

Child Supervision Policy

Including arrangements for the Supervision of Statutory School Age Students

During the Academic Day

Reviewed by: James Kidd

Job Title: Vice Principal (Pastoral)

Last review date: July 2021

Next review date: July 2022

Definitions of terms used in this policy:

Staff = all those employed in any capacity by or on behalf of DLD College London

Parents = parent, guardians, houseparents, assistant houseparents

College = the College building including boarding accommodation, all venues where enrichment takes place.

Although the vast majority of students at DLD are above statutory school age, each academic year the College has a small cohort of Statutory School Age Pupils and this guidance specifically relates to this group.

The College has the following measures in place to supervise SSA [Statutory School Age] students:

Supervision of Students

All students are registered for all lessons. All boarding students attend morning registration.

In addition students of compulsory school age are:

- Not permitted to go out of the college building during the College day – 8.30am – 4.00pm, their ID cards do not permit them to leave through the gate system . The college provides plenty of appropriate space for students to spend their morning and afternoon breaks. Students are also encouraged to have their lunch in the Global Kitchen.
- Registered in study periods.
- If a student misses registration of their first lesson (starting at 9:00) without prior authorisation, students/parents/carers/Houseparents receive a notification via email or text by 9:30 at the latest.
- Students/parents/carers/Houseparents receive a notification of any unauthorised absence during the college day at 5pm.
- Different colour lanyards are provided to Lower School students to identify them more easily, especially during break-times
- Students are required to be in college from their first timetabled lesson of the day until their last lesson
- When students are not in timetabled lessons during the teaching day, i.e. excluding breaks and lunchtime, they are to be in the Wellbeing Area where they will be supervised and their attendance monitored.
- If there are any changes to the student's normal timetable, for example during mock or final examinations, we will contact the parents or guardian with the amended details
- If a student is too unwell to attend college, or cannot attend for any other reason, the College must be informed by their parents /carers by 8:30am at the latest. There is a 24 hour answer phone on 0207 935 8411 to make contacting us easier.

Security of the main college building

- The college building is supervised at all times when students are present
- All staff and students have a ID card to get in and out of the building through the security gates and the front door.
- During the holidays the college building is closed to students unless a member of staff has arranged for them to attend. Staff must sign in at reception