



# St George's College

**Founded 1898**

## **SUPERVISION POLICY & PROCEDURES**

*Revised and approved Jan 2023*

*Next revision Jan 2024*

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# **ST GEORGE'S VISION MISSION AND VALUES**

## **VISION STATEMENT**

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

## **MISSION STATEMENT**

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

## **STATEMENT OF VALUES**

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

## **1. COMMITMENT TO SUPERVISION**

St. George's College seeks to ensure systems are in place to ensure children are safe and well supervised. Professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. If pupils are within the school grounds, staff may sometimes make the false assumption that they are completely safe. It is important for staff to understand the importance of pupil supervision and observe the following guidelines.

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

- Safeguarding policy.
- Health and Safety
- Staff code of conduct

## **2. AIMS**

### **COMPLIANCE**

- To ensure the school is compliant with all national laws and guidelines
- To ensure best practice from around the world

### **ONE SCHOOL**

- To establish principles across all sections and highlight procedural differences.
- To ensure where possible that resources, contracted services and support materials are implemented efficiently across all sections and wherever possible replicated.

### **FRAMEWORK**

- To provide the school's leadership a framework within which to work.
- To communicate clearly with the community what our policies and procedures are.

### **POLICY SPECIFIC**

- To provide an ethos within school where children are secure and supervised appropriately at all times
- To provide support for staff whenever the need arises.

### **3. SCHOOL OPENING TIMES**

Kinder children should arrive in their classrooms between 08:00 and 08:15.

In the Prep School children should arrive at the classrooms between 08:00 and 08:15.

To enable parents who have children in different sections, supervision for Kinder and Prep children will be available from 07:45

College students must arrive to classes from 8 to 8.05 and present themselves in the classroom before their tutors. From 8 to 8.25 they will be supervised by a tutor, head of the year and/or staff member. Before this time they will not have direct supervision, although the staff must be available if necessary.

Sanatorium is available

07:00-19:00                      Monday to Friday

07:00-13:00                      Saturdays

The school libraries are available, and supervised, during the teaching day of each section

All pupils are normally expected to leave school by 16:30 unless they are participating in a school activity and directly supervised by a member of staff.

Pupils who participate in Sports Club will be under the supervision of the sports club coordinator after 16:30. Sports Club Coordinators are responsible for ensuring all children collect their belongings from the field, and supervise any pupils or late arriving pupils.

#### **4. ENTRANCE PROCEDURES**

##### **Prep School**

Pupils arriving at school via the two Prep entrances facing the fields.

Pupils arriving afte

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signated as late and must enter via the main Prep entrance, reporting to the secretaries who will record their presence, before sending them to class.

The Prep School day ends at 16:30. Pupils should be collected promptly unless they are remaining for a scheduled after school activity.

Parents and adults picking up Prep children should come into school via the Guido gate not before 16:15. All children are expected to wait for their parents with their class teacher.

Prep children with an older brother or sister in College, parents may request a special authorisation card which will allow them to leave the school in the care of this sibling. Otherwise, all Prep children must leave school with an authorised adult.

Members of the prep team will be on duty each day at the Prep entrance from 07:50 to 08:15 and again from 16:30 to 16:45.

## **College**

Pupils arriving after between 08:05 and 08:30 are designated as late and must report to the College secretaries who will record their presence, before sending them to class.

Students arriving after 8.05 will arrive late, reporting to the tutor until 8.25. After 8.25 they will have to report to the College Academic Secretary. After 8.30 students may not enter the College, except for justified absence with a previous notice. In this case, the student will report to the Academic Secretary.

## **Calling home**

The school will call home if a pupil fails to arrive at school over 3 consecutive days and no notification has been given by the family or the students. As soon as the registers have been taken the secretaries for each section of the school print out the attendance registers (these will be updated throughout the day and will be used in the event of an emergency



evacuation). The secretaries will then call home to find out why a pupil is absent if no reason has already been provided.

## **5. SUPERVISION DURING THE DAY**

### **Duties (staff supervisions)**

All members of teaching staff are expected to carry out morning/afternoon break and lunchtime supervisory duties. Rotas are prepared by sections where appropriate. Staff duties cover the dining room, playgrounds and school buildings.

Staffing Ratios need to be suitable according to the age of the children, with higher staffing ratios for younger children. Pupils in EP1-2 are to be supervised on the grass areas in front of the prep building during break times by three members of staff.

Staff to be proactive in duties and areas of responsibility. It is important that a view of all the pupils is maintained during break times, particularly in potentially dangerous areas.

### **Areas that are out of bounds to pupils**

At break time and lunchtime pupils may only use the areas designated to them. Pupils are not allowed in the gyms, music rooms or the theatre without supervision.

