

# Supervision Policy

*This policy should be considered alongside and in conjunction with the suite of policies concerning the safety and welfare of students: Anti-Bullying; Behaviour & Discipline; Educational Trips; Fire Safety; First Aid; Health & Safety; PSHEE; Risk Assessment; Safeguarding & Promoting Welfare of Children; Supervision; and Halcyon's Mission: Innovation, Collaboration, Community.*

## Introduction

In order to support the health, wellbeing and safety of students at all times, Halcyon London International School has a commitment to ensuring that students are well supervised on site during the school day and also during off-site visits. The school ensures that every site used by students is safe and secure. Some PHE lessons may be taught at other venues such as Seymour Leisure Centre (250m north on Seymour Place).

The school entrance and reception area are dual-use, with West London Synagogue (WLS). Halcyon benefits from a secure entrance, with a double-door 'airlock' system, and WLS are responsible for the supervision of persons entering the building, assisted by an intercom and CCTV system. There are also security guards in the reception area to monitor everyone entering and leaving the building, and to check, supervise and be responsible for adults with access to Halcyon during school hours. The relationship between Halcyon and WLS is mutually supportive and Halcyon staff, whether or not on duty, are encouraged to liaise with WLS colleagues to safeguard students and keep the premises secure.

## Supervision

Teachers are "on duty" whenever they are on-site or involved in school-related activities and consequently are required to monitor behaviour at all times, and to intervene if necessary.

Specific supervision duties are assigned before school, during break times, lunchtime and after school. The School publishes a supervision rota which covers those specific times of the day and which allocates teachers at specific times to specific areas of the school. Teachers and students must be aware of the School's routines for emergency evacuation at all times including break times and lunchtime (see Fire Safety Policy)

Whilst on duty, teachers are responsible for safety and discipline of students. To be effective, supervision should be active, meaning teachers must be vigilant and engaged, and move around the supervision area. In addition, teachers must

- arrive punctually for duty
- follow any specific procedures outlined for that duty
- follow-up any situations that are a cause for concern
- communicate any concerns to the appropriate colleague, such as a member of the Wellbeing Team

## Registration procedures

Students are registered each lesson, and for purposes of formal morning/afternoon attendance by their period 1 teacher, at the start of the school day (0900), and by their period 4 teacher (1300). Attendance information/absenteeism is recorded by the relevant teachers at these times. It is then the responsibility of the Receptionist to manage and monitor the attendance register and to follow up any unaccounted

absences, to publish daily attendance registers, and in extreme cases to initiate the Missing Student Procedure (see Appendix 1).

Teachers must take and report attendance at the start of every lesson, and check on absentees by referral to daily absences listed in the School's MIS, contacting the school office if a student registered as present for that day appears to be absent from the class.

## **Organisation**

Teachers are all required to undertake supervisory duties. The School Leadership Team, or a member of the Administrative Team, must be notified of any changes before the duty occurs. Unforeseen staff absences (rather than a planned absence) will be covered by colleagues where possible, at the request of the Learning Systems Coordinator.

## **Daily supervision**

Supervisory duties are an important obligation and they should be carried out with the same professional attitude that is applied to teaching responsibilities. The daily pattern of assigned supervision duty is established at the beginning of the year and takes into consideration the workload of teachers on any given day. Supervision duty should not interfere with adequate non-contact time during the day.

## **Daily designated duties**

### **Before school:**

Students are admitted into the building through the front entrance, by WLS's security guard or WLS's receptionist (who are listed on the school's central register).

**Students should arrive at school after 0845 and are expected to proceed directly to their period 1 classroom. Students have access to their lockers in the basement canteen, and IB Diploma students can access their common room. The reception area and canteen are included in the supervision roster.**

**Students not in class at 0900 will be registered as 'Late' by their teacher. The Receptionist will review the students who sign-in as 'Late' at the front desk, and cross-check with teachers' registers.**

### **During breaks:**

Morning break is from 1100 until 1115. Students are allowed into the basement canteen to access their lockers where one staff member is on duty.

### **At lunchtime:**

Students have a lunch break from 1215 until 1300. Students eat their lunch in the canteen under the supervision of a staff member.

When they have finished their lunch they may go to designated areas within the School, such as the Stern Hall, where staff are on duty, or they can be taken under supervision to Hyde Park. In addition to expectations for active supervision outlined above, the following applies to supervision of lunchtime duties at Hyde Park:

- a) duties will have a student:teacher ratio of not more than 16:1

- b) the duty teacher must have a mobile phone, and the number for this phone must be available to the school office
- c) the duty teacher must take First Aid pack with him/her
- d) the duty teacher(s) will escort students to and from the park, using only a risk assessed and assigned route, agreed with the Student Wellbeing Leader.
- e) students must be signed-out of, and signed-in to, the building
- f) student numbers must be checked on arrival at the park, and before departing the park for school
- g) In the event of inclement weather, the duty teacher may decide to cancel or abbreviate time at Hyde Park. If this occurs, the Receptionist must be informed.

On certain days there are optional staff-led lunchtime activities in designated classrooms.

### **Off-Campus:**

With parental permission, students in Grades 11/12 may be off-campus (i.e. not at 33 Seymour Place) at lunchtimes, morning break, and when they do not have a class.

With parental permission, students in Grades 7-10 may be off-campus (i.e. not at 33 Seymour Place) at one, designated, lunchtime each week. For Grades 7-10, the campus is defined by a "boundary", which is shared with parents and is explicit in the granting of parental permission. The school does not supervise, and is not responsible for, students who are off-campus.

### **After school:**

Teachers dismiss students from the last class of the day. There will be a member of staff on duty covering the foyer from 1600 until 1615. Students leave the building by way of the front entrance door.

### **After school activities:**

Students participating in after school activities go from their final class, if necessary via their lockers in the canteen, to the assigned activities room. The supervising teacher should take a register and inform the Receptionist of any absent students. On completion of the on-site after-school activities, the students are dismissed.

### **Other duties:**

Teachers can be asked by the Learning Systems Coordinator, or a member of the School Leadership Team, to undertake any other supervision duties considered necessary to ensure the safety and security of the students when they are the school's responsibility.

# Appendix 1. Missing Student Procedure

## Missing Child Procedure

The following procedure provides guidance for staff when they suspect that a child may be unaccounted for or missing from school.

### Step 1: Is a child missing?

To support staff in making the most effective choices, the following definitions apply:

**An Unaccounted Child** is a child who is not at a place they are expected or required to be, when the behaviour may be out of character, and there is no apparent risk.

*Children will sometimes absent themselves from school for a short period of time, and then return, without informing others - maybe to challenge authority, or to avoid a task or deadline, or to remove themselves from a difficult social situation. They may not necessarily be at risk.*

**A Missing Child** is a child whose whereabouts cannot be established, and where the circumstances are out of character or the context suggests the child may be a subject of crime or at risk of harm to themselves or others.

**Wherever there is any doubt over the safety of a child, they will be classified as 'missing'.**

If a staff member has reason to believe **a child may be unaccounted for**, s/he should immediately notify the Director or, in his/her absence, another member of the School Leadership Team, and the Designated Safeguarding Lead. Checks should be made to establish that the child

- is not registered in their class;
- is not present on the school campus;
- is not registered on a school trip or excursion;
- has not been notified, by a parent/legal guardian, as being absent for that day (e.g. appointment for a doctor, dentist; university interview; family needs)
- has not been notified, from a parent/legal guardian, as arriving late to school;
- has not been dismissed, with parental consent, from school early;
- has not 'signed-out' in the school register;
- Is not being supported by the school counsellor or other member of the wellbeing team in an unscheduled/emergency session.

A quick, methodical, physical search of the building should be undertaken, including contact with WLS security team to ensure a child is not present in WLS buildings. Students who are unwell, upset or anxious may choose to seek refuge in bathrooms or other quiet, private spaces; please ensure these are checked with appropriate safeguarding protocols in place. Students and staff should be asked if they have any information that would explain the child's absence.

If a student is **unaccounted for on a school trip**, a member of the School Leadership Team will liaise with the field trip leader to

- establish a timeline of the student's known activities
- call the student's mobile phone
- check with other students and ask them if they have any knowledge of the missing student's whereabouts
- check with reception, facilities and transport suppliers used on the field trip (Did the student stay at a venue? Did the student remain on the bus?)

