

Bradford Grammar Junior School

Supervision of Pupils Policy

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) Policy*, the *Behaviour Policy*, the *Information for Parents Booklet* and the *Health & Safety Policies*.

The School recognises that pupils should be able to experience a wide range of activities. Supervision measures adopted by the School are intended to allow pupils to participate in activities and move around the site 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.

Supervision is arranged according to the number and age of the pupils, the location of the lesson/activity and the nature of the lesson/activity and the risk attached to the activity

Every employee has a part to play in the supervision of pupils when they are on the Bradford Grammar School (the "School") premises and, in specific circumstances, when they are off-site. It is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

1. Before School

- Pupils are allowed to be on the School premises from 7.45am at which time members of staff are on duty at Clock House.
- Pupils may attend breakfast from 8.10am and a member of staff is available in the dining room.

2. Morning break and lunchtime

- During morning break, the pupils are supervised on the playground in accordance with the duty rota. Should the weather conditions prevent outdoor play, pupils are supervised in designated spaces by a member of staff.
- At lunchtime, pupils are supervised by the staff on the playground, in the dining hall and at clubs in accordance with the duty rota. In the event of inclement weather, the pupils will be supervised in designated spaces within Clock House building by the staff on duty.
- Pupils must not enter the School building without permission.

3. After school and After Care

The School day ends at 3.20pm. Between 3.20pm and 6pm the School provides After Care which is supervised by school staff.

Pupils are not permitted to leave the School playground with anyone who is not expected. A password system is in place to support with this. Pupils are not permitted to walk to the Frizinghall Road Car Park unaccompanied unless specific permission has been given.

Pupils who travel on one of the School buses are escorted to the School's turning circle and are boarded onto their buses, by a member of staff.

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);.

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 scheduled.

4. Protocol for leaving the School campus during the School day (for example in the event of illness)

Pupils are not allowed off site during the school day unless accompanied by a parent or nominated representative. All pupils who are given permission to leave the School during School hours must be collected from Junior School reception where they will be required to sign out.

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

Any person who will be in close, one-to-one, supervision of pupils, for example in individual music lessons, must follow the School's *Code of Conduct*:

- avoid arranging to meet a pupil in a remote or secluded part of the School
- ensure that there is visual access and / or an open door
- ensure that there are other employees 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 a member of the Senior Leadership Team (SLT).

6. Registering pupils

All pupils are registered by the staff at 8.45am and 1.05pm.

Absences without prior notice are followed up by the PA to the Junior School Head in accordance with established policy. Where appropriate, these may be escalated to the Deputy Head.

7. Missing pupils

When a member of staff has concerns that a pupil has gone missing during the course of the day, they should carry out initial checks with colleagues, the child's friends, the signing in book if feasible. If this is not feasible, they should inform the Junior School Head and the PA to the Junior School Head immediately who will make checks in the following areas:

- the signing in and out book in reception, which records pupils who are attending a music lesson or who are visiting the School nurse;
- the School nurse to establish whether the pupil has been sent home due to ill health;
- the music department to establish whether the pupil is in, or has been in, the music department;
- the school library to establish whether the pupil is in, or has been in, the library;

All teachers/staff due to come into contact with the pupil later in the day must be alerted to the need to contact the Junior School reception if the pupil reappears in their lesson/care. 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.

If the pupil cannot be located, the Junior School Head will contact the pupil's parents or guardian. The Junior School Head (in consultation with the parents or guardian) will decide whether the police need to be informed.

When the pupil is found outside school, or their whereabouts and safety satisfactorily established, the Junior School Head will ensure that the parents and all employees and pupils involved in the search are informed. The police must be informed at once if they have been involved.

If the child is found but is unwilling to return to the school, a member of staff will remain with the child until the parents are contacted. If the parents cannot be contacted, the School will contact the emergency number or numbers provided on the destination register form (see the *Supervision of Pupils Policy*, Appendix 1). The pupil may be handed over to the care of this guardian.

After the incident, the Junior School Head will meet the pupil's parents or guardian to discuss the events surrounding the disappearance of their child.

The Junior School Head, in consultation with the Junior Leadership Team (JLT) and the School's Health and Safety Officer, will initiate an enquiry and record the incident on CPOMs

This will include:

- The date and time of the incident.
- The name of the teacher or supervisor who discovered the absence.
- The location where the pupil was last seen.
- The time when the pupil was last seen.
- The events prior to the pupil's disappearance.

The incident will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) arrangements.

The School's insurance company will also be informed of the incident.

8. Uncollected pupils

Any pupil who has not been collected from After Care by 6pm will supervised in accordance with Appendix 2 'Uncollected Pupil Guidance'

9. Supervision of pupils on School buses

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

Policy reviewed by: Mrs Felicity Robertshaw-Hughes,

Policy review date: January 2023

Next policy review: Autumn 2023

Appendix 1

Dear Parents,

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

The attached form must be completed stating the usual method that your child will use to go home each day. **Please return this form to Mrs Reilly tomorrow, if possible or by (date) at the 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, they can be challenged using the password you have provided. Please inform your child and any nominated emergency contacts of this password.

We are aware that due to unforeseen circumstances these arrangements may change. We would ask, therefore, that you email **After Care** on aftercare@bradfordgrammar.com or telephone **After Care** on **07976 987102** to inform us of any change to the school routine. Earlier in the day, contact with Clock House reception will suffice.

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 nominated person who would be happy to collect and look after your child.

Kind regards,

Mrs Felicity Robertshaw-Hughes
Deputy Head, Bradford Grammar Junior School

Appendix 2

Uncollected Pupils' Procedure After 6pm

In the event that a pupil is not collected by 6pm, guidance below will be put into practice. These will ensure that the pupil is cared for safely and in a manner which will cause as little distress as possible.

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 Aftercare on **07976 987102** to explain the reason for their delay and to advise of the new collection arrangements.

In the event that a pupil is not collected by 6pm, the following actions will be taken:

- i. 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).
- ii. Member of staff on duty will telephone the parent or guardian.
 - a. If there is no reply, the emergency contacts that are detailed on the destination register form in Appendix 1 will be used and the password will be requested.
- iii. Should contact with one or more of the above be made then the pupil shall be:
 - left at Senior School reception with a member of staff;
 - taken to the parent or by car or taxi accompanied by a member of staff; or
 - collected or cared for in some other way.
- iv. Should contact **not** be made with a designated person and the child remain uncollected by 6.45 pm, then Bradford Safeguarding Children Partnership shall be contacted for support.
- v. When possible, a message will be left for the parent or carer advising them of the action that has been taken.
- vi. Late collection of pupils accrues an additional aftercare charge and parents will be asked to sign a late collection sheet.
- vii. Persistent or extreme late collection will be recorded on CPOMs.

Appendix 3:

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

As an additional safeguarding measure for pupils in Clock House, when they are dropped off at the end of the day, we ask that parents choose whether to opt in or out of the following bus pass system. There is a section on the Seat Reservation Form to express your preference.

- Pupils in Clock House, 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 contact the After Care number. The member of staff on duty will attempt to contact you to make additional arrangements.
- 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.
- Each pupil should be made aware of this procedure by their parent.

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.