



RAFFLES
INTERNATIONAL
SCHOOL

Towards Excellence

Supervision Policy

Adopted: January 2016

Reviewed: August 2017

Next Review: August 2018

CEO/Board		Principal <i>A Khan</i>
Head of Primary School <i>Emmyer</i>	Head of Secondary School <i>TMS</i>	Other relevant staff

Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents



RAFFLES
INTERNATIONAL
SCHOOL

Towards Excellence

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Supervision Policy

Raffles International School is committed to ensuring that all children are safe in school. The school ensures that systems are in place to ensure children are safe and supervised. Professional judgement is needed in view of the age of the students and the activities in which they are engaged. It is important for staff to understand the importance of student supervision and observe the following guidelines

Aims

The school aims to ensure the following:

- Decisions about the supervision of students take into account the age and number of students, the activities in which they are engaged and their location, accounting for any special needs
- Staff ratio for the supervision of children is to ensure that they are safe at all times especially when they are involved in school activities on or off the school premises (ratios should be appropriate to the age of the pupils and the nature of the activities involved)
- Supervision of children in remote locations is safe (where appropriate, a mobile phone will be provided)
- Activities involving student supervision are overseen by a member of staff

Expectations

Staff members on duty are expected to:

- Report to duties punctually.
- Avoid becoming absorbed in watching children's games or talking to other members of staff.
- Prevent inappropriate behaviour
- Encourage sensible behaviour
- Report any seemingly problematic behaviour



RAFFLES

INTERNATIONAL SCHOOL

Towards Excellence

The teachers have a duty of care to the children, which is based on the principle that they are in loco parentis. In order for teachers to carry out their duties effectively they have certain responsibilities.

These include:

- Ensuring that they are aware of school policies and obtain the information they need in order to carry out their professional duties effectively
- Ensure the maintenance of good order and discipline at all times during the school day (including morning and lunch breaks) when children are present and are on the school premises and whenever the children are engaged in authorised school activities on the school premises
- Ensure the maintenance of good order and discipline at all times during educational visits/ trips

Movement around the building and transition times

- Children who wish to leave a lesson for any reason must ask permission; if they need to see medical staff the teacher will give them a note to take with them. In certain medical situations the child may be allowed to leave the classroom at will; staff must be aware of particular arrangements
- Primary students are to be accompanied during transition times/ between lessons by a member the teaching staff

Supervision before school

Our responsibility begins when the children arrive at school:

- The school has informed all parents the time of the start of the school day and indicate that no arrangements are made for the supervision of the children earlier than 7.30 am
- All children must report to their Homeroom/Form class from 7.30 am when they enter the school building
- Children should not play any games or any other activities whilst inside the school campus unless otherwise officially engaged with an activity organized by a member of staff and is therefore part of a school club
- Children can be escorted by a parent or authorized adult to their class whilst on campus
- All bus children who arrive at school from the official bus gate entrance must immediately report to their allocated Homeroom/ Form class.

Responsibility during the school day

Leaving the school site

- Children are not allowed off site during school hours unless there is clear written evidence of a request from the parents or guardian.



RAFFLES

INTERNATIONAL
SCHOOL

Towards Excellence

Sickness

- When children are taken ill during the school day the school will if required and usually after discussion with the School Nurse contact the parents whether at home or at work in order that they can be collected.

Supervision in the classroom

- It is required that all teachers supervise their class at all times. Children should not be left in the class without the supervision of a teacher at any time: CRA's are not allowed to cover the class at any given time. During the changeover of specialist teachers between lessons it is vitally important that the previous teacher is supportive and does not leave the class unattended until a handover has taken place with the 'new' arriving teacher.

Wet weather/ Exceptional circumstances

- In case of wet weather/ exceptional circumstances, students will move to their assigned classrooms. Homeroom/ Form tutors are required to supervise their students during wet breaks or under exceptional circumstances as declared by the Principal. The staff members on duty should patrol corridors/ communal spaces ensuring sensible behaviour. CRAs/Subject specialists and Prefects will assist staff during wet breaks and lunches.

