

**Doncaster UTC: Supervisory Policy**

**Effective Date:** September 2020

**Review Date:** September 2021



<b>Status</b>	<b>Statutory</b>
<b>Responsible Committee</b>	<b>Local Governing Body</b>
<b>Author</b>	<b>Principal</b>
<b>Target Audience</b>	<b>All Stakeholders</b>
<b>Date Policy Agreed</b>	<b>May 2020</b>
<b>Review Date</b>	<b>September 2021</b>
<b>Principal Signature</b>	<i>J. Rowser</i>
<b>Chair of Governors Signature</b>	<i>C. O'Keefe</i>



## Supervision Policy

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

### Legal Obligations

The Governing Body and the Principal 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 UTC. The employer is required to ensure that the supervision of pupils throughout the UTC 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.

For teachers to carry out their duties effectively the Principal has certain responsibilities. These include:

- formulating the overall aims and objectives of the UTC and policies for their implementation.
- ensuring that teachers at the UTC 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 UTC day when pupils are present on the UTC premises and whenever the pupils are engaged in authorised UTC activities whether on the UTC premises or elsewhere.
- making arrangements for the security and effective supervision of the UTC buildings and their contents and of the UTC 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 always be maintained.

Any injury to a pupil 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 UTC which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, 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 UTC

Pupils do not arrive simultaneously on the UTC premises. Time is made available within the agreed directed time for supervision of students before UTC. Our responsibility begins at 08.40am.

The UTC will inform all parents of the starting time of the UTC day and indicate that no arrangements are made for the supervision of the students earlier than 8.30am on a UTC day.

Supervision of students before UTC begins will form part of the UTC's rota of supervision. Staff are on duty from 8.20am.



## **Responsibility During the Day:**

### **Unexplained Absence:**

The responsibility to ensure that a pupil attends UTC regularly is that of the parents and guardians. The UTC will seek to contact parents when students are absent from UTC without notification. This will be flagged up when the registers are taken by Form Tutors. Parents are asked to contact UTC, early in the morning, if their child is unable to attend UTC.

### **Leaving the UTC site:**

Key Stage 4 students should not be allowed off site during UTC hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian.

### **Errands:**

Students should 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 UTC Car Park.

### **Illness:**

When students are taken ill during the UTC day the UTC will contact the parents or guardian, whether at home or at work. Information about contacts is kept in the UTC Office on SIMS.

### **Emergency:**

No class of pupils should be left unsupervised for any reason. In the case of an emergency please send a child to the UTC Office or to one of the Vice Principals.

### **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 UTC unattended.

### **Visitors: Note that there is a Visitors Policy**

All visitors to the UTC 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 UTC 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 UTC Office.

### **Supervision during Break times**

- There must be adequate supervision both indoors (when wet breaks) and outdoors throughout UTC break and lunch times.
- A duty rota for break time supervision will be displayed in the Staff Room and UTC Office.
- Duty Teachers will "patrol" around the UTC

Part of the induction of new staff will include explanation of supervisory responsibilities.

- Duty Teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise the students back into classes at the end of break periods.
- We expect students to enter UTC in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising students in the locker rooms and other congested areas.
- Guidance for supervision of wet break times is provided. Students should not be left in classrooms during break times unless a member of staff is present.
- Staff should support each other in maintaining adequate levels of supervision during wet break times, this is to be done by form tutors.



### **Wet Break-Times**

- All students will stay in the designated classrooms at the time of their normal break-time and behave sensibly.
- The teachers on duty will patrol.

### **Morning Break**

The members of staff and prefects on duty must be in the designated areas from 10:55am and remain there until 11:10am 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. The duty member of staff will blow their whistle at the end of break and together with other duty members of staff will ensure that all pupils are moved on promptly to lessons.

### **Lunchtime**

The lunchtime duty rota explains clearly the duty areas for staff and prefects for the two halves of the lunch break. The duty 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 and Dining Room. 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 pupils 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 staff who are on lunchtime duty.
- Where the behaviour of a pupil 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 UTC:**

Teachers should be satisfied that students have left the UTC site appropriately. Any child left at UTC at the end of the UTC day is the responsibility of the parents. If they neglect to make provision for their safe return home, UTC 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 UTC activities or revision lessons. They should be given adequate notice of any changes to arrangements such as cancellations of UTC 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 UTC until the agreed time of collection, at the UTC Office until 3:10pm, and thereafter, if necessary, at the UTC enrichment.

### **Supervision of Special Activities**

#### **Physical Education:**

The same general principles of care apply during PE as to other UTC 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 UTC, privately or by the municipal council).

## **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 child 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.

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, 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 Principal or Vice Principal, 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 pupils in remote, secluded areas of UTC.
- ensure there is visual access and/or an open door in one-to-one situations.
- 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 student becomes distressed or angry to the Senior Vice Principal.
- consider the needs and circumstances of the students involved.

## **Changing:**

Young people are entitled to respect and privacy when changing clothes.



## Physical Education:

Attention must be paid to the:

- condition of the floor
- suitability of pupil's clothing
- whether the exercises and activities are within the capability of the students whether the activity is being taught properly, e.g. 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 UTC is accepting responsibility for them.
- Students should not be allowed in the sports hall 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 leave the sports hall 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.

## Arts and Craft/Science and Technology:

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. Teachers should take all necessary precautions 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 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 pupils.

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 pupil needs require it.

#### Enrichment:

Enrichment is part of the UTC day. During UTC activities that take place off the UTC site or out of UTC hours, a more relaxed discipline or dress and language code may be acceptable at the discretion of the principal. 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 UTC activity. Staff must be aware of and follow guidance. This means that adults should:

- always have another child present in out of UTC activities, unless otherwise agreed with senior staff in UTC.
- undertake risk assessments.
- have parental consent to the activity.
- ensure that their behaviour always remains professional .

