid cover;
- contingency arrangements for staff absences and illness;
- contingency arrangements for other incidents or emergencies;
- travel, transport and accommodation arrangements.

Associated policies:

- First Aid policy
- Education Visits Policy
- Health and Safety Policy
- Staff Duty Roles and Responsibilities

Reviewed August 2023 (ES)