

# **STUDENT SUPERVISION POLICY**

## **Students' Arrival and Departure**

School starts at 8:45am and finishes at 3.00pm. Students are not allowed into the Education Centre, at any time, without supervision and all students stay on site unless returning to the Home.

Teachers supervise the young people during break times and eat with them in the Home at lunchtime.

## **Registration**

We take a register of students at the start of the morning and afternoon sessions. The Manager or other senior at the Homes is responsible for notifying the School if a young person is absent for any reason. The School will contact the Home immediately if a young person fails to arrive at School without explanation.

## **Medical Support**

There is a qualified nurse on duty in the Medical Centre at Barnardiston Hall School who is available to administer first aid, deal with any accidents or emergencies, or to help if someone is taken ill. Many of our teaching staff and non-teaching staff, are trained and qualified as First Aiders and are able to give emergency first aid and a list of these staff is displayed on noticeboards throughout the School. The First Aid box is located in the School Office. It is the responsibility of every First Aider to check and replenish the First Aid box as required. Supplies are ordered through the School Nurse, Sister Durrant.

## **Supervision whilst Travelling to and From School**

Broadlands Hall School is on the same site as the Broadlands Hall Care Home and young people are sent to School in the morning by Carers. Students arriving from the two other Homes in the Group, Thistledown and High Gables, are brought to School in cars with at least two members of staff.

## **Supervision during Break Times**

The teaching staff and care staff from Broadlands Hall are responsible for supervision of the young people during break times.

## Supervision during Educational Visits

The arrangements for the supervision of students during educational visits and trips out of schools are described in our policy: “Educational Visits.”

## Unsupervised Access by Students

We ensure that students do not have unsupervised access to potentially dangerous areas in the School. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

## 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 is available in the Staff Handbook.

## Staff Handover

The staff in the School have a formal ‘handover’ meeting at the end of each School day when any difficulties and / or absconding will be discussed with the staff of the Home.

Updated May 2017

