

## 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.*

### 1. Introduction

In order to support the health, wellbeing and safety of students at all times, Halcyon London International School has a commitment to ensure that students are well supervised on site during the school day and also during off-site visits. The School seeks to ensure 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) or at Hyde Park.

Appendix 1 provides procedural guidance on unaccounted, or missing, students.  
Appendix 2 provides information about the supervision of adult visitors to the School.

### 2. Access security

The School entrance and reception area are dual-use, shared 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 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.

### 3. 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).

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Whilst on duty, teachers are responsible for the 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:

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

### 4. Registration procedures

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

- manage and monitor the attendance register;
- record notified absences in the School's Management Information System (MIS);
- follow-up with any unaccounted absences and
  - liaise, as appropriate, with the Student Wellbeing Leader or Designated Safeguarding Lead, who will be responsible for more complex attendance concerns;
- publish daily attendance registers; and
- in extreme cases, 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.

### 5. Organisation

Teachers are all required to undertake supervisory duties. The School Leadership Team (SLT), 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.

### 6. Daily supervision

Supervision 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

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workload of teachers on any given day. Supervision duty should not normally interfere with adequate non-contact time during the day.

## 7. Daily designated duties

### A. Before School

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

**Students should normally arrive at School after 0845 and are expected to proceed directly to their period 1 classroom. Students arriving after 0830 but before 0845, may be admitted to the building under the supervision of the Wellbeing Team. These students would stay in the Stern Hall until classes commence. IB Diploma students will stay in their common study 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 monitor the students who arrive and sign-in 'Late' at the front desk, and cross-check with teachers' registers. The Student Wellbeing Leader and/or Restorative Practitioner will be present to respond to students arriving late to School.**

### B. During breaks

Morning break is from 1000 until 1015. Students in grades 6-10 make their way to the School canteen, where snacks and drinks are provided. Grades 11-12 have the option to sign-out and be off-site (unsupervised).

### C. 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. Note that

- Grades 11-12 have the option to sign-out and be off-site (unsupervised, as below).
- On designated days, one grade will collect a packed lunch and be taken to Hyde Park (supervised, as below)

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

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

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- II) the duty teacher must have a mobile phone, and the number for this phone must be available to the School office
- III) the duty teacher must take First Aid pack with him/her
- IV) 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.
- V) students must be signed-out of, and signed-in to, the building
- VI) student numbers must be checked on arrival at the park, and before departing the park for School
- VII) In the event of inclement weather, the Learning Systems Coordinator or, when not available, another member of the SLT, 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.

### D. 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 7-8 may be off-campus (i.e. not at 33 Seymour Place) for one, designated, lunchtime each week. Grade 9 and 10 students, with parental permission, may be off-campus two days 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.

### E. 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.

**F. Extra Curricular Activities (ECAs)** Students might choose to participate in Extra Curricular Activities (ECAs) before and/or after School. The supervising teacher should take a register and inform the Receptionist of any absent students. On completion of the on-site activities, students either join their period 1 class (activities from 0800) or are dismissed from School (activities finishing after 1600). Some ECAs operate off-site and the supervising teacher will take a register before departing the School. The supervising teacher will also take with them a mobile phone, a list of all students with medical or other needs, and a first aid kit. Students may be dismissed from the off-site location or brought back to School, depending on the agreed risk assessment.

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### **H. Other duties**

Teachers can be asked by the Learning Systems Coordinator, or a member of the SLT, 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**, that staff member should immediately notify the Director or, in their absence, another member of the School Leadership Team, and the Designated Safeguarding Lead. Checks should be made to confirm that the child

- A. is not registered in their class;
- B. is not present on the School campus;
- C. is not registered on a School trip or excursion;
- D. 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)
- E. has not been notified, from a parent/legal guardian, as arriving late to School;
- F. has not been dismissed, with parental consent, from School early;
- G. has not 'signed-out' in the School register;

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- H. 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 the WLS security team to ensure a child is not 'off-campus' 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

- I. establish a timeline of the student's known activities
- J. call the student's mobile phone
- K. check with other students and ask them if they have any knowledge of the missing student's whereabouts
- L. 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

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

OR

- B. The parents are unavailable, and the emergency contact is available and has no reasonable explanation for the child's absence and
  - i. has taken all reasonable steps to locate the child; or
  - ii. 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 for the police:



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- I. the child's name
- II. the child's age
- III. the child's home address and telephone numbers (home and mobile)
- IV. the child's height, physical description and any physical characteristics
- V. any urgent or salient medical need
- VI. any disability or special educational need that the child may have
- VII. any previous incidents of unannounced absenteeism, truancy, or other behaviour likely to place the child at risk, including any previous referrals to child services
- VIII. a description of the clothing the student is thought to be wearing
- IX. 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 or missing. This should include dates, times, the staff involved and the actions of each staff member, on the understanding that the accuracy of this information could be critical to 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)
- School logs and records updated accordingly
- Appropriate follow-up intervention, depending on circumstance, to be designed and led by the Student Wellbeing Team and the Designated Safeguarding Lead.



## Appendix 2. Visitors to 33 Seymour Place

Halcyon London International School (Halcyon) leases 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 responsibilities, and its 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 building. 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, opposite room M5, a west-facing door leading to a corridor toward the Upper Berkeley Place foyer; on the ground floor, the doors leading from the lobby to the west-facing Sampson Concourse; on the basement level, the west-facing doors in the corridor linking the west end of the Canteen to the staff toilets; and on the basement level, the north-facing doors leading from the area off the lift to the kitchen corridor.

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On arrival at 33 Seymour Place visitors must press the appropriate bell and after visual identification via the CCTV will be allowed access to the "airlock" doors. The security team may make a secondary check on a visitor's credentials, before re-opening the airlock doors to the reception area. Visitors 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 organisation. A member of staff from the appropriate organisation 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, 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.

*Approved by Board of Trustees February 2013.*

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*Reviewed and approved by the Board of Trustees, January 26 2023.*

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