

The King's School
Canterbury



V A T T A N A C V I L L E

Student Supervision Policy

2024-2025

Reviewed: May 2024

Review Frequency: 2 years

Next Review: May 2026

Governor sign off: Yes/No

Scope

This guidance is applicable to all those involved in student supervision at the school and outside of the School.

Objectives

- To ensure that students are appropriately supervised during school activities.
- To ensure that students are supervised during breaks.
- To consider supervision on arrival and departure from the school.

Guidance

The Principal will be responsible for the implementation of this policy.

Students arrival and departure:

- Normal school hours are 0740 – 1630 (dependent on which stage students are at)
- Students are not allowed on site without supervision
- Where students are on site outside of normal hours, at least one member of the teaching staff will be present.
- Teaching staff will supervise students during breaks and lunchtimes. No students should leave site without a member of staff during school hours.
- Separate arrangements will be made for supervision during play/concert rehearsals, community events and other special days.
- Members of the PE department will supervise students for home and away matches.

For Boarders, school procedures are in place for:

- time expected for return for roll call
- escort arrangements for leaving the boarding house during free time
- for year 12 and 13 students, agreed time of return where they are allowed to leave the boarding house during free time.

Registration:

- A register is taken of students at the start of the day. This is recorded on Engage and, for the purposes of fire evacuation, on paper.
- Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.

Medical Support:

- The nurse is on duty in the school to administer first aid and deal with accidents and emergencies, including illness.
- A number of staff are trained first aiders and are available to give emergency first aid treatment, both in the school and during PE sessions/on trips.

Students will not have unsupervised access in designated areas which will include:

- The climbing frame
- Music and art facilities, accept with the express permission of the specialist subject teachers
- Science laboratories
- Any store or cleaning cupboards

Designated areas will be kept securely locked when not in use.

Travelling to and from school:

- Parents are responsible for ensuring that their children travel safely to and from school.
- Students are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- All EYFS and Primary students should be brought to and collected from school. Students in Secondary can make their own way to and from school/home, but if they are to do that we must have written permission from parents at the beginning of the year.

Educational Visits:

- Arrangements are detailed in the Educational Visits policy guidance

All staff will be given details of this policy on induction and when any significant changes occur.