



Newton British Academy

Student Supervision Responsibilities & Compliance Expectations

Academic Year 2021-24

Policy/ Document to be reviewed annually

To: All Class / Subject Teachers & Teaching Assistants (TAs) at all levels

- It is an explicit expectation that all students are supervised by either an NBA Teacher or a TA at all times, while they are on the school premises. The duty of care extends to all break times and at stipulated times before and after school, during ECAs & any off-site trips.
- Teaching staff and TAs should under no circumstances leave students unattended and therefore unsupervised. Any student leaving a room during lesson time must have a pass or note to explain where they are going and why. Students must then return to class in a timely manner and not wander corridors.
- In the Early Years buildings (Oryx & Pearl), students visiting the Nurse must be accompanied by a TA to and from the clinic. At the main building they must be in possession of a Nurses Pass.
- Suitable supervision arrangements must be made to safely supervise students who arrive early or late in the morning or when picked up early or late in the afternoon. Students must be supervised if using the school phone in Reception.
- **The personal and physical wellbeing of our students is always paramount in our thoughts/ actions. If a negative incident occurs i.e. a child is injured or their safety is compromised, staff are expected to complete an incident sheet on the day and submit to explain to SMT/ SLT what happened.**
- **Any incident that occurs will then be fully investigated by SMT/ SLT.**
- **Disciplinary action may be necessary if it is deemed that the member of staff in question has proved to be negligent or incompetant in their professional duties.**

Teacher / TA Name (Capitals):.....

Class / Subject / Year level:.....

Signature:.....Date:.....

For admin use only:

Coordinator / Head teacher

Name:.....Date:.....

Signed hard copy to be sent to HR for staff members file