



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Supervision of Students Policy

Approval: Executive Board
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I. Introduction and Principles

- I.1. Wellington College Bangkok is committed to providing, as far as is reasonably practicable, a safe environment for the students of the school. Part of creating that safe environment is the level of supervision that we provide during the school day.
- I.2. Children are supervised in numerous ways including
 - I.2.1. Staff Supervision Duties (before, after and during the school day; see Duty Rota for detail)
 - I.2.2. During timetabled lessons.
- I.3. Risk assessments are carried out to ensure ratios are correct when off-site visits occur.
- I.4. If a member of staff is supervising any activity in a remote location, they must have use of a school mobile phone.
- I.5. Enrichment and Wellington Extra activities are supervised by specific staff members (external providers included).
- I.3. Even when away from direct adult supervision, students of all ages are encouraged to develop skills in self-discipline to behave in an exemplary fashion.
- I.4. No person may smoke, consume alcohol, be under the influence of drugs, or be engaged in personal social media or similar activities while looking after children.
- I.5. Above all other considerations, the safety of students is an over-riding concern.
- I.6. Students are under some form of supervision at all times during the school day. It is important that children develop, and learn to exercise, personal responsibility, eg individual use of the library, delivering a message, carrying out a survey or investigation. Nevertheless, all teachers ensure the safety and good conduct of all children in their care at any particular time and are always aware of the whereabouts of each child.
- I.7. All staff have a duty of care to all students in the school. It is the Master's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that students are present at school, as well as during activities either on or off site. It is also the Master's responsibility to ensure that there is effective supervision of the school and that the school is secure.

2. Supervision details

2.1. Before School

- 2.1.1. The school provides playground supervision from 7am. Early Years (Pre-Nursery, Nursery and Reception) parents bring their children into their



classrooms from 7.15am, delivering them to the Teacher at the classroom door.

- 2.1.2. The Junior School Student Entrance is overseen by Security staff and, typically, SLT or ALTs from 7am to 7:30am to welcome the students to school. A Nurse is also present to oversee temperature checks. Late arrivals must enter the building via the Front Entrance and register as late. They are then escorted to their class by a member of the Front Desk staff.
- 2.1.3. Senior School students are permitted to enter the building from 7am and carry with them electronic ID badges, which they use to gain access through the electronic gates. The Senior Building is supervised by staff from 7am.
- 2.2. **On the School Bus**
 - 2.2.1. Students on the way to and from School are not supervised by a member of WCIB staff and are legally under the care of their parents rather than the School – but they are expected to abide by all the bus rules and behave impeccably.
- 2.3. **During lesson time**
 - 2.3.1. Children are at all times under the supervision of the teacher who is teaching them for that session. No class is left unsupervised. ALTs may supervise a whole class for short periods of time, or smaller groups for longer periods.
- 2.4. **Physical Education (PE) and Swimming**
 - 2.4.1. ALTs may accompany the students but PE staff are responsible for their supervision.
 - 2.4.2. Only suitably qualified and experienced staff can take overall responsibility for pool sessions, although additional members of staff may be used to ensure good order and to assist with changing for the younger students.
 - 2.4.3. All Swimming Pool use is monitored by at least one Lifeguard.
 - 2.4.4. If a child is not taking part in a PE lesson, the child may work in a different class or remain with their group with a non-participant activity.
- 2.5. **Staff Cover**
 - 2.5.1. When a member of staff is absent from lessons, the Head of School organises a cover teacher for classes. Whenever possible, cover is provided by other WCIB teachers. Work that requires specialist knowledge is not usually set for classes with a non-specialist cover teacher.
 - 2.5.2. If a teacher is called from the classroom for a short period of time, for example to speak briefly with a parent, the ALT or another colleague supervises the students.
- 2.6. **Break and Lunchtime**



- 2.6.1. Children playing outside during Break and Lunchtime are supervised by Teachers and other staff according to a duty rota.
- 2.6.2. Lunchtime in the Early Years Dining Hall is supervised by the Class Teachers, who monitor and assist if necessary. Children are taught to behave well and to develop excellent table manners.
- 2.6.3. Lunchtime in the Junior and Senior Dining Halls is supervised by Teachers, who normally eat with the students. All students are expected to behave well, use excellent table manners and be polite to all kitchen staff at all times.
- 2.6.4. Lunchtime presents an opportunity for all students to enjoy good food and civilised conversation in a calm and pleasant environment. Poor behaviour is neither expected nor tolerated.
- 2.6.5. When the weather (rain, lightning, poor air quality or extreme heat) makes it necessary for students to remain inside during breaktimes, they are supervised by members of staff inside the building. Overly energetic or otherwise dangerous play is not permitted at these times.
- 2.6.6. Staff on duty supervising break and lunchtimes are required to be active in their monitoring of the students. As far as possible, children are left to play independently and it is not the responsibility of staff to organise activities; nevertheless, staff watch for any intimidating, dangerous or destructive behaviour and intervene when necessary.

3. The end of the school day

- 3.1. Students remain in the care of the School until handed over to parents (Junior School), dismissed (Senior School), or put on the School Bus. Once they are in the care of parents, the school does not have responsibility for the supervision or safety of any children.
- 3.2. Junior School staff will only release a child into the care of a parent or other individual who has been officially registered by the parents as having permission to pick up the child. If someone who is not registered in this way attempts to pick up a child, they will be refused and the parents immediately contacted.
- 3.3. Parents should inform the school if they are not able to collect their child as planned. If a child is not collected at the end of the day, they are cared for safely by an experienced member of staff and parents notified immediately.

4. Trips, Residential Visits and out-of-hours

- 4.1. Detailed Risk Assessments are carried out prior to any trip to ensure that the staffing ratio is appropriate.
- 4.2. For reasons of safety, students may not be in school unsupervised outside school hours, at the weekends and during the school holidays.