



**UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA**

SUPERVISION OF STUDENTS POLICY

Mission Statement

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

Date of policy	September 2020
Next review date	December 2020
Frequency of policy review (annually, every two years)	Annual
Policy owner	Caroline Cook – Head teacher
Published policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
List of connected policies	Safeguarding policy, Risk Management Policy, Health and Safety Policy, External Trips and Visits Policy, Lone/Alone working Policy, SEND Policy, Staff Code of Conduct, Behaviour, Anti Bullying, Covid19 RA, Parental contract, Student ECHP's/IEP's, First Aid policy, Administration of medication policy, Supporting children with medical needs policy, Staff Absence Management Policy
Approved by	

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Intent

To keep our students safe at all times when under the care of staff at The Levels School. To model good communication strategies to help promote increased social communication, foster friendships, encourage play and turn taking, promote inclusivity, support resolution of conflict and raise self-esteem.

To ensure that The Levels School is aware of all of the individuals on site and that all remain safe on site with respect to Health and Safety and Supervision.

Introduction

The initial part of the policy outlines the security/sign in procedures for staff employed at The Levels School. Visitors and contractors are covered and this is also addressed within the Health and Safety policy.

Staff on site

Etonhurst site (Car park and building) will be unlocked from 8am. Staff are to park at the rear car park and access through the back gate. This will be locked. Staff will have a key.

All staff are required to sign in on the sign in sheet at the reception desk. This sign in sheet will be used in the case of any evacuation. Staff are required to sign out at the reception desk when leaving the site. The Etonhurst site and car park will be locked from 5pm. Staff can stay later in consultation with the Director of Operations.

Visitors and contractors at The Levels School are by appointment only. Any entry via the front gate is controlled by electronic gates and an intercom system through the receptionist. Visitors/contractors will be met by the relevant staff member as they arrive on site, and will sign in/out at reception. All visitors/contractors will be given a lanyard to wear to make it clear that they have business on the school site; those without a DBS check will wear a red lanyard and be accompanied by a staff member at all times while students are on site. Students and staff are encouraged to challenge anyone on site not wearing a lanyard, or wearing a red lanyard unaccompanied.

Students on site

The remainder of the policy is with respect to Supervision of students while attending The Levels School and on, entering or exiting the Etonhurst site. Supervision while attending The Levels School but offsite, falls within the External trips and visits policy.

Students are the responsibilities of parents until they have been checked off by a member of staff upon entering the Etonhurst site through the rear gate.

The Levels School site has two points of entry one at the rear and one at the front, both are secure. Students will be dropped off by parents at the rear entrance. There will be staff supervision in place at these times so to ensure that students are safe and entry into and out of the Etonhurst site is managed effectively.

Many of our students at The Levels School have social communication difficulties which present challenges to them at less structured social times. Support with developing

friendships and resolution of conflict as well as regulating emotions is often stipulated within their EHCPs. Staff supervision will be in place for students at less structured times of the day.

These will be:

- Between entry to school and tutor time.
- Break time – morning.
- KS2 lunch time.
- KS3/KS4 lunch time.
- Break time/end of school.
- End of school following clubs.

Between lessons students are moving through the Etonhurst property, staff will maintain a visible presence throughout the stairs and hallways.

Arrival to school

There will be a member of staff at the rear gate from 08.20-08.30. This will be run on a staff duty rota system. Students will be recorded as having arrived onto site using a check list.

Students in Year 8 and above will be allowed to make their own way into school following the path to the front entrance.

Year 7 and KS2 students will be asked to wait on the Tennis Courts at the top of school. This is visible for the staff member on duty at the entrance gate.

At 08.30 the gate at the rear of school will be locked by the duty member and KS2 and Year 7 will be accompanied along the path into school through the front entrance. The member of staff will remain on duty until tutor time at 08.40.

There will be a second member of staff on duty on the ground floor of the Etonhurst building. Students will be able to access the following areas before tutor time:

- KS4 courtyard.
- KS2/3 seating area.
- School field area (when open/suitable weather conditions).
- Ground floor hall.

At 08.40 all students will be directed to their tutor rooms by the two staff members on duty. Tutors will meet the students outside of their designated tutor rooms. Students will line up and wait until given permission to enter their tutor room.

During the covid-19 pandemic, it may be that KS2 students arrive slightly later to stagger entry into school. This possibility has been outlined in the covid-19 risk assessment, and will be confirmed before opening, with suitable details made clear.

Assistance given to students across the school day during covid-19 will be socially distanced wherever possible. If close 1:1 support is necessary, staff will wear a face mask or visor, and staff will have a conversation with the student to explain the reason they are covering up. Socially distanced support will resume as soon as is reasonably practicable.

Morning break

All students will be on break mid-morning at the same time. In line with the covid-19 risk assessment, they will be directed to different areas of the school.

Year 7 and KS2 will be given fruit and a drink in their class room (if raining) or in the seated area adjacent to main field (if weather allows).

A member of the duty team will supervise this area.

Year 8 and 9 will have access to fruit and a drink in the main hall area downstairs. Weather permitting, they will then be directed to the main field area.

Year 10+ will have access to fruit and a drink in the main hall area downstairs through the courtyard area. Trusted students with a pass will be allowed access to the top of school and the tennis court area.

There will be a member of staff on duty in the downstairs area of school. A senior student will also be on duty here. The duty staff member will walk up to the Tennis courts to ensure that any Year 10/11 students are aware when to return for lessons.

KS2 Lunch

Students will wash their hands in accordance with covid-19 guidelines (and good hygiene) before, and after their lunch. Students will bring in packed lunches. The dining area will be set up with tables, and during the covid-19 pandemic students will be seated alternately so that no-one is immediately next to, or immediately opposite another student. Students will eat lunch only in the dining area or the seated area adjacent to the field. A member of duty staff will complete a check list to ensure all students have sat down eaten something in the first 15 minutes of lunch time.

Students will be allowed to play around the seated area, or on the main field, where there will be a member of duty staff present. They will have a separate lunch slot to the rest of the school, so they will have freedom during this time, even during the covid-19 pandemic. During wet play they will go into the Year 6 classroom, which will be supervised by a member of duty staff.

KS3/4 Lunch

Students will wash their hands in accordance with covid-19 guidelines (and good hygiene) before, and after their lunch. Students will bring in packed lunches. The dining area will be set up with tables, with alternate seating during the covid-19 pandemic such that students are not sat immediately adjacent to, or immediately opposite, others. Students will eat lunch only in the dining area, the seated area adjacent to the field or the seated area in the Courtyard (for Year 9+ only). A member of the staff duty team will supervise these areas on a rotation.

Students Year 10+ will be allowed to go up to the tennis courts once lunch is eaten – a member of duty staff will be here from 20 minutes into lunch.

Years 8 and 9 will be able to play on the main field after lunch, or around the seated area (the lunch slot is different from KS2, so they will safely have the run of these areas).

A member of staff will be on duty on the ground floor area of school.

Whilst KS3/KS4 are on lunch KS2 will be in lessons. The time table will be such that for these lessons they will be in specialist areas of the school e.g. art, science, social skills.

Break time at the end of the school day/end of school

Students who are not staying for clubs will meet at front of school and be taken up to the rear gate by a member of duty staff and checked off as they are collected by parents.

Any student not collect by 3.30 pm as expected will be taken back into school.

Students attending clubs will have access to a drink and a biscuit from the kitchen before making their way to their club activity. There will be a member of staff available at this time to ensure all students are aware of the location of the club they are down to attend.

All clubs are supervised by a member of staff.

All students will be leaving the school site by 4.15 pm. Those being collected from the rear gate will be taken up by a member of the duty staff and checked off when collected. Any student not collect by 4.30 pm will be taken back into school where parents will be contacted and directed to the front gate. A member of staff will wait for the student until parents arrive to collect them.

At all other times

Any students who are late for school and arrive after the rear gate is closed will be directed to the front gate. Parents will be notified if this occurs frequently (more than three times in a half term) as they will be in breach of their parent contract. The student will need to sign in at the front desk.

Any student who is collected for a pre-arranged medical appointment or needs to leave school for any other authorised reason or illness will do so at the rear gate at a pre-arranged break/lunch time or if this is not possible via the front entrance. Parents will need to sign the student out at the front desk or the member of duty staff will sign the student out if exiting by the rear gate.

A duty rota has been drawn up for the staff team so that they are aware who is responsible in what areas and at what time. Where supervision is required which cannot be covered by the staff team lunch time supervisors will be appointed.

Medical Supervision

Should a student feel unwell during the school day they should alert:

- A teacher/therapist, if during lesson time or a club session.
- A member of the duty staff, if before school, break times or lunch time.

After an initial discussion to ascertain the nature of their illness they will be directed to reception (escorted or collected if needs be) where the relevant member of staff will decide on the next course of action. This could entail administering medication, and/or contacting parents. The student may need to sit/lie down in the first aid/medical room while they wait for symptoms to pass and/or parents to collect them.

Students who are unwell and in the medical room will be supervised by a member of staff at all times.

If a student is displaying covid-19 symptoms, they will be isolated in the kitchen or the first aid room. The kitchen allows for supervision within the room whilst maintaining social distancing so that the student can be reassured. The first aid room is more secluded away from the main hub of the school so allows for isolation without closing the door and maintaining social distancing. The student isolated will be reassured, and supervised with all protocols followed until they can be collected by a parent/carer. Any windows will be opened for ventilation. When the parent/carer arrives to collect the student, the member of staff will put a note on the door stating the room is out of bounds, lock the room and walk the student to the parent, ensuring the student does not touch any surfaces on the way. Once the student has left site, the member of staff will request a deep clean of the room. Should someone present who needs first aid during this closure, this will be delivered in an alternative free room.