

# THE BRITISH SCHOOL OF BAHRAIN



## Supervision of Pupils Policy

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## **1.0 Rationale**

1.1 The British school of Bahrain takes seriously its responsibility to supervise pupils to ensure their safety while on school premises or on school visits.

1.2 Arrangements are made to ensure that pupils are adequately supervised from arrival on campus, throughout lessons, transition times, break times and after school activities, until they are handed over to parents at the end of the day.

1.3 The school acts in loco parentis to ensure pupils are supervised during the time that they are on school premises or otherwise in the care of the school.

1.3.1 It is the responsibility of the parents to ensure that pupils arrive at school safely. The community of adults and pupils who make up the school have a duty of care to look out for each other and nurture and safeguard each other.

1.3.2 There is a degree of risk in all activities. Assessment of the level of risk is a professional task. Staff members exercise professional judgement about each pupil under all circumstances.

1.4 If the teacher decides to allow a pupil out of adult presence, the pupil is:

1.4.1 Capable and responsible at that time

1.4.2 Carrying out a task appropriate for that pupil at that time.

1.5 The teacher has anticipated all hazards and risks and has taken steps to eliminate them. This involves discussion with the pupil about being responsible and taking care when in the classroom or during playtime.

## **2.0 Arrival at school**

2.1 Security guards are positioned at all entrance points to the school throughout the school day. At the beginning of the school day, pupils can enter the school campus from 7:00am. There is a supervised 'Early Morning Drop off' for children in Infants from 7:00 am in the Multi-purpose hall. The playground and cafeteria are supervised by staff members from 7:00 am for Senior and Junior students.

2.2 Alternatively, parents/ carers in the Infant School may accompany pupils to their classrooms, provided they are wearing the appropriate ID lanyard. Classroom doors open at 7:45 am and parents, nannies or drivers can hand the children directly over to the class teacher.

2.3 Once in the classroom a pupil may leave only if he needs to use the toilet or has specific instructions from the class teacher.

### **3.0 Movement around school**

3.1 Students are supervised at all times by an adult while moving around the school. Movement should be safe, calm and orderly. No running in the corridors is permitted.

### **4.0 Supervision of pupils during break times**

4.1 A duty rota is in place to ensure that pupils are adequately supervised during break times.

The responsibilities of the member of staff on duty are as follows:

4.1.1 To arrive in the area that they are responsible for on time.

4.1.2 To wear a high-visibility jacket so that they are easily spotted by pupils.

4.1.3 To observe pupil interactions, look out for any actions that may seem unsafe, give rise to unjust or be considered intimidating.

4.1.4 To be aware of any adults whose presence is not justified and challenge them accordingly.

4.1.5 To take appropriate action in case of an accident or injury.

4.1.6 To ensure orderly lining up at the end of break

4.1.7 To ensure incidents occurring during break times are communicated directly to form teachers at the end of break.

#### **4.2 Absence of Duty Teachers**

4.2.1 In the event of absence of a duty teacher, the relevant supply teacher will cover their duties. Should no supply be available, the Head of Year will organise short-notice cover.

### **5.0 Early Collection**

5.1 Occasionally parents request that children leave school early for scheduled appointments. Parents should email class teachers to inform them of this in advance. The PA to Head of Infants will collect children from classrooms and escort them to their parents in the administration building. They may then leave school with their parents, providing they have shown an "Early Leave Pass" to security. Parents/carers are not permitted to take children from the classroom during the course of the school day.

### **6.0 Supervision at the end of the School Day**

6.1 In the Infant School parents/carers collect children directly from their classrooms at the end of the school day.

6.2 In the Junior School students are handed over directly to parents/carers in a designated pick up area.

6.3 Children may also be handed over directly to a parent/carer from their designated pick up area.

6.4 Any child not collected from their designated pick up area by ten minutes after collection time is taken to the administration building where the PA to Head of Infants will contact the parents involved and supervise the children until they are collected.

6.5 Siblings are supervised in wraparound after school care locations until handed over directly to parent/carer.

## **7.0 Supervision of pupils on buses**

7.1 Whilst the school is not directly responsible for supervision of children on buses, it has a duty to support as far as possible. Complaints of inappropriate behaviour on buses are thoroughly investigated by the school sanctions and imposed if necessary. If inappropriate behaviour persists, the school reserves the right to prohibit pupils from using the school transportation.

## **8.0 Extracurricular Clubs**

8.1 Under normal circumstances, all teachers are expected to offer two extra-curricular clubs during the course of the school year. Clubs run from 2:30 PM to 3:30 PM.

8.1.1 Children who are attending clubs should be escorted to the Reception corridor, which is the gathering place for the club children, by the teacher/assistant and wait with the children until the teacher running the club arrives and the child is signed for.

8.1.2 The adult accompanying the group from the class will inform the club teacher of any absences.

8.1.3 Teachers running clubs should always register the attendance and check with the PA to Head of Infants if there are any anomalies.

8.1.4 At the end of the club, club teachers should take the children to the Infant playground and ensure children are handed over to a familiar adult.

8.1.5 Teachers responsible for clubs need to stay with the children until they are collected. The phone book will be in the admin building to call parents in case of late collection.

**9.0 This policy should be read in conjunction with the following policies:**

9.1 Safeguarding and Child Protection Policy

9.2 Anti Bullying Policy

9.3 First Aid and Accidents Policy

9.4 Health and Safety Policy

9.5 Whole School Trips Policy