



Kimbolton School
Cambridgeshire

SUPERVISION OF CHILDREN ARRANGEMENTS

Policy owner: This policy is the responsibility of the Assistant Head (Pastoral).

SLT Policy

Policy Summary Statement:

This policy is reflective of Kimbolton School's stance on supervision of children.

Release Date: Autumn 2024
Review Date: Autumn 2025



Supervision of Children Arrangements (Senior School)

LEGAL OBLIGATIONS

The Governing Body has specific obligations to ensure, as far as is practicable, that a safe place of work is established for all employees and others that enter the school. It is required that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of *in loco parentis*. In order for teachers to carry out their duties effectively the school has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and policies for their implementation.
- ensuring that teachers at the school 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 school day (including midday breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere.
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

If a claim for negligence is brought against a member of staff 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.

Any injury to a pupil would not in itself be grounds for action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The Governors are responsible for any negligent acts of their employees in the course of their employment.

THE SETTING

The School has taken reasonable and practicable measures to ensure that supervision arrangements are supported by appropriate site security.

UNEXPLAINED ABSENCE

(Please refer to the School's 'Missing Child Policy – Senior School' via the *Kimbolton School website*). The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The School will seek to contact parents when children are absent from school without notification.

Inevitably, supervision requirements differ depending upon the age and maturity of the pupil. The Prep and Senior School sites, whilst connected, are at different ends of the village. Therefore, a generic policy is unsustainable.

AT THE SENIOR SCHOOL

A strong staff presence is manifest from c. 8.00 am onwards (e.g. resident and live-in staff will attend breakfast in the Dining Room from 8.00 am). Pupils arriving at that time often take breakfast with the boarders, having obtained breakfast tickets. The majority of Senior staff are available in their offices or around the campus from at least 8.00 am, often earlier.



Supervision of Children Arrangements (Senior School)

The Senior School site is well-protected with few overt entrance/exit points. The main (car) entrance (the “Iron Gates” adjacent to the Netball courts at the north-east end of the Senior School campus) is locked between 9.15 am and 4.00 pm. The other two entry/exit points for vehicular traffic are the gates by the DTE Department (no pedestrian access) and the Gatehouse. A Security Guard is present from early afternoon through until c.11.00 pm and controls access through these entrances at these times.

No pupil below the Sixth Form is permitted to leave the premises during the school day without permission (other than boarders returning to their Boarding House). CCTV monitors the Gatehouse and adjacent pedestrian access gate. 6th Formers are permitted onto the High Street and as far as Budgens (at lunchtime only).

- For the details of how pupils are permitted to leave the premises during the School Day, see Signing In/Out protocol and Registration Policy.
- For Supervision at mid-morning break and lunchtime, please see the Teaching Staff Duty rota set out by the Assistant Head (Staff). Teachers are designated patrol duties for various geographical areas of the campus at these break times.
- After School:
 - 1st & 2nd Form remaining on the premises have to formally sign up (at Registration) for an after-school activity. They are not free to ‘roam the site’.
 - 3rd & 4th Form must be in a designated activity after school, to include homework in the Library.
 - 5th to 6th Form are expected to avail themselves of a bona fide activity, including recreational sport (e.g. tennis) when light and weather conditions allow.
- Boarders come under the aegis of their House after school – see the Boarding Duty Staff Handbook for supervision details.
- For supervision on trips and away sports fixtures, see Educational Visits Policy and Risk Assessments, overseen by the Director of Activities.