



Leeds Language College Ltd.

BREAK TIME SUPERVISION POLICY

The 'duty of care,' is a statutory and contractual obligation for all staff to ensure that full and appropriate supervision of all learners aged under-18 occurs throughout the college day. All staff are expected to exercise a standard of care for under-age learners, as would be expected of a caring and prudent guardian. If a claim for negligence is bought against a teacher or the college, it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

If an incident occurs, it is important that, in addition to the official accident report form, when necessary, an account should be written up for any incident in the Incident Log. Parents should be informed by telephone of serious accidents and bumps to the head. Bumps to the head should also be followed up by a note home. Accidents that occur through faulty equipment should be reported to the management or a senior colleague and the equipment placed out of use until repaired or replaced. The college Accident Logs and Reports are monitored by the college welfare team.

The management, administration and academic teams must ensure the maintenance of good order and discipline at all times during the college day (including breaks) when learners are present on the college premises and whenever the learners are engaged in authorised college activities, whether on the school premises or off-site. All staff are responsible for the security and effective supervision of the college premises and their contents.

All teachers are responsible for maintaining good order and discipline among the learners and safeguarding their safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities - on trips and college outings.

The following points should be noted:

- **Learners are under the teachers' supervision in class and on college trips and outings.**
- **The teacher will not leave under-age learners without supervision or without the care of a designated colleague during trips and outings.**
- **Teachers are to be alert and aware of the topics, resources and on-line content that under-age learners access on college premises and during trips and outings.**

1. Supervision Before School

The college does not organize home-stay accommodation for learners aged under 18. Learners are only accepted for study if they are staying with parents or an authorized guardian. All parents and guardians are made aware of the starting and end time of the lessons and of the fact that arrangements cannot be made for the supervision of learners earlier than the start of the lesson at 8.45am, 12.20pm, or 3.30pm, after lesson hours or at weekends. Arrival and departure arrangements for lessons are made privately between under-age learners and their guardians and are not connected to the college. During trips and outings learners are instructed to meet at the college at a designated time and parents and guardians are informed of these arrangements in advance.

2. Registration And Absences

Parents and guardians are responsible for ensuring their children attend lessons regularly and up to date contact telephone numbers are available should a young learner be absent without notification. Staff in the college office will attempt to contact the parent or guardian of any child whose absence has not been authorised on the first day of absence. Parents are informed that they are required to personally validate their child's absence by arranging this in advance with college administration staff.

3. Learners Off-Site

Learners are not allowed off-site unaccompanied, during lesson hours, unless there is clear evidence of an authorised request from a parent or guardian. In such cases parents or guardians are required to collect their children personally, bringing their ID with them. This ID is checked on-site by administration to ensure the person collecting the child is the parent or authorized guardian who registered the child at the college. The parent or guardian is also required to put their request in writing. All such letters and notes are kept on file. No learner should be sent off site on a personal errand on behalf of any member of staff. Young learners arriving late for lessons are supervised until they can enter the classroom.

During trips and outings, learners arrive at the college in the morning, as usual. They are supervised at all times by designated staff members during the trip/outing and are accompanied by college premises by designated staff members and then make their way home from the college, as arranged with their guardians and as they usually do on a normal college day.

4. Lesson time

During lessons, learners are supervised by their class teachers. Learners who are asked to leave the class for disciplinary reasons are escorted back to reception and left in the care of the administration and welfare team. They may be allocated work to complete under the supervision of the welfare team. In serious cases, or in cases of illness their parents or authorized guardians will be contacted and asked to collect them from the college. They are not sent home unsupervised. Young learners should not use the internet unsupervised and staff have undergone training in the area of on-line safety.

5. Supervision at break times

All young learners must take their break on college premises, as breaks are only 10-20 minutes long. Learners aged under-18 are taken to a classroom, student or the computer room and supervised by a designated member of staff with an appropriate DBS check during break. The designated member of staff is nominated by the Administration and Welfare team.