



St Paul's School

FOUNDED 1509

Supervision of Pupils Policy

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This policy is available on the Handbook page of the School Intranet and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

1. Introduction

1.1 St Paul's School recognises and accepts its responsibilities to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors. It takes the following steps to ensure the safe supervision of pupils.

2. Staff Duty of Care

- 2.1 All staff have a duty of care to pupils who attend school. Duty of care is a wide-ranging assumption of responsibility for others, and ranges from the requirement to observe Health and Safety legislation to the need to create a safe moral and physical environment for all those within the school community.
- 2.2 The duty to protect the vulnerable, including all pupils, is often passive, requiring awareness of a situation, and ensuring pupils' protection from harm or self-harm, but can be active, for example in acting when any sign of bullying or unfair behaviour is observed.
- 2.3 There are many grey areas in this field, e.g. school gates responsibility and deciding when a child is deemed to have left the school's responsibility and been returned to his parents' care. If in doubt, it is better to be over-aware; the parents of pupils required for a rehearsal after school, for example, should always know at what time to expect their sons to leave.

- 2.4 Outside lesson time (e.g. before and after school, morning break and lunchtime, inside and outside the building) it is important that all members of staff take responsibility for pupils in the sense that they are vigilant to cases of unacceptable behaviour, pupils who may be hurt or upset, or presenting signs of abuse and that members of staff deal with these appropriately on the spot, and report back to tutors, Undermasters or the DSL as appropriate.
- 2.5 The Deputy Head Pastoral is responsible for the management of pastoral care at the school and this includes monitoring pupil welfare and providing sufficient supervision of pupils. There is a weekly Pupil Welfare meeting during term time, chaired by the Safeguarding & Welfare Coordinator to discuss the welfare of pupils across the School, including any additional or enhanced supervision needed in support of any pupils about who there are known concerns or who are considered at higher than usual risk (of harm or self-harm). Minutes of these meetings are confidential to the Safeguarding and Pastoral Team and the Executive Leadership, but information is routinely shared (again confidentially) with individual staff members on a case-by-case basis to ensure they can fulfil their duty of care.
- 2.6 Further information and advice is available in the following School policies:
- [Safeguarding and Child Protection Policy](#)
 - [Code of Conduct](#)
 - [Educational Visits Policy](#)
 - [Behaviour, Rewards and Sanctions Policy](#)
- 2.7 All School activities, whether conducted on or off the school site, are carefully considered and risk-assessed in light of the School's duty of care, and sufficient staffing levels arranged to ensure adequate (and generally better than adequate) supervision at all times.

3. Staff Duties

- 3.1 The Deputy Head Pastoral is responsible for ensuring that a rota of staff duties is drawn up and completed each term. These duties are designed to ensure a suitable level of supervision before school, at break time, lunch time and after school. The rota is administered by the Senior School Secretary and is displayed in the teaching staff Common Room and on the [intranet](#). It is carried out by teaching staff and Duty Supervisors, who all receive instructions and training for their duties. Duty performance is overseen by the Deputy Head Pastoral and Undermasters. See Appendix 1 for descriptions of the standard staff duties. Additional senior staff duties are performed as and when required.

4. The Role of Prefects

- 4.1 The Captain of School and their deputies organise a rota of prefects who assist in the supervision of pupils at break and lunch times. Regular meetings take place between the Head of 8th Form and the Captain and Vice-Captain of school to discuss the duty rota and establish priorities with regard to the supervision of younger pupils. The weekly prefect rota is shared online with the Undermasters and Deputy Head Pastoral. All prefects are provided with training in safeguarding and in the performance of their duties, as part of their induction.

- 4.2 The Captain and Vice-Captain of School attend a weekly meeting with the Surmaster. This meeting will regularly be used to discuss any difficulties with regard to the supervision of pupils.
- 4.3 Boarding House prefect duties are described in the document *Responsibilities of Boarding House Captain and Prefects*. This document is advertised to all boarders; house prefects also receive safeguarding and anti-bullying training, and training in the performance of their duties, as part of their induction.

5. Lessons

- 5.1 During lessons, the supervision and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. The school's duty of care has been delegated to the member of staff concerned, and in the case of cover, further delegated. All staff must be aware that they are personally liable for the care of pupils during timetabled lessons.
- 5.2 If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with their Head of Department or the Surmaster.
- 5.3 In addition, the following procedures apply regarding pupils leaving the classroom during lessons:
 - If a pupil is unexpectedly absent, the teacher should confirm this in iSAMS when taking the class register. If the teacher has received specific information from a DSL or Undermaster about a pupil of concern in their class, and that pupil is unexpectedly absent, they must raise the alarm either with a DSL, or in accordance with any specific instructions previously received.
 - It is not normally appropriate to allow a pupil to leave the room during a lesson. Where a pupil needs to leave the classroom to visit the toilet (or for any other reason), the teacher must make a note and be prepared to raise the alarm if the pupil does not return within a reasonable time frame (particularly so if the pupil is one whose personal circumstances have already been drawn to their attention as being of concern). The alarm should be raised by sending an email to the pupil's Undermaster, cc-ing Registration@stpaulsschool.org.uk, or as in accordance with any specific plan already communicated for that child.
 - A pupil should not be sent out of the room as a sanction for poor behaviour. Where a pupil's conduct is rendering the lesson unsafe or proving completely prohibitive to the maintenance of appropriate order, an alternative supervised space should be found for them. If safety is at issue, the teacher should immediately reach for the support of a colleague, and contact the DSL. Where good order is the issue, an alternate supervised working space should be arranged with a colleague, in the first instance liaising with their Head of Department, and the Undermaster contacted. If either issue presents persistently, a specific plan will be arranged by the pupil's Undermaster in consultation with the teacher, their Head of Department and the Deputy Heads Academic and Pastoral.
 - If a pupil is to be sent to the Library or elsewhere for research, this should be agreed in advance with the Librarian or the relevant supervising staff member (e.g. Computer Gallery).
 - Classes should not generally be left without the supervision of a teacher: cover should be arranged in advance for any lesson for which the normal teacher is not available, whether from within the department or from central cover arrangements. In an emergency, or

exceptional circumstances, when cover is not available, pupils may be discharged from their lesson or left briefly unattended while cover is sought (except where this would otherwise be prohibited by localised departmental health and safety rules, such as in science laboratories).

6. Classrooms and ICT Suites

6.1 Classrooms and ICT Suites are out of bounds without the approval of a member of staff and outside of lessons will generally be kept locked when not occupied by a member of staff. Staff may choose to allow pupils to use their classrooms outside of lesson-time, but are then responsible for exercising appropriate levels of supervision.

7. Around School at Lunchtimes and Break-times

7.1 Staff supervision is provided both by the formal duty rota (Appendix 1) and by the presence of staff in various areas around the school.

7.2 Informal games are permitted in various outside spaces of the school. Supervision is provided by Duty staff or other staff, such as sports staff, working nearby. These arrangements are reviewed by the Deputy Heads Pastoral and Co-Curricular. The Deputy Head Co-Curricular, in discussion with the Head groundsman and Director of Sport, will assess the suitability of the pitches for informal games each day.

8. School Hours and Out of Hours access

8.1 Normal school hours for pupils are between 8.00am and 5.30pm (core school hours) Monday-Friday in term time. During these times there will always be sufficient staff present to ensure adequate supervision of all pupils throughout the School site.

8.2 There is a 24hr security presence on site during term time, and Reception is staffed from 07.00 to 19.00. In addition, emergency phone numbers for the DSL team are placed throughout the school. Therefore, individual pupils may use the school for independent study out of core school hours, at the times indicated below, working in the study spaces above the Atrium:

- On week-days during term time pupils may attend School for independent study from 7.00am until the commencement of School and from the end of School until 6.30pm.
- On Saturdays during term time pupils may use the School for independent study from 9.00 am-14.30, basing themselves in the study tables above the Atrium. Supervision is provided by the staff member covering Saturday Detention in Room [116] in the morning, and by Reception staff during the afternoon. Pupils should sign in and out at Reception, so that the Reception team know they are present.
- Until the Autumn term Remedy and after the Spring term Remedy pupils may remain after school to play informal games on Bigside until 5.30pm.

8.3 If pupils are in School for a teacher-supervised activity at any time (in or out of term), such as a play rehearsal or a sports commitment, they may work independently for the duration of the activity when they are not engaged in the activity. During these times, responsibility for the

supervision of pupils working independently lies with the member of staff overseeing the teacher-supervised activity. The teacher-supervisor must ensure that all pupils have the means of contacting them (or otherwise raising the alarm) in the event of a problem. The teacher-supervisor should remain on the premises until the last pupil has left, and will be responsible for ensure the premises are secure before departure. Where pupils are required for rehearsals, Art etc at the weekends, the Duty Porter should also be informed.

- 8.4 On Sundays and in the School holidays pupils may only work at school when under staff supervision.
- 8.5 After school, security staff patrol the Hammersmith Bridge and nearby areas for pupil safety. School staff monitor local bus stops on Monday and Friday to ensure pupil safety and good conduct.
- 8.6 The School's boarders are supervised by the boarding team out of school hours, in accordance with the [Supervision of Boarders Risk Assessment](#).

9. School Activities, Visits, Events and Sports Fixtures and Facilities

- 9.1 Supervision of pupils should always be considered when conducting risk assessments and provided by ensuring sufficient numbers of suitably trained or qualified staff when running trips, activities and events.
- 9.2 Members of staff planning to take pupils out of school for off-site activities must read the [Educational Visits Policy](#) and accompanying [Educational Visits Procedures](#) available via the Staff Handbook. These contain advice with regard to the safe supervision of pupils on school trips. On any school trip it is important to observe all requirements for signatures from parents to devolve responsibility to teachers with authority.
- 9.3 In addition, the document [Sports Fixtures \(Away\) – Guidance for Staff](#) provides information regarding the safe supervision of pupils travelling away from school for sports fixtures.
- 9.4 The Sports Centre Manager and the Director of Sport are responsible for supervision of the School's sports facilities. In particular, the School swimming pool and fitness centre are out of bounds to pupils, and locked, when not supervised by a qualified member of staff.

Security Staff and Supervision

The School's security staff also provide valued supervision of pupils, in the course of their roles keeping all pupils and the site safe. This includes:

- Boundary patrols during the school day, and sweeps of the building and fields out of core school hours
- Supervising safe access and egress to and from the site, such as:
 - Staffing the Lonsdale Road entrance throughout the day, and the Hammersmith Bridge Gate at key arrival/departure times.
 - Monitoring the safe conduct of pupils driving to school
 - Monitoring the departure of pupils with permission to leave the site during the school day
- Providing a safety presence around the local areas, such as the pupil commute-walk to Hammersmith Broadway.

Appendix 1: Outlines of Staff Duties

Please note that duties may be updated from time to time, and vary at different points in the school year. The 'live' duty rota at any given point is available on the intranet at <https://intranet.stpaulsschool.org.uk/handbook/teaching-staff/duty-rota>.

Standard elements within the duty rota include:

- Morning Break: Atrium/Locker Area
- Morning Break: Dining Hall/Founder's Court
- Lunch: Atrium/Locker Area
- Lunch: Changing Areas
- Lunch: ICT Room
- Playing Fields/MUGA
- After School: School Buses; Castelnuovo Bus Stop & Tesco; Hammersmith Bridge; Lonsdale Road – cycle safety and bus-stop behaviour
- After School:

In addition to Main Rota Duties, senior staff may undertake additional duties in response to operational need.

Duty Instructions will be updated as duty patterns change, but they include:

Dining Hall/Founder's Court (10:15 – 10:35)

- **Overall: ensure pupils queue sensibly and deal politely with catering staff; behave well whilst snacking and socialising; and tidy up their litter as they leave (both in the Dining Hall and in Founder's Court).**
- Arrive as soon as you can! The pupils will build up quickly, and it is much easier to ensure all goes smoothly if you are there too.
- Make sure pupils line up in orderly queue. Roping system should assist. Once the queue is set, a prefect can manage it, releasing pupils to the counters at sensible rate. You may need to step in here if that is not working well. You also may need to move alongside the queue, chatting with pupils to encourage (and ensure) queueing is orderly and sensible.
- Prevent pupils from placing orders with friends at front of queue, queue-jumping.
- Discourage pupils from sitting on tables.
- Ensure pupils leave area in acceptable condition at end of break. Towards the back half of the duty, circulate amongst the pupils, friendly interactions, reminding them to take litter as they go.
- Reinforce good uniform – shirts tucked in, ties on etc.
- Encourage prompt departure from area once bell has gone.

You are entitled to a free drink/ snack when undertaking Dining Hall or Atrium duties (when tuck shop is open).

MUGA + Tank Patrol duties (13:10-13:40pm; 13:40pm – 14:15pm)

- **Overall: to be a staff presence around the periphery of the main school buildings/fields, to interact with and monitor pupils, and to discourage, deter and (and react to) any poor behaviour. General sweep zone: from Bigside, around the school, to the Junior School (and in the summer term, also check the 3G is not being used informally).**

- Western fields and MUGA are reserved for SPJ before 1315. SPS pupils should be sent away from those areas before then.
- Staff should collect a radio from reception, which they can use in case of an emergency; also umbrella and warm coat available!
- Rules regarding pitches/informal games: if there is rain/the pitches are wet, pupils are NOT allowed on the fields. When it is dry, SPS pupils may use pitches 3 and 4 (the pitches towards the Hammersmith Bridge on Big Side) and on the Western fields may only use the off-pitch areas (NOT pitches 5 and 6, which are the nearest to the school) or further fields. Pupils should be moved on from any such areas. Informal games are strictly prohibited on the 3G field – names should be taken of any pupils using this field without a staff member.
- Common poor behaviour: Improper use of school equipment (ie swinging on goalposts, climbing on cricket nets, kicking balls at school property/towards neighbouring gardens); behaving foolishly in the road around school, i.e. not paying due attention to any traffic, playing ball games in road; excessively physical play; littering.
- 4th and 5th form will be specifically designated to play on the far Western fields in the summer term, and will need supervision.
- The U8th 421 tournament can have matches on the MUGA during lunchtimes. If there is a sizeable crowd, you should supervise – mingling and chatting with the pupils. If the players (playing dangerously) or spectators are behaving poorly, you should intervene, and should radio for assistance if there is a particularly large crowd (asking reception to find a UM/senior member of staff to come up). If there is a bad injury, radio for the nurses to be called.
- Interactions with pupils should generally be positive and preventative. Your presence is a general deterrent, and pupils usually respond well to a friendly reminder of how to behave (and most pupils do behave well). Where pupils respond rudely or without addressing initial concerns, take names and pass to Undermaster. Similarly, inappropriate use of a ball (e.g. kicking at school buildings) might be reason to confiscate ball, and tell pupil to collect from Undermaster.
- Take names of pupils misbehaving and pass to UM/Tutor via Low Level flag on iSams.
- You should be attentive to any food or other deliveries being passed through the boundary fence – concern have been raised about illicit packages being delivered. Please intercede and confiscate any deliveries, taking the names of the pupils who received them and giving the items to reception. If you have a concerns that drugs may have been delivered, radio reception for assistance immediately.

Castelnau Bus Stop Duty

- Attend the bus stop on Castelnau.
- Ensure pupils are behaving sensibly and respectfully toward members of the public at both stops: queueing sensibly, not blocking pavement.
- Ensure pupils are behaving sensibly, not rushing along road to catch bus. Report any poor conduct to UM/Tutor via iSams Low Level Flag.
- Note whether pupils are behaving poorly in the small Tesco car-park.

Atrium/Locker Area/Atrium ICT Suite (10.15am – 10.35am, 12:35pm – 1:10pm, 1:10pm – 1:40pm, 1:40pm – 2:15pm).

- **Overall: Supervision of the Atrium & Locker Area to ensure a calm and positive atmosphere; and that no pupils are changing in the Locker Area.**
- In Atrium:

- Prevent misuse of furniture: no feet on furniture, nor moving/clambering on furniture.
- Ensure pupils pick up litter from where they've been sitting, especially as they begin to leave.
- Prevent pupils coming through Atrium in sports kit (they should enter Locker Area by its other doors).
- Reinforce good uniform – shirts tucked in, ties on etc.
- When tuck shop is open, active supervision of that area will be necessary:
 - Make sure pupils line up in orderly queue.
 - Prevent pupils from placing orders with friends at front of queue.
- Encourage prompt departure from Atrium once bell has gone
- In ICT Suite
 - This room is available and designated for quiet work only. Person on Atrium duty should monitor conduct in this room through the glass window, visiting it periodically.
 - Any pupil misusing the room – this includes being noisy, behaving foolishly or gaming – should be asked to leave. Their names should be taken and this should be reported to UM + Tutor using an iSams low level flag.
 - If the room is being used improperly generally, ask all pupils to leave and then close the door.
 - If assistance required, seek help first from an Undermaster, who may be present in their office; or call reception (020 8748 9162).
- In Locker Area (including safe working)
 - Duty staff should monitor and make regular visits to the Locker Area.
 - No pupil can be in a state of undress in the Locker Area. Any pupil who is must be told to immediately cover up, and go to the changing room to change. Their name should be taken and this flagged to their Undermaster + Tutor using an iSams low level flag. (All pupils have been briefed (in multiple ways) that staff will patrol the area and that they are not to undress in the area). **If a member of staff has seen a pupil in a state of undress they should inform the DSL via a low-level concern.**
 - As per the duty briefing, you may need to access the Changing Room if you believe that there is misconduct occurring in there. This should be done in a safe way, proportionate to the nature/level of misconduct you believe to be occurring. The guidance below is to help staff strike the required balance between a pupil's rights to change safely, and also to have appropriate privacy.
 - If you believe a pupil is in danger (due to sounds or reports of violence) find support if you can (from an Undermaster in the Atrium) and then open the door between Locker Area and Changing Room, taking care not to look right towards the showers. Remain in the doorway. Announce your entry clearly – state you have heard there is some fighting or other unpleasant behaviour; confirm there is no misconduct that requires intervention (if there is, require the relevant pupils to immediately dress and come out of the Changing Room). Ensure you keep eyes raised at eye level, as there may be pupils in a state of undress. Don't spend any more time than is necessary to resolve the issue. Report the behavioural issue to the relevant UM/DHP. Make a low-level concern regarding your need to enter the Changing Room.

