

# Supervision Policy



**CAMBRIDGE**  
**ENGLISH SCHOOL**  
مدرسة كيمبردج الإنجليزية

Reviewed and Approved on April 2024

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Heads of Section

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Principal

Review Date: April 2026

# Supervision of Children Outside of the Classroom Policy

## Introduction - A whole school approach

All staff have a duty of care to all pupils whether in a classroom, during a non-contact period, walking along the corridor, passing through the schoolyard, whether using the stairs or the lift **and in any section of the school at any time of the school day.**

### Rules for pupils:

- **Pupils should only be out of class during changeover of lesson, break times and for PE and pupils should never be in a classroom or office without a teacher present.**
- At break times pupils should be in designated areas and **not** on the corridors or in classrooms, hanging around the lockers or stairs.
- Pupils should be aware of what is expected of them when playing and how their actions can lead to injuries with themselves or other pupils.

### Expectations of staff:

- Staff must be fully aware of their scheduled duties, check for any cover duties and be at their duty on time.
- Teachers must not use mobile phones during break duty and show *relaxed vigilance* during break duty and when moving around the school between lessons.
- Teachers should not allow any pupil out of the classroom during lesson time without permission and only for an emergency. An emergency constitutes a child needing the bathroom or the doctor.
- Teachers should encourage students to use the bathroom at break times or during the lesson changeover only. Many students wanting the bathroom during lesson times just want to get out of the lesson. This is also the time where there is least supervision and is therefore a high safeguarding risk. In secondary, if a pupil needs the bathroom during lesson time then the time must be recorded in their planner.
- Teachers must write a note for the pupil if he/she needs to see the doctor and make a record of the time the child is sent out of the class (in the planner in secondary). If needed then a trusted pupil should accompany the sick child.
- Teachers must ensure that any student given permission to leave the classroom **must** wear the correct badge around the neck that can be clearly seen (**Toilet Pass, Doctor Pass**) and the time they leave the classroom **must** be recorded.
- Teachers must ensure that when inside the classroom, but not teaching, that the door is left open so they are aware of anything happening outside of the classroom. If a teacher leaves the classroom empty then they must ensure that the computer is logged out and at the end of the school day that any personal valuables are removed.
- All staff must challenge any students that are not in the right place and move them along to the correct area. To ignore is to condone. Pupils will respect the teacher more if they challenge students who are in the wrong place at the wrong time and this enforcement of rules around the school will help with discipline inside the classroom.
- If a teacher comes across any student out of class without the correct permission then he/she should be sent back to class, the students name and class noted and passed onto SLT.
- Teachers should question any student either using the lift or waiting to use the lift to see if they have a lift pass. If a student does not have a pass then the teacher must make a note of the student's name and form and pass it onto the Class/Form Tutor or Head of Year.

- Teachers are expected to greet the maids who are monitoring toilets or other areas of the school and ask them if there are any problems. It is the teachers' responsibility to monitor the toilets when on duty and walking around the corridors and the maids should be utilized; they are there to support. The more the students see staff working with the maids then the more respect they will be given by the students who will think twice about breaking rules as they pass the maids to go into an unsupervised area.
- Teachers should make notes of students who persistently break rules after a warning and pass the information onto the Class/Form Tutor or Head of Year who will enter -1 on HUB for 'improper conduct during break time'.
- Teachers should make a note of any student who shows a 'goodwill gesture' during break times and this should be passed onto the Class/Form Tutor or Head of Year who will enter +1 on HUB.
- Whilst around the school, break areas and classrooms, teacher's should be mindful of any things that may present as a hazard to students, other staff or visitors (such as wet floors, sharp edges, broken items etc). These should be reported immediately via Teams to the Head of Section. In cases of immediate significant hazards, the teacher should ask the nearest maid to remedy (in the case of a spillage for example) or 'stand-guard' while a member of maintenance staff is alerted.
- Any staff member who is absent on a duty day must inform their head of year/faculty or section so that cover can be arranged.

**The policy will focus on prevention, consequences and follow up.**

### **Prevention**

- By providing appropriate areas for safe play, ball play, quiet areas, appropriate seating areas, strategically placed litter and recycle bins, clean drinking areas, safe clean toilets and having the library open at break times.
- By having clear rules about where pupils should be at break times, what games they are allowed to play and where and how the children should play. Eg. Football in certain areas, volleyball and badminton at specific times and no charging about or play fighting.
- By liaising with the school nurse to check on injuries sustained by pupils each month during playtime so situations can be addressed and changes made to how students play to reduce further injuries.

### **Consequences and Follow Up:**

- It is important to make a note of any persistent poor behaviour or troublesome students and warn them that if they fail to cooperate then they will be reported to the Class/Form Tutor or Head of Year who will ensure that they miss their break times so they can have time to think about their actions.
- Students/classes who persistently break rules during break time should undergo a period of close monitoring by a counsellor or SLT member.
- A more serious problem will follow the sanctions as set out in the Behaviour Policy.
- It is essential that any poor or positive behaviour seen around the school is noted and passed onto Head of Year or SLT for further action. The Head of Year or SLT has a responsibility to inform the teacher reporting any incidents about any further action taken.

## Summary of Duty Responsibilities

- Duties are a contractual obligation for all staff, effective and vigilant supervision are also fundamental expectations of the Teacher Standards.
- Staff should show *relaxed vigilance* outside of the classroom at all times correcting, encouraging, outlining consequences and following up with students when necessary.
- Staff are deemed to be actively on duty at all times and should not assume that- if they are not on duty at the time, it is not their responsibility.
- Students are to be seated when eating and using eating rooms (where available)
- Staff should promote and enforce safe play at all times.
- Staff should stand, walk around the playground and be visible
- Staff should avoid being distracted or focused intently on a sole student, staff should always be 'scanning the horizon'
- **Cell phones are to be used only to notify HOS or SLT if there is a shortage of duty teachers, or to call the medical clinic or an emergency.**

At Cambridge English School we believe that constant diligence in monitoring the playground is essential and we understand that the presence and attentiveness of the teacher on playground duty is very important. Teachers are expected to have an unobstructed view of the entire play area, keeping all pupils in sight. Teachers must avoid getting distracted from duties (i.e., not standing together and chatting). Staff on duty must monitor the behaviour and know when to intervene. The role involves supporting children during this free time, fitting within the safeguarding and wellbeing element of the school, setting the tone for the ethos of the school.

**Break Duty:** During a break duty, staff are expected to supervise the students by:

- Quickly resolving, more importantly anticipating, any arising playground problems/incidences.
- Monitoring the use of sports and play equipment.
- Supervise a specific zone of the playground.
- Maintaining good order.
- Discouraging any activity likely to cause injury to students and/or staff.
- Calling/sending for the School Doctor in the event of an accident and look after the injured student until the Doctor arrives.
- Ensuring that play areas are left clean and tidy at the end of break.
- Supervising the canteen area to ensure orderly conduct.
- Ensuring orderly behaviour in the toilets.
- Ensuring students do not spend time on the corridors.
- Ensuring that no student is inside the classrooms without supervision.
- Ensuring that all school rules/expectations are adhered to.
- Record incidents of both positive and negative behaviour that need to be followed up and passed onto Head of Year.

### For Early Years and Primary

- Ensuring when the bell or whistle blows, that **STUDENTS WALK QUIETLY TO THEIR LINES.**

### Related Policies:

- Behaviour policy
- Safeguarding Policy