



ACORN HOUSE COLLEGE

Supervision Policy

Acorn House College

Authorised by	The principal and the proprietor
Date	December 2015
Effective date of the policy	April 2016
Circulation	Teaching staff, all other staff, volunteers, parents and students (on request)
Last review date	June 2018
Next review date	June 2019

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Supervision Policy

The purpose of this policy is to provide guidance to all staff about the appropriate supervision of students during the college day. Acorn House College has students in years 10 and 11, we also have students in a year group referred to as 11R who are taking GCSEs in one year, usually as retakers. Students in these year groups are referred to as our Middle School. Most of our students (typically 80% of our student body) will be in the sixth form which includes a group of students taking the A level on an intensive one-year programme.

Students in the sixth form and year 11R are usually above compulsory school age (i.e are 16+) and are trusted with more privileges including less close supervision than those in years 10 and 11. This is detailed in the section of this policy 'students of above compulsory school age on pages 6-7.

Legal Obligations

The Proprietor/Governing Body and the Principal have specific obligations to ensure that, as far as is practicable, a safe place of work is established for all students, employees and others that enter the college. The employer is required to ensure that the supervision of pupils throughout the college day is adequate to ensure their health, safety and welfare.

All tutors have a duty of care to the students, which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children.

In order for tutors to carry out their duties effectively the Principal has certain responsibilities. These include:

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

If a complaint against the college or one of its staff is made, 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 be maintained at all times.

Supervision Before College

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

The college will inform all parents of the starting time of the college day and indicate that no arrangements are made for the supervision of the students earlier than 8.00am on a college day.

Responsibility During the Day

Attendance is always logged and parents/guardians are updated regularly with attendance data for students in all year groups.

Reporting Unexplained Absence

The responsibility to ensure that a pupil attends college regularly is that of the parents and guardians. The college will contact parents when students are absent from college without notification. This will be flagged up when the registers are taken. Parents are asked to contact college, early in the morning, if their child is unable to attend college. The Head of Middle School registers all Middle School students at 8.30am, before the start of lessons at 8.40am. Absences are reported to the college office and are followed up with parents immediately.

All subject tutors register their classes electronically within the first 15 minutes of each lesson. Any unexplained absences are addressed by the administration staff, who have access to the registers and who contact the absent student's parents as soon as possible (no later than 30 minutes after the register has been taken and if previous contact has not been made with parents regarding an absence earlier in the day). Administration staff log the date and time that contact/attempts to contact are made. There are at least two contact numbers provided for each student. If the College is unable to contact the parents or other emergency contacts given within one hour, the police are informed that this student is missing and the College is unable to make contact with the parents or other emergency contacts.

Leaving the college site

Students of compulsory school age are not permitted to be off-site during college hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian. The only exception is at lunchtime, for which separate arrangements are made (please see below).

Illness

When students are taken ill during the college day the college will contact the parents or guardian whether at home or at work. Information about contacts is kept in the college office. Students must not leave the college premises without notifying the reception staff. Students who are taken ill during the day will usually be required to stay on-site either in the study area or medical room until provision can be made

for their collection or safe transit home. Students will only be allowed to travel home with the clear and express permission of a parent.

Emergency

No class of pupils must be left unsupervised if there are no other members of staff present on the same floor of the building. In the case of an emergency the student will be sent to the college office or to the Principal.

Visitors

All visitors to the college are required to sign in and out. The main (and only) entrance is operated by an entry-phone system; access is granted by reception staff who check the CCTV before releasing the magnetic door lock. Visitors to the college are required to wear a visitor's badge. All staff must check strangers on the premises are wearing badges, challenge anyone they do not recognise and report to the college office immediately if there is a concern. **Visitors must be accompanied and supervised at all times.**

Lunchtime Supervision (12.20-1.10pm)

All students under school leaving age are supervised during the lunchbreak. The lunchtime duty rota explains clearly the roles of staff supervising students at lunchtime. Students are allowed to leave the college to buy lunch, if permission has been given from their parents/guardians in writing. They must return to the designated eating area by 12.45 pm, when the member of staff on duty will take the register. Any absences will be reported to reception at before 12.55 pm.

Students are only allowed to eat or drink healthy food and beverages in the college premises, as specified by the Principal. They are allowed to use their mobile phones at lunchtime, as long as the member of staff on duty is satisfied that this use is appropriate.