- If you have concerns about general rowdy/improper behaviour, but are not sure, and there is no sense of a pupil in danger, then appraise the need to enter by going to the cricket bag-storage area behind the back of the Changing Room, or by opening the changing room door slightly without looking in, where you can assess the level of misconduct/noise without having to look into the room. You can then make a verbal intervention to correct behaviour without having to enter the room; or, seek assistance from an Undermaster from the Atrium to assist you with an entry into the room. If you then decide the behaviour requires immediate intervention – for instance, high rowdiness, vandalism, the possibility of bullying – then follow steps outlined above, including making a low-level concern.

Additional Changing Room Duties

In addition to the main changing room adjacent to the Locker Area, some pupils may change in alternate locations, such as: Ichthys changing; East and West Pavilions; Boat House. Staff supervising each venue should follow above changing area guidance.

ICT Room/BigSide Patrol

In the Autumn or Spring Terms (ICT Room):

- **Locate yourself in Room 113, the ICT Room in the Humanities Building.** Sit at the front desk. The following rules apply:
 - Any pupil misusing the room – this includes being noisy, behaving foolishly or gaming – should be asked to leave. Their names should be taken and this should be reported to UM + Tutor using an iSams low level flag.
 - If the room is being used improperly generally, ask all pupils to leave and then close the door.
 - If assistance required, seek assistance from nearby colleagues or email the Undermasters/DHP.

In the Summer Term (Bigside Patrol)

- Staff should collect a radio from reception, which they can use in case of an emergency; also umbrella and warm coat available if it is cold.
- Rules regarding pitches/informal games: if there is rain/the pitches are wet, pupils are NOT allowed on the fields. In the summer term, pupils will be permitted to play on pitches 1 and 2; fields beyond that are reserved for cricket (if this changes, you will be informed). When it is dry, SPS pupils may use pitches 3 and 4 (the pitches towards the Hammersmith Bridge on Big Side) and on the Western fields may only use the off-pitch areas (NOT pitches 5 and 6, which are the nearest to the school) or further fields. Pupils should be moved on from any areas that are not designated to play in.
- Common poor behaviour: Improper use of school equipment (ie swinging on goalposts, climbing on cricket nets, kicking balls at school property/towards neighbouring gardens);

behaving foolishly in the road around school, i.e. not paying due attention to any traffic, playing ball games in road; excessively physical play; littering; rudeness to ground staff).

- The U8th 421 tournament can have matches on the pitches during lunchtimes. If there is a sizeable crowd, you should supervise – mingling and chatting with the pupils. If the players (playing dangerously) or spectators are behaving poorly, you should intervene, and should radio for assistance if there is a particularly large crowd (asking reception to find a UM/senior member of staff to come up). If there is a bad injury, radio for the nurses to be called.
- Interactions with pupils should generally be positive and preventative. Your presence is a general deterrent, and pupils usually respond well to a friendly reminder of how to behave (and most pupils do behave well). Where pupils respond rudely or without addressing initial concerns, take names and pass to Undermaster. Similarly, inappropriate use of a ball (e.g. kicking at school buildings) might be reason to confiscate ball, and tell pupil to collect from Undermaster.
- You should be attentive to any food or other deliveries being passed through the boundary fence – concern have been raised about illicit packages being delivered. Please intercede and confiscate any deliveries, taking the names of the pupils who received them and giving the items to reception. If you have a concerns that drugs may have been delivered, radio reception for assistance immediately.
- Take names of pupils misbehaving and pass to UM/Tutor via Low Level flag on iSams.