



## **SUPERVISION OF STUDENTS POLICY including Out-of-Hours Teaching Policy**

### **Duties and Responsibilities**

Teachers have both a statutory and contractual obligation to maintain good order and discipline among students and to safeguard their health and safety whenever they are authorised to be on college premises or engaged in authorised activities elsewhere. Thus, the teacher has a responsibility to minimise the risk of injury and to promote good standards of behaviour and good attitudes and relationships amongst students.

The Principal and Deputy Principal have responsibility for the internal organisation, management and control of the college and for the deployment and management of teaching and non-teaching staff. Thus, the Principal and Deputy Principal must make appropriate arrangements to maintain reasonable supervision of all children on college premises or engaged in authorised activities.

### **Management**

Supervision is required for 15 minutes before the beginning of the morning session while students are arriving and 15 minutes at the end of the college day as they disperse. Supervision is also required during lunchtime and breaks.

In determining the arrangements for supervision, the Principal and Deputy Principal must ensure that supervisors are aware of the extent of their duties and both supervisors and students must be aware of the areas on the college premises to which students have access.

At lunchtime, by reference to the following table, **minimum** staffing levels are defined:

<b>Students</b>	<b>Supervisors</b>
1 - 60	1
61 - 125	2
126 - 200	3

The Principal, Deputy Principal, Head of GCSE or their nominated Senior Member of Staff must be on the site and accessible to staff undertaking supervision.

### **Extra-curricular duties**

Teachers engaging in extra-curricular activities with students accept the full duty of care for them during the time of the activity including preparation and clearing up and, where appropriate, for the safe and orderly dismissal of students from the college premises.

## **Liability for children outside college premises**

The standard of care which a teacher is expected to show is such care towards a child under his/her charge as would be exercised by a reasonably careful parent.

Children may be regarded by the Courts as in the care of Collingham College while they are on the way home although the responsibility for the college can be generally discharged by giving advice and instruction on behaviour and possible hazards. However, if a student meets with an accident close to the college while on the way home, Collingham College can reasonably be expected to take responsibility and appropriate action if it knows about the accident.

A distinction is to be drawn between the duty of care owed to young children of such an age that they may be presumed to be unable to take any care for their own safety and the duty owed to older children whom a prudent parent would allow to go unaccompanied.

## **Day Visits**

For day visits there must be at least one teacher in charge of any party. However, adults other than teachers may accompany visits in order to provide appropriate levels of supervision.

The following **minimum** adult:student ratios are recommended:

1 adult to 16 students

Visits involving fewer than six students and any group of students above statutory school age need not be accompanied by adults should the Principal or Deputy Principal determine that such supervision is not necessary. However, parents must be informed of and agree to such arrangements.

## **Other Activities**

For residential visits, supervision levels are to be in the ratio of at least one adult to fifteen students and normally at least two suitably qualified, experienced teachers will accompany the party. Where the party is of both sexes, there must be at least one adult of each sex. Small parties of senior students may be permitted to travel with only one adult or, exceptionally and with parental consent, alone.

Hazardous activities require higher ratios of adults to children and these are determined in consultation with James Allder, Health and Safety Manager.

## **POLICY FOR TEACHING OUTSIDE OF NORMAL COLLEGE HOURS**

All teaching, whenever possible, should take place within normal college hours which are 9.30am to 6pm. However, the College recognises that there are occasions when teaching will need to take place outside of these hours. Tutors who need to teach outside of these times must adhere to the following procedures:

- A request to teach outside normal college hours must be made to the Principal in writing (by e-mail) normally two weeks prior to the teaching taking place and absolutely no later than one week prior.

- At the time of request, the names of students who will be attending should be sent by e-mail to the Principal who will arrange for parents to be notified.
- Tutors should not teach or supervise any more than sixteen students during out-of-hours teaching.
- Without exception, two members of staff need to be present in the building for any out-of-hours individual tuition.
- A Vice Principal is currently available to supervise teaching between 6pm and 7.30pm on Tuesdays and Thursdays.
- Out-of-hours individual tuition should take place only in the Front Office with the door open; Rooms 5, 6 or 7 and in no other room.
- Tutors should have a copy of the emergency contact details of the Principal and Deputy Principal (available on the Teachers' Portal) and the parental contact details of the students that they are teaching.

Students should vacate the building by 6.15pm. Those using the Study Room on Tuesdays and Thursdays after this time should do so only with the express permission of the Vice Principal on duty.

**Applies to:**

- the whole college along with all activities provided by the college, including those outside of the normal college hours;
- all staff (teaching and non-teaching), the directors and proprietors working in the college.

**Related documents:**

- Anti-Bullying Policy
- Behaviour Management Policy (including Sanctions, Rewards, and Exclusions)
- Safeguarding Policy And Procedures including Child Protection

**Availability**

This Policy is made available to parents, staff and students in the following ways: via the college website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: March 2017

Dr Sally Powell  
Principal

Robert Marsden and Edward Browne  
Board of Directors

*Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential*