

Bradford Grammar School

Supervision of Pupils Policy

This policy applies to the Junior School and is published to parents, pupils and employees. Updated November 2016

This policy has regard for Department for Education Guidance: *Health and safety: advice on legal duties and powers* (February 2014)

This policy should be read in conjunction with the *Child Protection Policy, the Behaviour Policy, the Information to Parents Booklet* and the *Health & Safety Policies*.

Every employee has a part to play in the supervision of pupils when they are on the Bradford Grammar School (the "School") premises, both during the School day and out of hours: for example, it is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

During the School day, pupils will be supervised during lessons and throughout organised extra-curricular activities at lunchtime by the relevant employee. The level of supervision required will depend on the age of the pupils, the location of the lesson/activity and the sort of activities in which the pupils are engaged.

Pupils should be able to experience a wide range of activities. Supervision measures adopted by the School will help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense will be used in assessing and managing the risks of any activity. The level of supervision will be proportionate to the risks of an activity.

1. Before School

Before school, the arrangements are as follows:

- Pupils are allowed to be on the School premises from 7.45am at which time the School provides a formal supervision service. The Junior School makes it clear to parents that their children must not be on the School's premises before 7.45am. This statement is included in the School's *Information to Parents Booklet*.
- Between 7.45am and 8.30am all pupils enter the Junior School through the playground gates. They are supervised on the playground or in the vestibule and they must not enter the School building without permission.
- Between 8.00am and 8.30am pupils may attend the dining hall where breakfast is available.
- After 8.30am pupils go to their form rooms to await registration.
- At 8.45am pupils are registered by their form teacher in their form room.
- At approximately 9.30am, the Junior School secretary will contact parents if pupils are absent from School without notification.

2. Morning break and lunchtime

- During morning break (10.30 -10.45am), two teachers supervise the pupils on the playground. Should the weather conditions prevent outdoor play, pupils are supervised in their form rooms by their form teachers.
- At lunchtime, all pupils are escorted to the dining room by a teacher.
- From 12.00pm, the lunchtime supervisor is on duty in the dining room. Pupils are supervised there by the supervisor and the Junior School teachers.
- At 12.15pm, the supervisor escorts pupils who have finished their lunch, to the Junior School playground. Should the weather conditions prevent outdoor play, the supervisor will escort the pupils to designated classrooms.
- At 12.35pm the supervisor is joined by a member of the Junior School staff. Between 12.35pm and 1.15pm a teacher and a supervisor supervise the pupils on the playground. Should the weather conditions prevent outdoor play, the supervisor and teacher will supervise the pupils in designated classrooms.
- Pupils must not enter the School building without permission.

3. Extra-curricular lunchtime activities

- Pupils attending extra-curricular activities inside the Junior School building are collected from the playground by the teacher in charge of the activity and escorted into the School building.
- Pupils attending sporting clubs and music clubs make their own way to their activities in accordance with the instructions given by the teacher in charge of that activity.

4. Supervision in classrooms

- Pupils are prohibited from entering a classroom in the absence of a teacher. They should always wait outside a classroom until a teacher arrives.
- Pupils are registered in all lessons.
- Pupils are supervised in the classrooms, science labs, the art room, the Clock House hall, the computing room and the design and technology room.
- In the case of an emergency, teachers should email, telephone, or send a pupil to the reception, or an adjacent classroom, to seek help if they are alone with a class. Teachers will not leave a class of pupils unattended.

5. Supervision of physical education (PE) and games

- Pupils are registered at the beginning of PE and games' lessons.
- Pupils are supervised whilst changing for PE and games.
- Pupils are supervised during PE and games' lessons.
- Pupils with permission to be absent from PE or games' lessons report to the Junior School reception and they are supervised until their next lesson.
- On sports' fixtures pupils are supervised by members of accompanying staff.

6. Supervision of special activities

When pupils are supervised away from the School buildings then the supervising teacher is in possession of a mobile phone.

7. Supervision by students

Student teachers and Senior School pupils should not have supervisory responsibilities for Junior School pupils. A qualified member of the School's staff should always supervise the pupils.

8. Supervision on educational visits and away sporting fixtures.

Adequate supervision is a major consideration in the planning and running of all educational visits. Details of the School's requirements can be found in the *Educational Visits Policy*.

9. Protocol for leaving the School campus during the School day

Pupils are not allowed off site during School hours unless there is clear evidence of a request from the pupil's parents or guardian. This may be a written or oral request made to a teacher, the Head or the Head's Secretary. All pupils who are given permission to leave the School during School hours must be collected from reception by their parent or guardian. Pupils are not allowed off site on a personal errand on behalf of an employee. This includes pupils collecting items from cars parked in the School car park.

10. Illness

When pupils are taken ill during the School day, the School will, if required, and usually after discussions with the School Nurse, contact the parents or guardian, in order to make arrangements for the pupil to be collected. Contact details are held on SIMS (A Management Information System for Schools). (See the First Aid Medication and Chronic Illness Policy for further information regarding sick pupils and visits to the nurse.)