Out of bound areas include round the sides of the prep building - pupils must stay at the front of the Prep building.

Out of Bounds areas include the car park to the right of the prep building, as well as kicking footballs against the Prep Building Wall.

Pupils are not permitted to enter potentially dangerous areas, e.g. science laboratories, areas by the Old Georgian pitches or any buildings or open areas not currently used for school purposes. Doors to these areas are kept locked at all times when not in use. Pupils do not have access to the maintenance or catering areas of the school.

Kinder children will be supervised at all times.

### **Supervision during school journeys (field trips, sports fixtures, etc.)**

Please see the relevant sections of the school's trips policy.

## **6. PUPILS LEAVING DURING THE DAY**

If a child needs to leave school during the day (for medical appointments, etc.), then parents should contact the sectional secretary team explaining why. This should be before the day in question if at all possible. Where this is not possible then before 08:00 am

During school lessons, pupils are not allowed to leave the school premises without signing the early withdrawal record book available in the academic Secretary's office. The guards will check the signature against a list of approved signatories before allowing them to leave

### **Sanatorium**

The Sanatorium team looks after the medical welfare of the pupils. If a pupil does not feel well during break or lunch he/she should go directly to the Sanatorium. If a pupil does not feel well during lessons he/she must ask permission from their teacher before going there. The San team will return the pupil to class with a signed slip if they are well enough. If the pupil is not well enough the team will inform the sectional leadership team and then contact parents and ask them to arrange for the pupil to be collected from school. The pupil will remain in the infirmary or in reception until they are collected. An email is then sent to relevant staff.

## **7. MISSING CHILDREN**

For the purposes of this policy, a missing child is a pupil whose whereabouts cannot be established within a reasonable amount of time, and where the circumstances are out of character or the context suggests that the pupil may be at risk.

### **Actions to be followed by staff if a child goes missing**

If a child was found to be missing, the following actions should be followed with a record kept of each action:

- Inform the Head of section, Headmaster and Shared Services Manager and other members of SLT where necessary.
- Check the pupil record of the missing child for any relevant details that might have a bearing on the situation (e.g. any court orders in place against either parent, the medical condition of the child etc.)
- The appropriate school secretary should check the signing out book.
- Consult adults who have had contact with the child during the day.
- At the same time, arrange for as many staff as possible to carry out a thorough search, both inside and out, carefully checking all spaces.
- Ensure that searchers are easily contactable (mobile phones or other communication devices).
- An evacuation drill may be held to ensure they are not on the site.

### **If the child is still missing when the above steps have been followed, the following steps would be taken:**

- The Head of Section, Headmaster or Shared Services Manager will ring the child's parents and explain what has happened, and what steps have been set in motion. They may ask them to come to the school at once, or delay until further information has come to light.
- Arrangements should be made for a continued search of the premises.
- If the child's home is within walking distance, a member of staff should search the route.
- If the child remains missing, the school would inform the chair of governors, at which point a decision would be made about contacting the appropriate authorities.

### **Actions to be followed by staff if a child goes missing on a school trip**

Full details of procedures and expectations for school trips can be found in our trips policy.

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- One adult would retrace steps to the last place where the child was seen, the remaining children staying in one place with the other staff.
- If the child was not located, the remaining children would be taken back to school or the trip base, or arrangements would be made with the school.
- Inform the Headmaster or Shared Services Manager by phone.
- The school will contact the child's parents and explain what has happened, and what steps have been set in motion. Discuss with them whether they should come to the location or wait at the school.
- Contact the venue manager and arrange a search if in a building or on a site.
- If the child was not quickly found the school would inform the chair of governors, at which point a decision would be made about contacting the appropriate authorities

### **Actions to be followed by staff once a child missing is found**

- The Headmaster or Shared Services Manager, Deputy Head or Head of School will contact the parents and any emergency services involved.
- Talk to, take care of and, if necessary, comfort the child. Counselling may be necessary and it may be best for the child to remain in the dispensary or to go home.
- Inform all staff involved in the search that the child has been found.
- The Headmaster or Shared Services Manager will speak to the parents to discuss events and give an account of the incident.
- Media queries should be referred to the DCO

## **8. INCIDENT REPORT**

Following any instance of a missing child an incident report should be provided within 24 hours.

- The report should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appears to have happened, the length of time that the child was missing and how s/he appears to have gone missing, and lessons learned for the future.

## **POLICY REVIEW**

This policy is to be reviewed by SLT and presented to the Board of Governors for final consideration and approval.

Approved by the Board of Governors, signed:

Dr Francisco Follett, Chairman

James Belmonte Diver, Headmaster

**Date:**