

Paradis International College	Doc. Ref. :
	Date of Last Review: 2024
	Date of Next Review: 2025
PUPIL SUPERVISION POLICY	

Disclaimer

The information contained in this document has been prepared exclusively for the internal use of Paradis International College. Since this document is confidential and proprietary to Paradis International College, third parties are not entitled to rely on it in any way. The present document has been issued in English.

	AUTHORS	APPROVED BY
Name	ZOFOTĂ MONICA	ALBU OANA
Title	Primary school teacher	Director of College

	REVISION 2024	APPROVED BY
Name	COZMEI ANDREEA	ALBU OANA
Title	High school teacher	Director of College

INTRODUCTION

- Paradis International College has guidelines and procedures for the proper supervision of pupils by staff in school and on visits that are available to and understood by all members of staff.
- All members of the teaching staff receive comprehensive training on the school's expectations of the appropriate levels of pupil supervision.

ACCESS

- The main entrance door is open because the school's office is located at the entrance, through which all visitors pass. The gate to the school yard is locked throughout the entire day. The main entrance is secured with a lock that can be opened using an access code. Only members of staff are authorized to use this access code. The doors to the schoolyard and the schoolyard gate are locked with an access code, accessible only to adults (staff members and parents).
- Parents accompany pupils to the main entrance. At the main entrance, students are taken over to a staff member who will accompany them into the school building. Here, the teacher on duty will guide them to their classroom. Kindergarten children are accompanied by their parents to the entrance through the courtyard, where a staff member takes over and escorts them to their classroom.
- At the end of the school program, parents must notify the teacher either by phone call or text message, when they arrive in front of the main entrance. The teacher instructs students to go to the main entrance. From here, a staff member will accompany them to their parents.
- The students must wait in an orderly manner with the teacher and should not proceed to the adult collecting them until instructed by the teacher.
- Students should only be released to the designated adult once they have approached the children's exit point, and the staff member has made direct eye contact with the adult. It is essential that the staff member visually confirms the child's transfer to the appropriate adult.
- Parents/carer must be in the school grounds before children are released and staff must not accompany children off school premises.
- School rules still apply to children waiting with their parent or carer in the playground or walking through the school car park.
- Parents must inform school if arrangements change during the year, including any temporary arrangements.
- If a child is to be collected by someone other than their parent/legal guardian/carer, the school office or the child's class teacher must be informed in advance, either via phone call, text message, or in person.
- If an adult who is not expected arrives to collect a child they must not take them until permission has been obtained from the child's parent.
- During the day, all visitors to the school, including parents, must ring the bell at the front desk and wait for the school secretary to grant them access.

- Visitors, including parents, are required to wait in the school office until they have concluded their task or a staff member approaches them. The visitor/parent must sign in and wear a visitor badge.

GENERAL SUPERVISION

- Children must arrive at school by **8.00 AM**, and classes end at **4.00 PM** for kindergarten and primary school children, and at **5.00 PM** for lower secondary and high school students. After this time, they may remain at school only for extra-curricular activities.
- Pupils are not allowed on school grounds without supervision. At least two appropriately qualified staff members must always be present on duty to supervise pupils on school premises outside of normal school hours.
- Members of staff are assigned supervision duties during break and lunchtime. Pupils may request assistance from a staff member at any time if necessary.
- Pupils are supervised during rehearsals for productions, concerts, or other events that require small groups to be on school premises outside regular school hours.

REGISTRATION

- Pupils are registered at the beginning of the morning sessions.
- Parents are responsible for notifying the school of their child's absence for any reason.
- The school will always contact parents if a pupil fails to arrive at school without an explanation or if an unnotified absence is requested by a pupil.
- Parents are informed that a note, verbal message or phone call is necessary to validate their child's absence. ([Attendance Policy.docx](#))

SUPERVISION OF MOVEMENT AROUND SCHOOL & LESSONS

- Students must be supervised at all times, both inside and outside the classroom, except when using the toilet.
- If a teacher permits a student to be outside adult supervision, the pupil must:
 - Be deemed capable and responsible at that moment.
 - Be engaged in a task appropriate for their abilities and the situation.
- 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 and during playtime. The teacher has ensured that the action is in line with in-school policies regarding the use of the building and shared resources.
- The same principles of care apply during physical education lessons as to other school activities.
- All staff must read the [Health and Safety Policy](#) at the beginning of each academic year. It is the class teacher's responsibility to consider such factors as safety of any equipment being used, the condition of the floor, the suitability of a child's clothing, and whether the exercises and activities are within the capabilities of the children.
- In the event that a teacher is unable to attend their class, they must inform the head teacher. The head teacher will find an available teacher to supervise the students for the necessary duration.

- Students undergoing disciplinary action must not be sent to stand or sit outside the classroom without supervision.
- Students must not use the internet without appropriate supervision.

SUPERVISION AT BREAK TIMES

- Adequate supervision must be provided both indoors and outdoors during school break times.
- Staff are assigned indoor and outdoor break duties. If a member of staff is unable to fulfill their duty, they must inform a senior leader so that cover can be arranged.
- Students must not be left unattended in classrooms or any other areas of the school during break times without the supervision of a staff member.

LUNCHTIME SUPERVISION

- Students are supervised in the dining hall by teaching staff.
- Supervisory staff are responsible for pupils in the playground areas. Pupils must request permission from a member of the supervisory staff to enter the school building and /or use the toilets.
- The supervisory staff will initially deal with any incidents and these should be reported back to the class teacher. The class teacher will be informed by the senior supervisor about any incidents of a serious nature, or where further action may be necessary.

PLAYGROUND SUPERVISION

- Students have access to an enclosed backyard, which includes two designated enclosed play areas and four open play areas.
- During break times, the students are supervised in this playing area by the class teacher, the duty teacher or a member of staff.
- Any student wishing to leave the playground to use the toilet must seek permission from the duty supervisor and return to the playground directly.
- Discussions with students about rules at the playing area are made by the class teacher frequently.

RESPONSIBILITIES OF THE TEACHER ON DUTY :

- To be present in the area for which they are responsible.
- To patrol visibly the various indoor and outdoor areas, separately from the other teachers on duty to ensure that all areas are covered.
- To ensure student safety during breaks, prohibiting dangerous games, preventing conflicts and acts of verbal or physical violence between students, and ensuring that students do not leave the school floor.
- To coordinate student activities during breaks, ensure timely signaling for the start and end of breaks, and prevent accidents by maintaining a presence in the hallways.

- To observe pupils' activity to detect in so far as possible any individual or group action which might:
 - Be considered intimidating (bullying)
 - Give rise to injury
 - Cause damage.
- Enforcement of such rules may apply to play areas or during breaks.
- In the event of an accident take appropriate action.
- Supervision of orderly lines on return to the main building.
- To have read and understood any risk assessment in place for their areas of supervision.
- To inform the class teacher whenever they notice any issues related to a specific class (conflicts, , acts of violence, etc.).
- To select/appoint student assistants to supervise the restrooms during each break (applies for lower secondary level).
- The afternoon on-duty teachers must ensure that no students remain in the classrooms at the end of the day, and they must close windows and turn off the lights before leaving.

SENDING A PUPIL HOME DURING THE SCHOOL DAY

- If a student becomes ill during the school day, the pupil is cared for in the classroom or medical room, while the class teacher contacts the parents to collect the student.
- If a student is injured (see [First Aid Policy](#)) and parents are contacted to collect the pupil for further medical evaluation, the student will remain in the classroom or medical room under close supervision.
- No student will be sent home without prior approval of the class teacher or headmaster.

EDUCATIONAL VISITS

- The supervision of pupils during educational visits and school trips is always in accordance with prescribed staff/student ratios.
- Risk and safety assessments are completed for all such visits and trips. For further details, please refer to the School trips/visits/exchanges Policy.

EXTRA-CURRICULAR ACTIVITIES

- The same level of supervision applies to extra-curricular activities as to similar activities during normal school hours.
- Parental/legal guardian consent is required for children participating in after-school activities.
- Written notification from parents/carers of pupils making their own way home is required.
- Parents should be notified as soon as possible in the event of the cancellation of such activities.
- Staff should consistently reinforce the school rules and clearly explain expectations to children, both within the school premises and during off-site visits and how to handle potential problems to ensure their safety.

REPORTING INCIDENTS

- If a serious incident occurs, an official accident report form must be written. If necessary, an incident report should also be written up. ([Accident register.docx](#))
- Parents should be informed by phone of serious accidents and **any** head injuries, and also provided with any other relevant details such as any medication administered.

FIRST AID SUPPORT

- All members of the teaching staff are trained and qualified as first aiders. The names of first aiders are provided to staff and displayed on first aid notices around the school.
- The first aid room is located in the medical office and is regularly checked and restocked.
- Parents must provide written notification to the school regarding any illnesses or medical conditions requiring supervised use of medication during school hours. Additionally, any medical conditions that need to be communicated to teaching or supervisory staff for safety reasons must be reported.
- All medications or treatments brought to school must be stored securely in the medical office.

UNSUPERVISED ACCESS TO FACILITIES BY STUDENTS:

- Students are not allowed to use the IT suite, Sports Hall, Festivity Hall, VR room, athletic or playground equipment without staff supervision.
- We ensure that students do not have unsupervised access to potentially dangerous areas, e.g. Science laboratories, Art rooms, Cooking laboratory, swimming pool and cleaning cupboards. Doors to these areas are kept locked at all times when not in use.
- All flammables and cleaning products are kept securely locked in appropriate storage facilities.
- Pupils do not have access to the certain parts of the grounds, such as the Maintenance rooms or cooking areas of the school.

STAFF INDUCTION:

- All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and all guidelines are in the staff policies and procedures