11. Close, one-to-one, supervision of pupils

Close, one-to-one, supervision of pupils, for example in individual music lessons, is carefully managed at the School and employees and volunteers are aware of the risks involved. The School's Code of Safe Practice states that staff will:

- avoid arranging to meet a pupil in a remote or secluded part of the School;
- ensure there is a visual access and/or an open door;
- ensure that there are other staff around or at least aware of a meeting;
- not use 'Do not Disturb' or equivalent signs;
- arrange for a colleague to be present if there is a concern about the likely nature of the meeting particularly when there is a gender difference; and
- not arrange meetings with pupils away from the School premises, except with the approval of the parent and appropriate Head or Deputy Head.

12. Registering pupils

All pupils are registered by their form teacher in their classroom three times a day (8.45am, 1.15pm and 3.20pm), as well as by their subject teachers in each lesson. Absences are logged and are accessible on SIMS, bar at 3.20pm, when a roll call is taken. Following the 8.45am registration, the School Office follows up any pupils registered as "N" (no reason given). This procedure is also followed at 1.15pm.

When SIMS is inaccessible, a roll call is taken and a list of absentees handed to the Head's Secretary.

Pupils attending music lessons or visiting the nurse are required to sign in and out at the Junior School reception.

Should a member of staff have concerns that a pupil has gone missing whilst at school, they are required to take appropriate action in line with the School's *Supervision of Pupils Procedures*.

13. Visitors to the School

All visitors to the School are required to report to the Senior School reception where they sign in and are issued with a visitor's badge which they must wear at all times whilst on the premises. All employees should remain vigilant to the presence of strangers on the premises and they should report their concerns to either the Senior or the Junior School reception. Should any assistance be required, a two-way radio is available in both reception areas which connects directly to the site employees and caretakers. If employees have any doubt about the motives of an intruder, then they should ring the police.

No visitors are allowed to enter the Junior School without the approval of the Junior School Head who will follow the correct procedures regarding the requirements of child protection (DBS and other checks). All visiting speakers must also be vetted in accordance with all other relevant School policies.

All employees, whilst on the School premises, MUST visibly wear their identity cards. Should an employee forget their card then a temporary card may be obtained from reception

14. Recruitment

See the School's *Supervision of Pupils Procedures* for further information on the safe recruitment of staff.

15. After school and After Care

The School day ends at 3.20pm. Between 3.20pm and 6pm the School provides a supervision service: After Care. At the beginning of each academic year, parents and guardians are required to complete a form to confirm what arrangements will be in place for pupils at the end of each School day (Appendix 1). The details provided are used to compile a 'destination register' a copy of which is held in reception, in each classroom and in After Care. Any changes to the arrangements recorded on the destination register must be communicated by the parents or guardian to the Head's secretary or After Care supervisor on or before the day of the change.

After Care is supervised by employees of the School: After Care supervisors. Pupils who are in After Care are supervised in the following areas: the playground, the vestibule and room 2. Pupils may not access other areas of the School, except for the toilets, which they may visit with the permission of an After Care supervisor. The After Care supervisors have access to a mobile phone, first aid kit and the emergency contact numbers for pupils' parents / guardians. They are aware of pupils with special medical conditions.

At 3.20pm pupils leave the School building in one of the following ways:

- All pupils who attend After Care go directly to the vestibule.
- Pupils in Year 2 who are being collected from school are escorted to the playground by a teacher.
- Pupils in Years 3 and 4, who are being collected from school, walk to the playground through the vestibule.

- Pupils in Years 5 and 6, who are being collected from school, leave the Junior School building through the Clock House Hall and walk to the playground.

Pupils who have not been collected from the playground by 4pm are registered as attending After Care.

Pupils are not permitted to walk to the Frizinghall Road Car Park unaccompanied and they are not permitted to leave the School playground with anyone who cannot provide the password submitted on the form included in Appendix 1.

Pupils who travel on one of the School buses are escorted to the School's turning circle and are boarded onto their buses, by an After Care supervisor.

Pupils who travel by train, walk to the Frizinghall Railway Station. Such pupils must be accompanied by a friend, sibling or adult when walking to the station. The route between the School and the station is patrolled by employees of the School between the hours of 3pm and 6pm.

Pupils who travel by public service bus are permitted to leave the School at an appropriate time and not more than ten minutes before their bus is due to arrive.

All after school activities, including clubs, sporting fixtures and School events, are supervised by teachers and the permission of parents or guardians is required for pupils' participation in such activities. The collection arrangements for pupils after fixtures and other activities are confirmed by the parent or guardian when they give their written consent to their child's participation in the fixture or activity. Should any fixture or activity be cancelled or delayed, parents or guardians are notified of the change in arrangements and if necessary, pupils are supervised in After Care.

Where the behaviour of a pupil or pupils threatens the health, safety and welfare of others, the pupil will be referred to the member of the JLT on duty who will follow the School's *Behaviour Policy*.

