

Bradford Grammar School

Supervision of Pupils Policy

This policy applies to the senior school and is published to parents, pupils and employees. Updated 24 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 (Safeguarding) and Health & Safety Policies.

Every employee has a part to play in the supervision of pupils when they are on 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 organised co-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

Pupils are registered for the start of the School day at 8.45am by their form tutor, in their form room, but they are allowed to be on the School campus from 7.30am. The Senior School does not provide a formal supervision service throughout this time, although there is a good employee presence in School from 8am onwards, but the following protocols are in place:

- the School makes it clear to parents that their children must not be on campus before this time;
- any pupil using the pool or gymnasium before School must not use the facilities without employee supervision (and the presence of a lifeguard, if in the swimming pool);
- any other pre-arranged meetings before the School day begins must be approved and supervised by an employee;
- pupils are required to stay in the Dining Room or, if they are members of the Sixth Form, in the Sixth Form Centre, until the 8.25am buzzer;
- pupils may visit their lockers to deposit and collect belongings on their way into School but must not stay there longer than this transaction requires;
- after 8.25am pupils may make their way to their form rooms to await registration. (Those in form groups which register in the science laboratories may not enter their form rooms until their tutor is there to supervise them); and
- from 8.20am until registration there is an employee on duty, patrolling the Dining Room and main locker room.

2. After School

The School day ends at 4pm, but pupils may stay on in School until 6pm if they need to accommodate their arrangements for the journey home. The Senior School does not provide a formal supervision service throughout this time, but there is an employee presence in School until 5pm, and after this there are security guards on site, one of whom is based in the Reception area. The following protocols are in place after hours:

- no pupil may stay on in School unsupervised at the end of the School day;
- from 4pm - 4.20pm, a teacher is on duty at the turning circle to supervise pupils as they leave School;
- all after-school activities run by employees (e.g. Art Club, Debating Society, CCF training, sports training) must be appropriately supervised;
- any pupil staying on in School after 4pm, but not involved in a supervised after-school activity, must go to the Library, which stays open until 5pm;
- if any pupil needs to stay on at School after the Library closes, they must wait in Room 17 (which will be open until 6pm and will be supervised by a member of the SLT)
- the School makes it clear to parents that they should not leave their children on School premises later than 6pm (unless they are staying on for a supervised evening activity);
- pupils in Years 7 -11 who are staying in School for an after-school event or activity, such as an evening concert or play, will be told by the teacher in charge what arrangements have been made for their supervision. On Parents Consultation Evenings, arrangements will be made for pupils staying on in School for supervised study time and then packed teas in the Dining Room;
- for pupils making their way down to Frizinghall Station at the end of the School day, a team comprising estates employees and security guards patrols the road and the station (on duty from 3pm – 6pm); and
- any pupil needing to catch a later train or bus, having stayed for an after-hours activity or event in School, should make their way to Reception so that a security guard can escort them to the station or bus stop.

3. Morning break and lunchtime

During morning break (10.35-10.50am) two teachers are on duty, stationed in or near the Dining Room.

At lunchtime, a team of teachers is on duty at any one time over the course of lunchtime (12.20 - 1.40pm). They supervise the dinner queue and the Dining Room, and patrol the Learning Link, Locker Room and playground. They are supported by a team of four prefects, who help with the dinner queue and patrol the School more widely (including the computer rooms used by pupils at lunchtimes).

3. Supervision on educational visits

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

4. Protocol for Sixth Form leaving campus during the School day

Students in the Sixth Form may leave school at lunchtime and return for afternoon registration. Students in Year 13 may also leave school to go home for all or part of an afternoon once their timetabled lessons and any library periods are over. In either case they must sign out using the register by the Head of Year 13's office or in the register at Reception. Students who leave school at lunch time but return for afternoon registration must sign back in.

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

Close, one-to-one, supervision of pupils, for example in specialist music and sports provision, 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.

6. Missing pupil procedure

All pupils are registered by their form tutor in their form groups twice in the day (at 8.45am and 1.40pm), as well as by their subject tutor at the start of each period. Absences are clearly logged and readily accessed on SIMS. The School Office will immediately follow up any pupils registered as "N" (no reason given) at morning registration, and at the afternoon registration too if the absence is flagged up by the form tutor. A report is routinely run by the Secretarial office after both morning and afternoon registrations to advise PE employees of known absences from which they can flag up further any unexplained absence. If an employee has concerns that a pupil has gone missing during the course of the day, the following actions are required:

- inform the Secretarial Office that the pupil has not turned up: they will check with the School Nurse to establish whether the pupil is with her or the School Counsellor, or has been sent home due to ill health. They will also check the Sixth Form signing out registers. (Signing out is only applicable to Sixth Form pupils); and
- check with the form tutor or Head of Year to assess whether the absence is expected, or whether the pupil may have an unscheduled music lesson or co-curricular commitment which has not been recorded on SIMS.

If the student is still missing, the School Office will immediately inform an employee of the SLT or Head of Year who will initiate and oversee a search of the site. They will speak to the pupil's friends and other employees to build a picture of the pupil's recent movements and emotional state. (See appendix for guidance on appropriate questions to ask.) All teachers

due to teach the pupil later in the day must be alerted to the need to contact the School Office if the pupil reappears in their lesson.

If the pupil cannot be found, the Head or Deputy Head will be informed, and the parents contacted. In some cases (e.g. if the pupil has been seen leaving School) a search of the local area will be made, on foot or by car, by available employees.

The Head will decide whether the police need to be informed. If they are able to contact the parents, they will inform them first.

If the pupil is found, or their whereabouts and safety satisfactorily established, the Secretarial Office will make sure that all employees and pupils involved in the search are informed, as well as the parents. The police must be informed at once if they have been involved.

If the Head judges that the incident has meant the pupil was in danger or at risk of harm while they were missing, the Head will initiate a full enquiry and provide a full report. This report and the incident log will be kept on the pupil's file.

After the incident, a member of the Senior Leadership Team will meet the pupil's parents to discuss the events surrounding the disappearance of their child.

Appendix 1:

"Leaving the School campus" entry in Sixth Form School planner

Year 13 pupils may go home at the end of morning school if they have no timetabled lesson or library period after that time, or after their last timetabled lesson or library period of the afternoon. They must sign out using the register next to the Head of Year 13's office or the register by Reception before they leave.

If they have any classes in the afternoon, they must attend registration at 1.40pm.

Appendix 2:

Questions to ask when concerns are first raised:

1. *Is he/she usually/often late into school?*
2. *When was he/she last seen and who was he/she with?*
3. *Has he/she signed out or left a message with Reception?*
4. *Might he/she be with the School Nurse, or School Counsellor? Might he/she be at an unscheduled School activity? (e.g. a music lesson, a sports fixture).*
5. *Does he/she have a mobile phone and what is the number? NB Pupil mobile numbers are stored on SIMS.*
6. *What emotional state did he/she seem to be in when last seen?*
7. *Has anything upset him/her recently?*
8. *Did he/she speak to anyone about leaving school?*
9. *Who are his/her particular friends at school?*
10. *Is there anyone he/she might have gone to find outside school (e.g. girl/boyfriend)?*
11. *Is there any reason to believe that he/she might have been abducted (e.g. family custody dispute)?*