



# **PUPIL SUPERVISION POLICY**

## **(Senior and Junior Schools)**

(This document is available on the school website or on request)

*Reviewed November 2018*

### **1. Pupils' Arrival and Departure**

#### **The Senior School**

The School is open from 7.30am and staff are on duty from this time. Pupils (below the Sixth Form), once they have arrived on the premises, are required to stay on the School premises. There are staff present in the Senior School at this time, but the School can take no responsibility for direct supervision of pupils until 8.35am, unless they are taking part in a school activity.

Students who wish to remain in school after 4.15pm, but are not taking part in an approved activity, must go to the dining hall, which is staffed until 5.30pm. They must sign in at 4.15pm and sign out when they leave.

All members of the teaching staff are expected to take their share of before school, break, lunchtime and after school supervisory duties, details of which can be found in the Staff Handbook and in the Lower Staff Room.

Arrangements are made to ensure pupils are supervised during, for example, practices and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE and Games staff supervise pupils on both home and away matches and on games afternoons to and from the games fields at Failand.

Sixth Form pupils may leave the premises at lunch-time as long as they sign in and out. Pupils from other year groups are expected to remain on site throughout the school day.

During the course of a lesson, pupils are directly supervised by the member of staff teaching the lesson, who should not leave the room.

#### **Accessing the school site**

Students in years 7–11 access school via the pit gate only. They can then enter the school building via the pit entrance, the main door, the marshal's entrance or the side access via the gym. All students can access the flat part of the drive from the theatre to the mini buses but no student should be on the up or down slope of the drive. Sixth formers and other adults may enter the school site via the pit gate or the main pedestrian gate. If using the main gate they must use the main stairs to access school. SMT routinely monitor this access at the end of the day to ensure students are following the rules.

## **The Junior School**

The Junior School is open from 7.45am and staff are on duty from this time. Pupils, once they have arrived on the premises, are required to stay on the School premises. In the Junior School, there is a duty member of staff present from when the doors open at 7.45 am, and the pupils are taken into 'Breakfast Club'. The boys return from breakfast at 8.30am for an 8.40 am registration.

The Junior School remains open until 6.00pm, with a duty member of staff supervising pupils who remain after 5.00pm. If a child is not collected by the end of the school day, the Duty Teacher will contact the child's parents by telephone and await their arrival at school with the pupil. If contact with parents is not possible, the Duty Teacher will contact a member of the Junior SLT by telephone.

All members of the teaching staff are expected to take their share of before school, break, lunchtime and after school supervisory duties, details of which can be found in the Staff Handbook and in the Junior School Staff Room.

Arrangements are made to ensure pupils are supervised during, for example, practices and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE and Games staff supervise pupils on both home and away matches and on games afternoons to and from the games fields at Failand.

During the course of a lesson, pupils are directly supervised by the member of staff teaching the lesson, who should not leave the room.

## **2. Registration**

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

## **3. Medical Support**

There is a qualified nurse on duty in the Health Centre (between 8.00am and 4.15pm), who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on first aid notices that are displayed around the school and on the school database. First aid boxes are in all potentially high risk areas, as well as in the School Office, (the School Nurses regularly check and replenish the first aid boxes). The School nurses are the appropriate people on the School site to send a pupil home through illness – they will make all necessary calls and communications.

## **4. Supervision Whilst Travelling to and From School**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses, but are expected to behave responsibly. We would always investigate complaints about poor behaviour. The School has a very healthy working relationship with all transport providers.

In the Junior School pupils catching public transport home at 4.00pm are escorted and supervised onto the buses.

## **5. Supervision during Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Visits Policy.

## **6. Unsupervised Access by Pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, the outdoor pursuits store and the Art department. Doors to these areas are kept locked when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

Pupils do not have access to the Grounds Department, Maintenance Department, Catering and Caretaking areas of the school. Clear signs are displayed.

## **7. Duties**

During the course of the School day, at break time, lunchtime and after School, members of staff fulfil a supervision duty in various designated areas. A list of all areas and the requirements of the duty member of staff, are documented in the Staff Handbook. For every duty area, it is important that staff involved have a uniformity of approach and apply consistent sanctions where necessary. Regular reminders are issued to staff about duties and the importance of a common approach. Where a duty also has Prefects allocated, members of staff should also liaise with them. In the Junior School, during break-times and lunchtime there is a duty rota for staff and always at least two members of staff supervising. A member of SMT is on duty every evening from 4 – 5.30pm. This duty includes periodic checks on the pit gate exit to ensure students are leaving school in a sensible and well-behaved manner.

## **8. Staff Induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision.