



**Bradford Grammar School**

## **Supervision of Pupils Policy**

**This policy applies to the Senior School and is published to parents, pupils and employees.**

**Reviewed and updated 18 June 2018**

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.

The School recognises that pupils should be able to experience a wide range of activities. Supervision measures adopted by the School are intended to help them to do this safely, rather than stop them from doing so. 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 who travel to school on school transport are remotely supervised by the bus driver; high standards of behaviour are expected during this time.

- once pupils have arrived on the School campus, they are not permitted to leave the site (unless they are in the Sixth Form: *see below, paragraph 5*).
- 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 should 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 6pm, and 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 below Sixth Form may stay on in School unsupervised at the end of the school day;
- Sixth Form students staying on at the end of the school day may stay in the Sixth Form Centre until 6pm;
- once a pupil has left the School site at the end of the school day, they should not return; if they are involved in an evening activity, they should stay in the supervised areas designated and must not leave the campus;
- 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 and an attendance register kept;
- 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 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 3:00 – 6:00pm);
- 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; and
- the School officially closes at 6pm and all pupils should be off-site by then; if a pupil has not been collected by that time, the member of SLT on duty will phone to make contact with the pupil's parents and ask them to collect their child.

### **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 are 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 the playground.

### **4. 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*.

### **5. Sixth Form**

Pupils in the Sixth Form are not formally supervised for the free time they are given within the school day outside lessons and directed private study periods. There is an expectation that they make good use of this time, and will usually spend it either in the Sixth Form Centre or the Library.

Pupils in the Sixth Form may leave School at lunchtime and return for afternoon registration but must sign out, and then sign in again when they return to the site. Pupils in Year 13 may also leave School to go home for all or part of an afternoon once their timetabled lessons (and library periods) are over, but must advise their Form Tutor of their intention and must sign out before they leave.

On Wednesday afternoons after 1.05pm, pupils in the Sixth form who are not committed to School sport or an on-site volunteering activity are allowed to go home early.

### **6. 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;

- 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.

## **7. 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 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.

If a member of staff has concerns that a pupil has gone missing during the course of the day, the following actions are required:

- (i) The member of staff should inform the School Office that the pupil has not turned up: the School Office will check with the Form Tutor, Heads of Year, School Nurse and School Counsellor to establish whether the pupil is with them or has been sent home due to ill health, or may have an unscheduled music lesson or co-curricular commitment which has not been recorded on SIMS. (In the case of a Year 13 pupil going missing during the afternoon, they will also check the Sixth Form signing out book.)
- (ii) If the pupil is still missing, the School Office or Head of Year will immediately contact a member of the SLT to authorise and oversee a search of the site. The pupil's parents will be contacted. The Head of Estates will radio the grounds staff to search the grounds; CCTV will be checked if appropriate.
- (iii) Those conducting the search will speak to the pupil's friends and other employees to build a picture of the pupil's recent movements and emotional state. All teachers due to teach the pupil later in the day will be asked to contact the School Office if the pupil reappears in their lesson.
- (iv) If the pupil cannot be found, a decision will be made about whether to contact the Police.
- (v) Once the pupil is found, or their whereabouts and safety satisfactorily established, all employees and pupils involved in the search will be informed, as well as the parents. The Police will also be informed at once if they have been involved.

If the incident has meant the pupil was in danger or at risk of harm while they were missing, the Head will be informed and a report of the incident will be kept on the pupil's file.

After the incident, the Head of Year or one of the Senior Leadership Team may meet the pupil's parents to discuss the events surrounding the disappearance of their child. The Pastoral Team will also offer support for the pupil who went missing as well as for any other pupils who have been affected by the incident.