

Guidelines for supervision of students

Person responsible for this document: James Kidd

Job Title: Vice Principal (Pastoral)

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These guidelines are intended to outline the arrangements for supervision of students at DLD College. It is intended to outline supervisory requirements for different groups of students, in different contexts to ensure sufficient levels of safety, behaviour, work ethic and wellbeing are maintained.

The supervisory guidelines are relevant to undirected times during the school day, pre and post school day and weekends and holiday periods.

Weekdays

Pre-school day

Boarders are under supervision from House staff from 7.15am (when breakfast begins) until 8.45am when the academic day begins. They should not leave the College unless prior permission has been given by the Houseparents on duty. If permission has been granted they must sign out and sign back in again on their return.

There should be a presence of teachers around the College from 8.00am in case of emergency.

Between 8.30am-8.45am on the days of staff briefing, a rota is set to ensure there are least two teaching staff members patrolling the communal areas available for the students during that time.

School day

During the school day students are in class, in a scheduled meeting or are situated in communal areas around the College, therefore teaching staff are supervising in class, meetings or are available around College. Only in supervised study is there direct staff supervision of undirected student academic time.

Illness in lesson

Please refer to the in-class illness procedure. In the first instance the pupil will make their way, escorted if needed, to the College Nurse. If the nurse is unavailable, the student should refer to the Attendance & Compliance Officer who will take over the supervision and care of the student in question.

Break times and lunch times - Compulsory school age students (CSAs)

CSAs are permitted to leave the college at the break times in the mornings and afternoons, but must sign out if they are leaving the college. The CSAs are required to eat lunch at College during the day, but may ask leave College for a short time after this point. When leaving the College they must sign out using the record sheets in reception stating their name, the time of departure, the expected time of return, where they are going and with whom. Failure to comply with these guidelines will be dealt with in line with the College behaviour policy.

Break times and lunchtimes staff supervision

Over the course of the day a senior member of DLD staff is timetabled to be operate a leadership walk, part of which involved patrolling communal areas around the College. The senior staff are expected to challenge inappropriate behaviour including but not exclusively: the proper wearing of lanyards and school ID cards, use of the furniture in the atrium, managing and control of queues at lunchtime, challenging the compliance with respecting the areas of smoking round the local area.

Boarders

Those Boarders who are medically excused are under the supervision of the House staff on duty and must be checked at least once in the morning and once in the afternoon. Lunch and dinner should be provided by the Houseparent if deemed appropriate by Houseparent, in conjunction with the medical assessment. Boarders who are ill during the day and have stayed in their rooms should not leave the boarding area until the next morning (if recovery is full) unless given specific and direct permission from the House staff on duty.

Co-Curricular Activities (CCAs)

CCAs take place either at lunchtimes or after the academic day. Students are expected to attend these sessions and must inform the CCA leader at least 24 hours in advance if they are unable to attend for whatever reason. The CCA leader is required to keep an up-to-date record of attendance to the CCA and challenge non-attendance in conjunction with the attendance and intervention officer.

Post school day - Boarders After 5.00pm and outside of directed CCA time.

Boarders are under the supervision of the House staff on duty after the school day has finished. The Boarders movements are dependent on their age, school work expectations, behaviour, disciplinary status and agreed curfew times. Boarders are allowed to leave the College dependent on the Houseparents being content given the restrictions previously mentioned. No boarder should leave the building after curfew unless given specific permission by the Houseparent and this has been communicated to the relevant staff (other house staff on duty, security staff). To leave the boarding area without permission from curfew to 7.15am is a serious matter and will lead to sanctions.

Weekday study and Weekends

From Monday to Thursday all CSAs are expected to attend a supervised study period between 7.00pm and 8.00pm in the agreed location specified by the House staff. A register is to be taken and sanctions enforced based on attendance and behaviour.

At weekends, all boarding students who are in college for the weekend must register with a houseparent by 11am each day. All boarders are expected to be on time for curfew. Non-attendance or lack of punctuality for these check-ins will lead to sanctions as identified in the behaviour policy.

Please refer to the Boarders' handbook and the boarder declaration for the procedures to leave and return to the College during the boarding times of the day and at weekends.

Trips, fixtures and out of school events

Supervisory procedures for trips, fixtures and out of school events are determined in conjunction with the Educational Visits Coordinator (EVC) and according to applied risk assessments.

Tutoring and peripatetic teaching

Students who receive private tutoring or peripatetic teaching are directly supervised by the teacher or tutor in question. This must be at the agreement of senior DLD staff member and in line with the safeguarding policy.

Disciplinary

If the students are deemed to be a risk or are suspected or proven to have committed a serious disciplinary issue supervision levels are determined by the Principal, or in their absence, the senior member of staff on duty.

Suspensions and Expulsions

If a student has been suspended or expelled from the college, the student must be supervised by a member of staff from the point of suspension/expulsion until they are collected by a guardian or parent.

Weekends and half terms

Please refer to boarding policies, the boarders' handbook and the weekend leave request form for the supervisory procedures for the Boarders at weekends and half terms.

Holidays

All boarding students who are arriving or leaving from the official opening/closure of College should do so within 24 hours of the official start/end of the terms. Supervisory time beyond that time cannot be guaranteed by the College.