



## SENIOR SUPERVISION POLICY

**This policy applies to the Senior School. It should be read in conjunction with Student Code of Conduct, Medical and First Aid, and Trips policies.**

St. Columba's College is conducted in the educational tradition of the Brothers of the Sacred Heart. We advocate a discipline that is respectful of the dignity of the individual, is consistent and fair, and is based on a relationship of mutual trust and cooperation. We develop a concern for an orderly environment that goes hand-in-hand with friendly discipline and itself will predispose young people to respect authority, their fellow students, and themselves.

Policy owner: Deputy Head  
Date reviewed: December 2024  
Date of next review: December 2026  
Ratify by governors: no

**Section 1: Purpose**  
**Section 2: Effective Supervision**  
**Section 3: Duties: Nature and Organisation**

## **Section 1: Purpose**

The purpose of assigning staff to specific duties is a direct extension of the Duty of Care afforded by the College and is a responsibility that must be undertaken seriously. It is to support an ordered and structured environment.

Duties such as general patrol help prevent activities such as bringing contraband items into school (including weapons), exchange systems, selling items, theft of belongings etc. Damage, vandalism and litter can be kept to a minimum because of staff presence irrespective of the use of CCTV which cannot cover all prone areas.

Playground duties help prevent poor relationships, over robust play, bullying and eruptive behaviours. These guidelines for duties provide consistency. It is crucial that timings are kept to, particularly when dismissing students from lessons and from the playground, as staff will not be in place to receive the students if they arrive earlier than they should.

## **Section 2: Effective Supervision**

Staff take pride in their ability to manage the students in their classrooms. Most behaviour problems at any school occur in “free” time for students at break and lunchtimes, so it is important that supervisory duties are undertaken with correct professional scruples. Managing large groups of students is natural to many teachers but more difficult for others. The following guidelines give important principles and consistent practice across a large staff.

Staff are effectively on duty whenever they are involved in school related activities and required to monitor behaviour and attitudes. When formally “on duty”, the following specific timescales and responsibilities apply.

Effective supervision involves:

- a. punctuality;
- b. liaising with prefects;
- c. constantly moving around the area of supervision;
- d. following the direction given for specific duties (see below);
- e. engaging students in brief conversations;
- f. remaining vigilant at all times and focusing on students’ behaviour
- g. encountering groups which may be regarded as problematic or intimidating;
- h. immediately investigating situations which may be a cause for concern;
- i. communicating concerns to other staff as necessary and particularly at handover.

Whilst there is room for the individual approach, it must largely remain within the principles set out in this document so there is then no confusion for students.

In each duty, apart from the corridor areas in the morning and at the end of the College day, staff are assisted by prefects. It is important to note that students cannot take the place of staff and must be regarded as acting in a support capacity. It is useful to get to know the students who usually assist in these duties and ensure they are clear about expectations. They will find supervision difficult without regular monitoring and

guidance. If designated students are not present, this is to be reported to the Deputy Head or Head of Sixth.

Supervision relates to all times when staff are in contact with students. This incorporates a multiplicity of times and events when staff are in situ inside the school, on duties, on trips etc. It also includes remote supervision, when students are given regulated “free time” and staff may not be directly present.

Staff are constantly vigilant of student behaviour and take steps to respond to any incident requiring adult intervention. However, students do not need to be supervised at all times whilst in school precisely because they also need to learn to take responsibility when not directly under staff supervision and the school operates on a degree of trust that behaviour will be acceptable.

Staff seek to support one another where circumstances might require additional physical presence, for instance in an emergency.

For school trips, supervision guidance can be found in the Trips Policy. All trips require a risk assessment in which supervision of students is a key part of planning and action.

Where events such as Mass or Prize-Giving require the movement of the whole school or large groups, further specific guidance is provided to staff. Where necessary, specific responsibilities are assigned to staff by the organiser.

In day-to-day supervision, staff seek to apply the Code of Conduct regarding student behaviour and support the ethos of the College which demands the highest standard of behaviour and relationships between human beings as demanded by the Brothers’ of the Sacred Heart Charism.

As role models, staff on duty must uphold the dress code, must not use their phones unless in an emergency and must effectively provide the lead for student behaviour.

### Indoor Supervision

- a. Whenever possible staff greet students at the door of classrooms and are mindful of student movement in corridors and on stairs. Students are allowed into classrooms to wait quietly for staff if they are moving between rooms (except Science laboratories).
- b. Students are not left unattended by staff, including isolation outside the classroom (even for short periods).
- c. Students are not normally given school keys/lanyards. However, if staff regard it as legitimate to do so, they must assess the student and their trustworthiness to date; what is being accessed and its sensitivity or otherwise; the length of time involved in return; how far away the location is; and the purpose.
- d. Students taken ill in class are accompanied by another student to the medical room.

## Prefects

Students are trained to fulfil the different duties which assist in the daily management of the school. This includes understanding the purpose of the duty, its practical implications, and how to manage and respond to the students. Nonetheless, these students are deployed in a capacity of assistance to staff and, although they may be highly skilled in responding to problems during supervision, staff are to take the lead role in these matters where they are present.

### **Section 3: Duties: Nature and Organisation**

In order to underpin the disciplinary system and to ensure the smooth operation of other necessary aspects of College life, the staff, including members of the Senior Leadership Team (SLT), agree to undertake their share of supervisory duties.

All rotas are published in advance allowing staff to make changes by personal, mutually agreed arrangements with other staff. For planned absence, it is vital that staff ensure their duty is covered, usually by swapping with a colleague and informing the Deputy Head of the details. Unforeseen absence is covered by a member of SLT where possible.

Daily Supervision Rota covering break and lunchtimes is established at the start of the year. Where possible it takes into consideration the workload of staff on any given day so they can undertake the supervision and have adequate non-contact time during the day.

Lunchtime Detentions operate between 1.10 and 1.35 each day.

After School Detentions are covered by a whole staff rota on Tuesday evenings between 3.45 and 4.45pm and practical tasks are generally assigned.

Saturday Detentions are held on various Saturdays, 9.00am to 11.00am, and supervised on a rota by members of SLT, Pastoral Management Team and Subject Leaders. Tasks may be as above or take the form of written work.

After school activities and late coaches: many students remain behind at the end of the school day to participate in co-curricular activities listed on the SHAPE timetable. Staff are expected to keep registers and supervise behaviour as for any school time activity. This ensures that staff know where students are on the school site.

Late coaches depart at 5.00pm on Tuesday, Wednesday and Thursday and 4.00pm on Monday and Friday. Staff should shepherd students congregating on the playground towards the late coaches ready for a timely departure. Staff overseeing the departure of coaches ensuring the students are safe and orderly.