IWYS
Alternative Provision
Student Supervision Policy

Student Supervision Policy
Introduction

IWYS Alternative Provision recognise their responsibilities for safeguarding. Safeguarding is at the forefront of all the provision's operations. Being aware of students' whereabouts is an essential element of safeguarding.

This policy has been developed in accordance with the following guidance:

• Part 3, 4.24 Welfare, Health and Safety of Pupils - The Independent School Standards Guidance for independent schools April 2019.

IWYS will follow KCSIE guidelines Keeping children safe in education - GOV.UK

Scope

This policy applies to employees and supervisors at IWYS Alternative Provision.

Aims

This policy aims to set out clear arrangements for the supervision of students. IWYS alternative provision takes its responsibility to supervise students very seriously and all reasonable measures are taken to ensure proper supervision is in place whilst the provision is responsible for its students.

Arrangements during the day

Students are not allowed onsite before 08:45am. IWYS alternative provision will not admit students on site before that time.

Students are expected to remain on site throughout IWYS alternative provision day from the time of their arrival to the time they depart after lessons at 2:00pm. This is the case unless they are being taken away on student business (e.g. educational visit) where they will be supervised accordingly by staff members in charge of the activity, or where they have permission from parents to leave for an appointment/other reason, sanctioned by the parent in writing.

All students are to attend Monday to Friday.

During lesson times all students will be supervised by the teacher in charge of that lesson.

IWYS alternative provision operates duty rotas to ensure that staff supervision is in place during the school day outside of formal lesson times.

The main duty times are:

- Arrival at School – (Meet and Greet)
- Breakfast
- Morning break
- Lunchtime
- End of the day – (Escort to parents/taxi/main exit)

Registration

A register of students is taken at the beginning of each day, and during each lesson. IWYS phone parents each morning to confirm attendance. Parents are responsible for notifying IWYS alternative provision if their child is absent for any reason. IWYS alternative provision will always contact the parent if a child fails to arrive at school without an explanation.

Attendance and Registration Policies.

Educational Trips and Visits

When taking students off site for any curricular or extra-curricular excursions; staff must refer to the Educational Trips and Visits Policy and the correct procedure in terms of notification, risk assessment, safeguarding of children, staffing ratios and financing must be followed.

PE

IWYS currently does not offer PE lessons, however, if lessons should commence, we will take into consideration our IWYS alternative provision's Safeguarding and Child Protection Policy and Procedure for staff and students.

Supervision whilst travelling to and From IWYS alternative provision.

Parents are responsible for their children travelling safely to and from IWYS. Students are not supervised when travelling on School coaches/ taxis to and from IWYS in the morning and in the evening but are expected to behave responsibly. IWYS alternative provision will always investigate complaints/ reports of poor behaviour.

As part of IWYS alternative provision's vetting and approval procedure, IWYS alternative provision will liaise with feeder schools and the LA to ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place and that they have undergone suitable child protection checks in accordance with IWYS alternative provision's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.

Supervision of Risky Areas

We ensure that students do not have unsupervised access to potentially dangerous. Areas such as the stairwell. Doors to these areas are kept locked when not in use. Students do not have access to the office, or unsupervised access to the medical room.

Staff Induction

All new members of the teaching staff receive induction into IWYS alternative provision's expectations of the appropriate levels of student supervision.

Linked policies

This policy should be read in conjunction with policies covering the following areas:

- Educational Visits;
- Health and Safety;
- Safeguarding and Child Protection;
- Attendance Policy