



**British International School
of Timisoara**

We Provide the Foundation on Which Our Children Can Flourish

School Policies

Students' Supervision policy

Approved by:	Head of School	Date: May 2019
Last reviewed by:	School Leadership Team	Date: June 2023
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Students' Supervision policy

General

British International School of Timisoara is a coeducational private international school offering a British-style education and accepting children aged between 4 and 18.

British International School of Timisoara offers its students a truly international experience through a British-style curriculum and adheres to the guidelines of the Council of British International Schools, Cambridge Assessment International Education and the International Baccalaureate Organisation. Our qualified, internationally-experienced and dynamic educators teach all subjects in English, with the exception of the lessons of Romanian, which are being taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

Introduction

Student safety at BIST is a top priority. In order to provide children with a safe recreational environment, the following policy sets out a code of conduct for teachers to follow. One of our aims at BIST is to ensure students are supervised at all times during the school day.

Purpose

The purpose of this policy is to ensure the safety of all the children at BIST before morning line up, during break and lunch time, and in the time between the end of classes and the departure of all children at the end of the school day (including at the end of the afterschool programme).

Responsibilities (Breaks during the day)

Members of staff on duty are expected to comply with the following:

- To acknowledge the duty timetable and to be aware of the days and times of duties (duty timetables must be up to date and displayed near the playground and in the school corridors for staff and student information;
- To arrive to the designated duty on time;
- To be vigilant always throughout playground duty. Social conversations with colleagues or using a phone must be reserved for non-duty times;

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- To arrange, well in advance, cover with a colleague if they are unable to carry out a duty themselves, or to inform the person responsible for duty cover;
- Not to remain static but to move around the playground, thus indicating to the children that a member of staff is available if needed;
- To combat bad behaviour immediately. To implement necessary sanctions in accordance with the behaviour policy;
- To be vigilant in preventing bullying and to be aware of zones or areas where bullying is more likely to happen.
- To line up children at the end of the lunch break for the afternoon registration (PS);
- To offer children house points for good behaviour or for helping the teacher on duty;
- To report any accidents to the teacher responsible for first aid immediately **and** inform the pupil's form teacher;
- To inform the office and the Head of Primary / Secondary of any accidents when their duty ends;
- To report any warnings/sanctions to the class/form teacher after duty;

Beginning of the day / student arrival to school (no school supervision before 8.15am)

The school will ensure:

- There are members of staff on duty from 8.15 – 8.30am;
- The Primary School and Secondary School students share the playground in the morning;
- Class/Form teachers might line up all children for the morning registration at 8.30am;
- Class/Form teachers to check children's uniforms in the morning line up or at registration if no line up was possible owing to cold/wet weather.

Departure from school at the end of the day (before the start of the afterschool programme)

The school will ensure:

- Primary School students (classes) will be accompanied by the Class Teacher or the TA to the gate, at the end of the day and they will stay with the students until the last one will be picked up by the parents or designated person;
- There will be staff members in the Secondary School who will oversee the end of the day egress, for students in the Secondary School;
- If necessary, members of staff remain on duty from 4.15 – 4.30pm if there are still children on the playground waiting to be picked up;
- After 4.30, if there are still students on the playground, they will be taken to the school office where they will be supervised by a member of the admin staff until they are picked up; parents will be called to ask for details related to lateness reasons and arrival time;
- No ball games during departure times;

Lunch Time Duty (lunch will be between approximate 50 minutes long)

Teachers must:

- Encourage children to wash their hands before lunch;
- Keep noise in the canteen at an acceptable level;
- Ensure children adhere to canteen rules, (these rules will be clearly identified in the dining area and students will be briefed on expectations);
- Ensure children leave their tables and chairs tidy before they leave the canteen.

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All students will eat lunch in the school canteen. Primary School children will be accompanied by the Class Teacher and the TA to the canteen where they will be left under the supervision of the teacher on lunch duty.

There will be an appropriate number of teachers (taking turns in pairs) on duty during the Secondary School lunch break, when all students must be supervised. Member/s of staff will be in the canteen supervising the children until end of lunch in the canteen. At the same time, a member of staff will be on the corridors to make sure all children are in the lunchroom and the classrooms and corridors are clear. After lunch in the canteen, children will spend the rest of the break on the playground where they will be supervised by two members of staff. The rota for these duties will be determined by the Head of Secondary in the first instance.

If it is too wet, raining, snowing or very cold (Head of the Primary / Secondary school to decide) children will have the option of staying inside the school where break will be supervised in allocated rooms. Also, special medical related requests from parents will be taken into consideration.

Morning and afternoon breaks

Primary School and Secondary School will have different break times (morning, lunch and afternoon).

- The Reception class will have their own break time in their special designated area for outdoor education and play time;
- Key Stages 1, 2 and Secondary School will have separate break times.

Primary School children will be escorted outside on the playground by the Class Teacher or TA where they will be left under the supervision of the teachers on duty. There will be an appropriate number of members of staff on duty for morning and afternoon breaks (15 or 20 min each). At the end of the breaks, children will line up and will take turns in going into the school. No running towards the school door and on the school corridors and walking on the right side (inside the building) will be encouraged.

Secondary School break will be supervised by an appropriate number of members of staff and students will be allowed to play only in the designated areas. All students will be expected to have their break outside unless Head of Secondary has decided that it is a 'wet/bad weather break'.

Playground for Winter Weather Conditions

During inclement conditions, the school has a duty to take reasonable care to clear ice and snow from major areas of traffic before students/teachers/parents arrive. However, the need to clear a path where heavy traffic can be expected, does not imply that the whole playground has to be cleared all at once.

The school could decide to let the children play on a snowy playground, provided there is adequate supervision and the children are suitably dressed (e.g. with gloves, coats, hats, etc.) Students should not be permitted to throw snowballs at all as this can present a health hazard especially when the snow becomes icy.

Notice of Risky Conditions

Whenever the Heads of School determine the playground presents a risk due to ice, snow, wind, sleet or low temperatures (very low temperature) the students and teachers arriving on site should be notified.

Spreading of salt

It is the duty of the School to ensure that salt or sand is spread on the playground before 8.15am. If the weather is particularly cold, it is the responsibility of the Heads to assess the playground surface at around 8.30am (i.e. just before the main bulk of children begin to arrive on site) and to have more salt spread if necessary.

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Identification badges and Visitors

As a part of school policy staff must always wear their identification badge visibly. Students must also be aware that visitors always wear a visitor badge. At all times visitors on campus must be accompanied by a staff member. If a staff member on duty notices a visitor unattended, or without a visitors' badge, they must approach them immediately, find out who they are and why they are on campus, and take them to the front gate to take a visitor's badge to wear, arranging for another staff member to accompany them as needed whilst they are on campus.

Risk Assessment

The school will consider the likelihood and the severity of an accident/incident occurring and make provisions. In practice, this means clearing snow or ice from areas where relatively large numbers of people must walk in the normal course of school business. Particular attention is also needed with respect to those areas where the consequences of a slip or fall could be more serious

The following areas should be regarded as high-risk zones:

- Around entrances to buildings, particularly where there are steps;
- Other steps around the campus where lots of people will walk;
- Within the school boundary, near gateways used by pedestrians;
- Main hallways should have some type of slip resistant mats to prevent students/teachers/parents from slipping in wet/snowy weather.

Hot drinks

Staff may drink water or warm drinks from a cup or bottle with a sealed lid to avoid the possibility of spilling liquids on children.

Review

This policy will be reviewed by members of the School Leadership Team on yearly basis, or every time there is a change in the procedure.