If the student remains unaccounted for, follow Step 2,

### **Step 2: Reporting and Communication**

If a child is unaccounted for, the senior staff member (Director, SLT member, Safeguarding Lead) should **call parents** to notify them. If the parents

- have no reasonable explanation for their child's absence and
  - have taken all reasonable steps to locate their child; or
  - are unable - by circumstance or situation - to undertake a search; or
- are disinterested or unconcerned by their child's absence; or
- are unavailable, and the child's emergency contact is also unavailable; or
- the emergency contact has no reasonable explanation for the child's absence and
  - has taken all reasonable steps to locate the child; or
  - is unable - by circumstance or situation - to undertake a search

then the child is a **Missing Child** and a senior staff member should **call the police**. The school should be ready to provide:

- the child's name
- the child's age
- the child's home address and telephone numbers (home and mobile)
- the child's height, physical description and any physical characteristics
- any disability or special educational needs that the child may have
- any previous incidents of unannounced absenteeism, truancy, or other behaviour likely to place the child at risk, including any previous referrals to child services
- a description of the clothing the student is thought to be wearing
- any relevant information that may have been uncovered when speaking with staff and students

If the police attend the school, they should be given an up-to-date photograph.

**Records of all staff actions and conversations** should be logged, from the moment the child was reported as being unaccounted for or missing. This should include times, staff involved and the actions of each staff member, on the understanding that the accuracy of this information could be critical the child's safety.

### **Step 3. Resolution**

When the student returns to school

- the Director should be notified immediately
- Parent/carer contacted and reassured
- Police informed (if they had been called previously)

- Appropriate follow-up intervention, depending on circumstance, to be designed and led by the Student Wellbeing Team.

## Appendix 2. Visitors to 33 Seymour Place

Halcyon London International School (Halcyon) lease space within the complex of the West London Synagogue (WLS) estate at 33 Seymour Place.

For security reasons the building has only one shared entrance. Visitors to Halcyon and WLS must enter and leave through the same door, at 33 Seymour Street, into the shared lobby.

The safety and security of adults and children on site is paramount and detailed procedures are in place to ensure that Halcyon meets its Safeguarding & Promoting Welfare of Children and Health & Safety requirements.

The remainder of this document refers to school days when students are on site and between the hours of 0800 and 1800.

All visitors to WLS and Halcyon must sign in and out at reception and must wear a specifically coloured lanyard when in the building (see colour coding below). Visitors **MUST** be escorted by members of staff at all times unless they have DBS clearance and are listed in the school's central record of staff. Visitors who are not registered in the school's central record of staff, whether they have DBS clearance or not, must not, under any circumstances, have unsupervised contact with any Halcyon students, no matter where located within the complex. All members of staff at WLS have DBS checks and their names and numbers are recorded in Halcyon's central record of staff.

In order to ensure that the procedure is followed, two receptionists (one employed by WLS and one by Halcyon) are on duty from 0800 to 1700 and at least one professional security guard is stationed in the lobby from 0800 until 1800 every day. In addition, CCTV cameras monitor the outside of the building and the lobby area. Four doors (located on the mezzanine, the ground floor and in the basement) which help define the physical limits of the school are "fob" controlled. These four doors will always be locked when school is in session and can only be opened by an electronic key ("fob") attached to the security lanyard of designated staff members of WLS or Halcyon. Visitors and Halcyon students cannot open the fobbed doors. The fobbed doors are situated; on the mezzanine level, on the west door opposite the east storage closet leading to the corridor toward the Upper Berkeley Place foyer; on the ground floor, the doors leading from the lobby to the Sampson Concourse; on the basement level, the south doors in the corridor linking the west end of the Canteen to the students' toilets; and on the basement level, the north doors leading from the area off the lift to the kitchen corridor.

On arrival at 33 Seymour Place visitors must press the appropriate bell and after visual identification via the CCTV will be "buzzed" into the lobby via the bomb-proof "airlock" doors. They must report immediately to the appropriate receptionist who will ask to see proof of ID and ensure that they sign in and are given a visitors lanyard to wear. Visitors are then required to sit in the waiting area (supervised by the security guard and the receptionists) and the appropriate receptionist will contact the office of the relevant organization. A member of staff from the appropriate organization will come to the waiting area to collect the visitor. Any visitor wishing to use the toilets before collection must be accompanied to and from the toilets (through the Sampson fobbed door) by the security guard. When leaving, visitors must be escorted to

reception, must sign out and return their lanyards and must be observed leaving the building.

Members of the Halcyon staff are requested to approach any adult on site without a lanyard. This also applies to anybody wearing a visitor's lanyard (orange) who is not accompanied by a member of Halcyon staff or WLS staff. This applies to ALL areas of the building including in and around lavatories and lifts. This should be done courteously and the person must then be escorted to the lobby. Any such occurrence **MUST** be reported to the Halcyon Director or the administrator in the school office immediately. Every such event will be recorded in the Incident Log.

Security lanyards are the following colours:

Black = Halcyon staff

Blue + fob = WLS staff

Orange = All visitors, contractors, etc.

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*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*