

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

Introduction

In order to support the health, welfare 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 PE 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 Director 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 the published absence list for the day, 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 Director.

Daily supervision

All supervisory duties are important obligations 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 are encouraged to arrive at school after 0850 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 arriving after 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 the Stern Hall, where staff are on duty, or they can be taken 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 an 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 Director, 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

Prevention

Every effort is made to ensure the safety of the students whilst they are in the school's care and to this end registration is formally taken twice a day, at the start of the school day and after lunch, and at the start of each lesson.

For school trips off the premises it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made; this will depend on the nature of the trip, the mode of transport used and the location of the trip (see Educational Trips Policy).

Action

If a student is suspected to be missing from the school premises, the following actions should be taken in the following order:

1. A check is made with the school office to determine whether the student has another commitment e.g. music lesson, school trip, external appointment.
2. The Director is informed.
3. Available staff will check rooms to ensure the student has not hidden or been locked in anywhere within the school building. This search should take no longer than 15 minutes.
4. Contact should then be made with the student's parents (or emergency contact, if parent not available), by the Director.
5. The Director should then contact the police.
6. A written record of the incident and any action taken should be made as soon after the incident as practicable and placed **by the Director in the student's confidential record.**

If the student is suspected to be missing whilst at an off-site facility (ie: Seymour Leisure, Hyde Park):

1. A check is made against the list of students held by the lead teacher to determine whether the student had accompanied the group in the first place. Students are questioned about last sighting.
2. Lead teacher telephones the school to inform of missing student and ascertain whether the student is there.
3. The lead teacher takes charge of organising a search of the missing person while remaining teachers supervises the remaining students. If park attendants are available they should be notified and enlisted in the search. This search should usually take no longer than 15 minutes.
4. Contact should then be made again with the school office to confirm whether the student has been found, or for notification of student's parents (or the student's emergency contact person), by the Director.
5. The Director should then contact the police.
6. A written record of the incident and any action taken should be made as soon after the incident as practicable and placed by the Director in the student's confidential record.
7. All students on outing return together to school.

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 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.

Approved by Board of Trustees February 2013.

Reviewed 9 August 2013. Revised 5 November 2013.

Approved by Board of Trustees January 2014.

Approved by Board of Trustees 17 February 2016. Revised 30 September 2016.

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