The Head of Middle School will relieve the member of staff on duty at 1.05 pm and check the register. Any lateness/health and safety issues will be followed up.

Supervision after College

Tutors must ensure that students have left the college site appropriately. Any student left at college at the end of the college day is the responsibility of the parents. If they neglect to make provision for their safe return home, college will contact the parents, register and note the concerns.

Parents must be given notice of students who will be late home through participation in after-college activities or revision lessons. They must be given adequate notice of any changes to arrangements such as cancellations of college 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 college until the agreed time of collection.

Supervision of Special Activities

Physical Education

The same general principles of care apply during PE as to other college activities. It is very important that the tutor should conduct appropriate risk assessments considering factors such as

- safety of apparatus being used
- 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

Art and Craft/Science and Technology

Tutors must consider the organisation of the students involved in practical activities. Consideration must be given to the number of students who can be reasonably controlled and supervised when organising practical activities. Tutors must take all necessary precautions including

- wearing masks and goggles
- training in the use of tools
- carrying glass objects
- carrying hot substances

Being Alone with a Child

The College's Safeguarding policy is always taken into account when seeing a student alone for example when:

- 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 student to an office for disciplinary, administrative or other reasons.

Practically, a good degree of the risk can be reduced by having glass panels in classroom doors, giving other colleagues and support staff an easy access to the working environment and informing others of the timing and plans for any given appointment between individual teacher and a single student. Teachers must always discuss the circumstances with the Principal if there are any concerns.

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 must:

- avoid meetings with pupils in remote, secluded areas of college.
- ensure there is visual access in one to one situations.
- inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- always report any situation that you are concerned about and
- always where a child becomes distressed or angry to a senior colleague.

After College Clubs and College trips/excursions

Staff must take particular care when supervising pupils in the less formal atmosphere of an after-college activity. During college activities that take place off the College site or out of college hours, a more relaxed discipline or informal dress and language code may be acceptable.

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 College activity. Staff must be aware of the following requirements:

- always have another adult present in out-of-college activities, unless otherwise agreed with senior staff in College;
- undertake risk assessments;
- have parental consent to the activity;
- ensure that their behaviour remains professional at all times.

Students above compulsory school age

A majority of students at Acorn House College are above compulsory school age but below compulsory participation age (some are older than the compulsory participation age of 18 for example if they are retaking their A levels). For these students (in the sixth form and 11R) this policy still applies however they are given some reasonable flexibility as befits their age and afforded certain privileges. **All students in years 10 and 11 are required to follow the rules for students in their age groups irrespective of their chronological age.** Reasonable flexibility and privilege for students in years 11R and the sixth form includes:

- Students are required to attend the college only when they have lessons and other timetabled events, they are not required to be on-site all day every day
- They do not register in the morning and afternoon but registration is taken within 15 minutes of the beginning of every lesson

- From the 2018/19 academic year onwards they will have a regular, timetabled session with their personal tutor on a weekly basis.
- Students are encouraged and expected to remain on the college premises to study during 'free' periods but are not required to do so
- Where appropriate, parents are informed and consent is obtained for students attending extra-curricular events or participating in activities extending beyond the college day

The study areas of the college are directly supervised by staff for most of the college day, however students in these year groups may use the study areas when they are only indirectly/remotely supervised (this means that staff are present nearby by not necessarily directly observing the area). Lab 8 is from March 2018 supervised between 10.00am and 3pm.

The sixth form common room 2B is not supervised by staff, however there are staff nearby at all times and visibility is provided via glass in the door (which must be kept clear at all times). Staff must respond immediately if they become aware of inappropriate behaviour in the common room (agreed rules are displayed on the common room notice board). Access to the common room may be restricted as a sanction for unacceptable behaviour or conduct.

In the event of a Fire, the college's fire marshals will perform a "sweep" of their designated areas to confirm that they are clear. Emergency services will be informed of any rooms or areas that were not able to be 'swept' (it may not always be possible to check toilets if certain escape routes are blocked, for example). It is possible to account for students in class at the time of alarm, staff teaching/in reception at the time of the alarm and any visitors or contractors etc. It is not possible to account for staff or students above compulsory school age who have left during breaks, 'free' periods etc. and the fire brigade will be made aware of this particularly if there are 'unswept' areas. Further details are available from the college's Fire Emergency Plan, which is published on the college's website.