



# The Acorns School

## Supervision and duty of care during the school day policy

During the time pupils are in school, staff are under a legal duty to exercise 'reasonable care' to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil: accidents will happen, and pupils will occasionally abscond, even in the best-regulated schools. At Acorns we feel it is important that we are aware of and demonstrate that:

- There is a regard paid to the ages and capabilities of our pupils, ensuring that appropriate supervision is available for different ages of students and different activities.
- We identify where things may go wrong through risk assessments, and prepare accordingly.
- All staff are clear about the expectations of students in different situations and those expectations identify possible risks.
- All staff are aware that they are responsible for all students in their care and act appropriately to ensure their safety at all times, identifying any risks in each situation and acting in order to provide the best possible experience whilst minimising risks.
- Risks are kept under review, and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.
- Where there has been an accident/incident that had not been foreseen, the risk of a repetition will be considered.

### What is the extent of the teacher's duty of care?

The measure of duty placed on the teacher is 'to take such care of his/her pupils as a careful parent would of his/her children'. This legal principle is known as "in loco parentis" ("in the place of the parent"). The degree of supervision required of the teacher will vary with the circumstances and especially the age of the child. In other words, the nature of the activity being supervised and the age of the pupil will dictate the extent of the teacher's duty of care. Of course it must be recognised that constant and individual supervision is not necessary or appropriate and the responsibility of the teacher is that of reasonable care.

### Safeguarding Measures

The Acorns School has the following measures in place to safeguard pupils.

1. Students register twice a day with tutors. Registers are checked by the school office each day. Any unknown absences are followed up to establish the student's whereabouts.
2. A student is required to be in the school building to be registered as being present for the morning (am) session. School starts at 9am. The register closes at 9.30am. If a student does not come into the building s/he will not be registered. In certain and agreed circumstances some pupils may start the school day later and will get their registration mark. (Refer to note\*1).
3. A register is also taken each lesson.
4. Students are not allowed to leave school premises during school hours without prior permission from their parent/ carers, and SLT.
5. If a student has to be sent home unwell, they will not be allowed to leave the school premises until their parent, carer or representative is aware of the situation. In the unlikely event of a student needing to be taken to hospital in an emergency, a member of staff will

Refer to admissions, behaviour, safeguarding, attendance, vocational provider absconding policies T drive.

JE/ AF Date of policy reviews: July 2011, September 2013, September 2015, September 2016 addition re transport, September 2017. September 2019.

accompany the student until the parent, carer or representative arrive and assume responsibility.

6. Absconding. (Refer to \*\*2). Once a pupil has been registered as present, the school is "in loco parentis". If a pupil leaves the premises without permission, parents, carers or authorised representatives will be immediately informed by school staff. When parents/carers are contacted, it should be made clear that the responsibility for their child is being passed back to them. If the pupil is a looked after child or considered 'vulnerable' the school will advise parents/carers/ representatives to contact the police or the school will do it on their behalf, if that is agreed. If parents or carers or authorised representatives cannot be contacted the police will be contacted on 101 by school. In certain circumstances for identified pupils based on their specific needs, an explicit protocol will be agreed between all parties if necessary.

There is an additional policy relating to absconding from alternative or vocational provision that providers are made aware of.

### **School visits**

When children are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the pupils at the end of the visit.

### **Staff duties supervising pupils outside the classroom**

There are staff duty rotas for supervision during break pre-registration (meet and greet time), lunch throughout the academic year. These rotas are placed on the common room and office notice boards, and are published to all staff at the start of each academic year. Punctuality and reliable attendance at duties is of paramount importance. Staff are on duty to ensure as far as possible that there is a visible staff presence around the campus during these times and that there is some extra support and supervision for the students as necessary. They should enforce school rules and ensure that children are acting in a responsible and safe manner. Duty staff should be particularly vigilant for instances of bullying or of pupils who appear upset. Issues which need elevating should be reported to the Form Tutor.

### ***Additional notes***

#### ***\*1 Not entering the school building;***

***On occasions some pupils refuse to enter the school building after getting out of the taxi transport provided for them to get to school. On occasions some pupils have remained on the driveway area refusing to enter the building. Pupils cannot get their mark for the morning/ afternoon/ day and are therefore not registered as being present.***

#### ***\*\*2. Absconding from The Acorns School site:***

***The school provides taxi transport for the majority of pupils through school funds which is public money and has to be rigorously accounted for. On occasions some pupils have left the site on arriving at school in a taxi and have not returned until just before 2.30 pm to get the return taxi home. If this happens more than 3 times, taxi transport will be withdrawn and parents will have to arrange transport to and from school. If a pupil absconds and an hour elapses without return and parents have been notified, the return taxi will be cancelled for that day. Again if a pattern of absconding emerges, taxis will be withdrawn.***