

**St Christopher's School**  
**A Brighton College School**



**Policy for the Supervision of Pupils**

**Aims**

It is the policy at St Christopher's school to offer the very highest levels of supervision to the pupils at all times.

**Duty of Care**

All staff have a duty of care to all pupils in the school and act 'in loco parentis'. It is the Headmaster's responsibility - in partnership with the Senior Deputy Head, the Deputy Head (Safeguarding) and the Head of the Pre-Prep - to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site, and that there is effective supervision of the school. It is the Bursar's responsibility to ensure that the school is secure.

**Supervision during the school day**

Pre-registration (8 – 8.20am): the designated staff are responsible for the pupils in the front playground or in the classroom from the time the pupils arrive until the start of the normal school day. Parents must accompany their child to the gate unless they have permission from the Head to walk to school. Pupils are not allowed on-site without supervision.

Morning registration (8.30 am - 8.45am): form teachers are on duty in their classrooms from 8.20am to welcome the pupils.

Assemblies: form tutors are responsible for accompanying their pupils into the Hall for assemblies. During assembly, the Headmaster and the Deputy Head (Safeguarding) are responsible for the health and safety of the pupils.

Lesson times: designated teachers are responsible for the supervision of the pupils as directed on their timetables. No class should be left unsupervised unless in the case of an emergency when a teacher from an adjacent classroom or a secretary can be called to supervise both classes.

Break times: designated duty staff are responsible for the classes and for lining up and sending pupils in from the playground. Break-time rules for Middle and Upper School pupils are listed in the booklet 'School Rules'. There is a rota for supervision of wet breaks in classrooms. All staff have first aid training.

Lunch times: designated duty staff are responsible for pupils in the lunch hall until they leave for break. Lunch rules for Middle and Upper School pupils are listed in the booklet 'School Rules'.

Games: all staff taking Games or PE are aware of the health and safety policies and procedures for individual sports and activities, and are responsible for the supervision of pupils throughout the session and for ensuring they are transported safely to activities if they are off-site.

Afternoon registration: form teachers are on duty in their classrooms in the timetabled slot for afternoon registration. They then accompany pupils to the front playground where they are supervised by designated staff until their parents arrive, unless they have permission from the Head to walk home.

Activities and after-school options: all staff taking activities will have completed a risk assessment for their activity and will be aware of the health and safety policies and procedures in place. At the end of a session, the member of staff taking the activity will accompany pupils to the front gate.

After School Care: designated staff are responsible for the pupils. Pupils are registered on arrival and parents or their representative sign the pupils out at the end of their session daily.

**Exceptions:** prefects are allowed to enter the building without supervision; pupils in Years 7 and 8 may use the library with remote supervision, particularly for work but also in morning breaks.

### **Pupil Absence**

Pupils' attendance is the responsibility of parents/guardians. Parents are asked to inform the school office as to the reason for absence on the first day and to update the school if absence extends beyond a few days. The school will contact parents if there has been no contact about absence.

### **Visitors to school**

All visitors report to the office on arrival and sign in. All staff are expected to challenge strangers on the premises and report concerns to the office immediately.

### **Supervision of pupils on trips**

For detailed information refer to the policy on Trips and the booklet 'School Rules'.

### **Staff absence cover**

Staff will be informed if they are to cover for absent colleagues as early as is practicable. Notice is provided through email and there is a hard copy pinned to the Common Room noticeboard.

### **EYFS**

EYFS pupils are supervised closely throughout the school day in accordance with EYFS regulations.

**Julian Withers**  
**Headmaster**

Dated January 2018

Date of Review: January 2020