



Oporto British School

Established 1894

Supervision Policy

The Oporto British School is committed to ensuring pupils are safe in school and on school activities or visits. The OBS seeks to ensure that systems are in place to ensure children are safe and supervised. Professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. Supervision is a professional duty both inside and out of the classroom. It is important for staff to understand the importance of pupil supervision and observe the following guidelines. This policy applies to all Sections of the school, including EYFS.

Aims

The school aims to ensure the following:

- Decisions about supervision of pupils take into account the age and number of pupils, the activities in which they are engaged and their location, accounting for any special needs.
- Staff ratios for supervision are safe at all times that pupils are involved in school activities on or off school premises (ratios should be appropriate to the age of the pupils and the nature of the activities involved).
- Supervision of pupils in remote locations is safe (where appropriate, a mobile phone will be provided)
- Activities involving pupil supervision are overseen by a member of staff
- Mandatory staffing ratios for EYFS are enforced

Staffing ratios in lessons

In lessons, classes will have a teacher to pupil ratio of 1:22 or less. In practice, many lessons have a smaller pupil ratio than this. In EYFS and Form 1 there is a teacher:pupil:assistant ratio of 1:20:1. In practice, many classes have a smaller pupil ratio than this.

Staffing ratios for activities

For trips and visits staff should consult the Educational Trips and Visits policy for information regarding the required ratios. Any on-site activity must also be supervised and reported to the Head of Section.

Supervision before school

The school is open for pupils from 8.00am (Early Bird Club with staff supervision). Pupils in the Primary Section are supervised by staff on early morning duty from 8.30am, patrolling around the Primary classrooms. Members of staff on duty are readily available and duty staff are identifiable by high visibility vests. The duty member of staff is in overall charge at all times.. All supervisors will wear high visibility vests. One member of the SLT will circulate the front buildings of the school (Farn and Teage) focusing on "hotspots" (see below).

Breaktime supervision

Staff are expected to report to their duties punctually and circulate the campus checking on potential hotspots (see below) for the duration of break time. Secondary pupils are not allowed on the Astro-Turf during this time and no ball games/throwing games are allowed on the grass pitch. This is because there is a lot of pedestrian movement on the paths at this time and ball games will seriously and rapidly damage the grass. Pupils can use the basketball area outside the Science buildings. The first bell is the signal for pupils to return to their classrooms. At the end of break duty staff members are expected to ensure pupils do a quick tidy up of key areas prone to litter being dropped (Table Tennis Table area and area next to the Science Labs need particular attention).

Staff are expected to circulate the buildings and outside as per lunchtime circulation.



Oporto British School

Established 1894

Lunchtime supervision

Canteen

Prep to Form 2 pupils will go first to the canteen accompanied by their teachers from 12.00pm. Other Primary classes will be called one by one by the teacher on duty. Pupils are expected to line up calmly and collect their food in a sensible manner.

Secondary pupils go into the canteen as per the rota posted on the Canteen door. There will be a member of staff on duty in the line up area. The member of staff on duty is expected to monitor and control the behaviour of pupils waiting in the lunch queue and should occasionally circulate in the dining area.

Staff who are on duty in the canteen should be monitoring the queue of pupils waiting for meals as well as those seated in the dining area. Pupils are not expected to eat in silence, there should not be too much noise and good manners should be encouraged at all times. Pupils may not use mobile devices while eating their lunch in the canteen. They may not use headphones in the canteen.

Staff members who are on duty may not leave the canteen until all pupils have left. Once the canteen is empty of pupils, members of staff are to circulate the field. No pupils are allowed to receive a meal after 13.50.

Field

Members of staff on field duty during this time are expected to circulate the campus for the duration of their duty. Staff must give the whole of their attention to supervising pupils while on duty.

Primary staff are deployed in the Play area and also around the Primary classrooms, paying particular attention to the area around the outside bathrooms, and Form 5 buildings. Secondary staff should circulate through the Farn Building, Teage Building, the Sports Hall and all hotspots (see below).

Pupils may not be in corridors during break and lunch, except for transit purposes. Access to lockers should only be at the start and end of break and lunch. Secondary pupils are allowed on the astro-turf in the second half of lunch (13.40-14.05) provided they are wearing trainers. Football or throwing games on the grass area are not allowed when Primary pupils are on lunch and any ball games played in this area should be calm and avoid full contact. At the discretion of the duty staff, other games may be played. The duty teacher's decision on this is final.

At the end of lunch break duty staff members are expected to ensure pupils do a quick tidy up of key areas prone to litter being dropped (Table Tennis Table area and area next to the Science Labs need particular attention).

Wet weather

In case of wet weather, pupils will move to their assigned classrooms. Primary staff return to their classroom. Secondary students will use the library and the Maths corridor as their wet break rooms. The staff members on duty should patrol between the classrooms, ensuring sensible behaviour in these rooms. There will be prefects and monitors assisting staff (the duty member of staff is in overall charge at all times) during wet breaks and lunches.

Primary children will be supervised by patrolling members of staff (assisted by Form 5 monitors), who remain with the class to help promote good behaviour, encouraging class members to share, take turns and play safely within the classroom environment (the duty member of staff is in overall charge at all times)



Oporto British School

Established 1894

Supervision after school

All pupils are expected to be off site by 4.30pm unless attending an after school club. Any pupils remaining after this time should be sent to After Care (Primary) and Homework Club (Secondary) by the member of staff on duty.

Additional supervision

- Children in EYFS or from Forms 1 – 3, who finish school at 3.30pm and have older brothers or sisters finishing school at 4.10pm are supervised in the Play Area by a Primary member of staff and an assistant.
- Children who have not been collected at the end of their class session, or children of parents that have previously contacted school regarding a late collection of their child from school, are taken to After care, where they are registered and supervised by After care staff.
- Pupils must be supervised as they enter and leave each classroom. **NO** pupil is allowed in a classroom unsupervised.
- Pupils must be supervised while changing for PE. Whilst the pupils' privacy is respected during this time, it is essential that a member of staff monitors the situation.
- Whilst toilet and water breaks during lessons are not encouraged, there is **no** restriction on toilet visits during lessons; these should be carefully monitored by the class teacher.

Expectations

Staff members on duty are expected to:

- Report to duties punctually
- Circulate the campus for the duration of the duty
- Avoid becoming absorbed in watching children's games
- Avoid spending the duty time talking to other members of staff
- Give their attention to ensuring the safety of the pupils
- Prevent inappropriate behaviour
- Encourage sensible behaviour
- Regularly check pressure points
- Report any seemingly problematic behaviour
- Ensure pupils tidy up after themselves

Staff members are not expected to be using their phones during duties

Pressure points

These are defined as areas where problems such as bullying can arise. At the Oporto British School, these are the identified areas:

- Toilets
- Behind buildings such as the British Council Office , Sports Hall and Primary classrooms.
- Corridors
- Locker areas
- IB Common Room
- Garden



Oporto British School

Established 1894

Review and Evaluation

This policy is to be reviewed annually. The procedures described therein will be evaluated in the light of experience and where necessary modified immediately. Heads of Section will review this policy and forward recommendations to the Headmaster.

The School seeks to implement this policy through adherence to the procedures set out in the rest of this document. It should be read in conjunction with the following documents:

- Health and Safety Policy
- Behaviour Policy
- Child Protection and Safeguarding of Children Policy
- Anti-Bullying Policy
- Pastoral Policy
- Educational Trips and Visits Policy
- Section Handbooks

Last Reviewed 2017