16. Uncollected pupils

Any pupil who has not been collected from After Care by 6.00pm will be supervised by an After Care supervisor or a member of the School's Junior Leadership Team. (See Appendix 2 for the 'Uncollected Pupil Procedures')

17. Supervision of pupils on School buses

The supervision of pupils travelling on School buses is detailed in Appendix 3.

Appendix 1

Sept 2016

Dear Parents,

In line with school policy and procedures, we keep a destination register informing us how a child travels home each day.

Therefore, please could you complete the attached form stating the usual method that your child will use to go home each day. Please could you return this form as soon as possible to form teachers and by Wednesday at the very latest.

Please could you also indicate a password so that if it is necessary for someone who is not known to the school to collect your child, we can ask that they state the password you have provided.

We are aware that due to unforeseen circumstances these arrangements may change, often at the last minute. We would ask, therefore, that you email After Care on aftercare@bradfordgrammar.com or telephone 07976 987102 to inform us of any change to the school routine.

In the unlikely event that your child remains uncollected at the end of the day and we are unable to contact parents, we also ask that you provide us with emergency contact details of a relative or friend who would be happy to collect and look after your child. These numbers would only ever be used should the normal parents or guardians be uncontactable. At this point our uncollected pupil policy would be put in place (see attached).

Kind regards,

Miss K Howes
Acting Headmistress

Encs

To: Mrs Reilly, Bradford Grammar Junior School

DESTINATION REGISTER FORM

Details of my child's normal arrangements after school: (Please tick the appropriate column)

	Monday	Tuesday	Wednesday	Thursday	Friday
Collected at 3.20 pm					
Aftercare <i>(Free before 4.10 pm)</i>					
Public Bus					
School Bus					
Train					

Name of Child: Form:

Password:

Emergency contact details (other than the child's parents or guardian):

1.
.....
.....

2.
.....
.....

Signed:..... (Parent/Guardian) Date:.....

Appendix 2

Uncollected Pupils' Procedure

In the event that a pupil is not collected by 6.00pm, agreed procedures will be put into practice. These will ensure that the pupil is cared for safely by an experienced and qualified supervisor or teacher who is known to them. The supervisor or teacher will ensure that the pupil receives a high standard of care in order to cause as little distress as possible.

The School informs parents and carers of its procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

If a parent or carer is held up by unforeseen events and they are unable to pick up the pupil by 6.00pm, they must contact the After Care supervisor and / or the Head's Secretary to explain the reason for their delay and to advise of the new collection arrangements. This might be a new time or it might be details of another person who can collect their child. Such other person will need to provide the password detailed in Appendix 1.

In the event that a pupil is not collected by 6.00pm, the supervisor will take the pupil to the Junior School reception where they will advise the duty member of the School's Junior Leadership Team (JLT). At that point, the JLT member or the supervisor will telephone the parent or guardian's contact numbers held on SIMS.

If there is no reply, the supervisor or the JLT member will telephone the emergency contacts that are detailed on the destination register form in Appendix 1. If the emergency contact is unknown to the school but is listed on the destination register form (Appendix 1), then they will be asked to bring proof of identity.

Whilst this is happening, the child will be supervised by the member of the JLT and / or the After Care supervisor.

Should contact with one or more of the above be made then, with agreement of both parties, the pupil may be:

- left in Senior School reception with a security guard;
- taken to the parent or guardian in the After Care supervisor or teacher's car;
- taken to the parent or guardian in a taxi with the After Care supervisor or teacher; or
- collected or cared for in some other way.

Should contact **not** be made with one or more of the above by 6.45 pm, then one of the following options may be considered:

- the pupil may remain with the After Care supervisor or teacher until contact can be made with the parents or carers; or
- social services may be contacted (only in extreme circumstances).

When possible, a message will be left for the parent or carer advising them of the action that has been taken.

A full written report of the incident will be recorded and filed by the member of JLT on duty.

Appendix 3:

The following instructions are sent to parents whose children go home on one of the school buses.

- Pupils in Years 2 – 7, whose parents request it, will be issued with a special pass (a different colour from the normal bus pass, with details of the system and the relevant school phone numbers printed on the back) stating that they are not to be allowed off the bus unless the driver is satisfied that there is someone there to meet them.
- The bus pass is to be handed to the driver by your child as he/she boards the bus and collected as he/she gets off.
- If no-one is there to meet your child, the bus driver will wait for 5 minutes.
- If there is still no-one there after that, the driver will keep your child on the bus and ask him/her to phone you (or the person they expected to meet them) to explain what will happen next.
- At the end of the bus route, if no one has turned up to collect your child, the driver will return the pupil to school to await collection, where they will be supervised by a member of school staff.

If you decide not to sign up for a pass, we still require a response from you to confirm that you are opting out of the system.

The pass, issued to pupils, clearly indicates the above system and pupils are also verbally told what will happen should a parent not be there to collect them. A member of the SLT and the JLT is on duty each evening until 6pm and the school mobile number, which is printed on the back of the pupil's pass, has been passed to the bus companies.

Contact will be made with the pupil's parents by the member of SLT on duty should they be returned to school.