Emergency

- In the case of an emergency please send a student to the main office or adjacent classroom to seek help if a teacher is alone. Do not leave the class unattended.

Identification expectations and requirements

- All staff are required to wear their IDENTITY cards on a lanyard provided by the school. Should a member of staff forget their card then a temporary card may be obtained from reception.
- All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and report to the school office if there is a concern.
- Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the relevant member of the Senior Leadership and Management Team

Supervision at mid-morning snack/lunchtime

All staff are allocated duties:

- There must be adequate supervision at all times
- A duty rota for break and lunchtime supervision will be displayed in the designated areas



RAFFLES

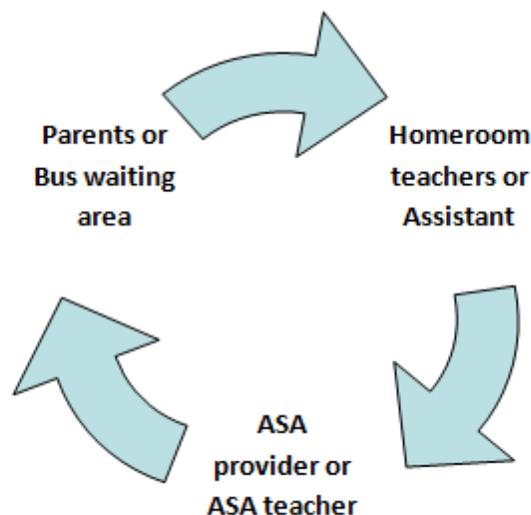
INTERNATIONAL
SCHOOL

Towards Excellence

- Duty staff should begin supervision promptly
- Staff should leave the staff room/or home-room promptly to supervise the children back into class
- Children should never be left in classrooms during break times or lunch times.
- Staff should support each other in maintaining adequate levels of supervision during recess times and/ or when required.
- The level of supervision provided will ensure the health and safety and welfare of the children.
- Where the behaviour of a student during the morning and lunch break threatens the health and safety and welfare of others, the child may be suspended from break and lunchtimes. This will mean the placing of the student with a member of the SLMT or Coordinator subject to the severity of the 'case'. In the first instance the pupil should be kept with the member of staff until a changeover occurs and the matter dealt with at that time.

ASA's – Procedure

Children attending clubs and extra-curricular activities should not be left in school unattended.



Above illustrates the clear procedure that should be followed by all.

- Teachers should arrive at least 5-10 minutes before the start of the ASA, ready for the start of your ASA in your classroom or facility that has been allocated. The students will be brought to you by the designated teachers.



RAFFLES

INTERNATIONAL
SCHOOL

Towards Excellence

- *No students should be left unaccompanied in the changing rooms; students must be supervised at all times.* If the changing rooms are busy, make sure the students get changed in a classroom with supervision.
- You must take the register before the start of each ASA, if a student is missing from your list, find out if they have been in school, if so, and they are absent from the activity, find out why they are not at your activity.

Supervision after School/children going home: ASA clubs/fixtures

- When registering for an activity, teachers and providers are informed if the child will be picked up or travelling home by the bus.
- Children who use the school buses will attend the ASA's until 3.30 pm (4:30 pm for Secondary) and then they are taken to the atrium behind the reception and handed over to the transport desk in time to catch the bus. Children waiting to be picked up by their parents must wait with the provider or teacher.
- Children who return to school after visits or fixtures must wait in reception with the teacher. There is no charge for pupils if they have been on a school fixture or visit.
- Parents will be informed if children will be late home through participation in after-school activities.
- They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

Policy Review

This policy is to be reviewed biannually, by Section Heads, Principal and CEO though any deficiencies in arrangements may be remedied without delay.