

Supervision of Pupils Policy

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

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 Safeguarding Policy, the Behaviour Policy and the Health & Safety Policy.

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 by the relevant employee(s). 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 and 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 premises from 7.30am. Before morning registration, the following protocols are in place:

- the School makes it clear to parents or guardians that their children must not be on the premises before 7.30am
- 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 swimmingpool)
- 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 the journey to and from school
- once pupils have arrived on the School premises, they are not permitted to leave the site before the end of the school day without an exeat (unless they are in the Sixth Form: see Section 5)
- pupils in Years 7-11 arriving on the school premises before 8.25am should wait in the Dining Room, pupils in Years 12 and 13 may wait in the Sixth Form Centre
- after 8.25am pupils may visit their lockers to deposit and collect belongings on the way to their form rooms

2. After School

The school day ends at 4.00pm, but pupils may stay on in School until 6pm to accommodate their arrangements for the journey home. The Senior School does not provide a formal supervision service throughout this time, but there is a member of the Senior Leadership Team ("SLT") on duty and in School until 6.00pm. The following protocols are in place after hours:

- no pupil in Years 7-11 may stay on in School unsupervised at the end of the school day;
- Sixth Form pupils staying on at the end of the school day may stay in the Sixth Form Centre until 6.00pm;
- 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 site;
- at the end of the school day, employees, and a member of the SLT are on duty at the turning circle to supervise pupils as they leave School via the school's designated bus service;
- 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 4.00pm, but not involved in a supervised after-school activity, must stay in the Library until 5.00pm and after 5.00pm must stay in Room 17 until they are collected by their parents or guardians;
- the School makes it clear to parents or guardians that they should not leave their children on School premises any 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 employee in charge what arrangements have been made for their supervision. On Parents' Consultation Evenings and Information Evenings, arrangements will be made for pupils staying on in School for supervised study time and then packed teas or refreshments in the Dining Room;
- for pupils making their way down to Frizinghall Station at the end of the school day, a team comprising employees and security guards patrol the road and the station platform (on duty from 3.00pm – 6.00pm); any pupil needing to catch a later train or bus, having stayed for an after-hours activity or event in School is advised not to walk to the station or bus stop on their own. If there is nobody to accompany them, they should ask the employee in charge of the activity for help;
- the School officially closes at 6.00pm, unless there is an after school event, 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 the pupil's parents or guardians to make any necessary arrangements for the child to be collected.

3. Morning break and lunchtime

During morning break, and throughout lunchtime there is a staff supervision rota to ensure communal and outside areas are supervised.

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 Guidance*.

5. Sixth Form

Pupils in the Sixth Form are expected to use the InVentry system to sign in upon their arrival and sign out before leaving the premises.

Pupils in the Sixth Form are not formally supervised for the non-contact time they are given within the school day. 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 who choose to study in the Library are expected to sign in and sign out by using the register.

Pupils in Year 13 may leave School to go home for all or part of an afternoon once their timetabled lessons (and designated Library periods) are over and must sign out before they leave.

On Wednesday afternoons after 1.05pm, pupils in the Sixth Form who are not committed to an on-site co-curricular activity are allowed to leave the premises but must sign out using the InVentry system before they leave.

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 Conduct states that employees 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 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 or guardian and a member of the SLT.

7. Showers and changing

Pupils are entitled to privacy and employees should:

- announce their intention of entering changing rooms;
- avoid visibly intrusive behaviour;
- not touch a pupil in a state of undress
- not remain in the changing rooms unless there is a need to do so;
- not shower or change in the same place as the pupils; and
- be particularly careful about gender issues.

8. Missing pupil procedure

All pupils are registered by their form tutor in their form groups at 8.45am every morning, and again by their subject teacher at 1.45pm at the start of period 5. They are also registered by their subject teacher at the start of every lesson. 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.

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, the School Nurse and the Music Department by emailing the following address pupilmissing@bradfordgrammar.com stating the name of the pupil and their form: the School Office will check with the Form Tutor, Heads of Year, Music Department, School Nurse and School Counsellor to establish whether the pupil is with them or has been sent home due to ill health, or whether they 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 InVentry register.) There are a small number of vulnerable pupils who are identified on the pastoral page on SharePoint and should one of them appear to be missing during the course of the day the member of staff concerned should send an email to: urgentpupilmissing@bradfordgrammar.com stating the name of the pupil and their form. This will inform the School Office, School Nurse, Music Department, Heads of Year and SLT and the protocol above will then be followed.
- (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 or guardians will be contacted if the pupil is still missing after the initial search. The Estates Manager will also radio the estates staff to widen the search; CCTV will also 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 or guardians. 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 Headmaster will be informed, and a report of the incident will be recorded on CPOMS. The Deputy Head will be alerted to this record and review the School's practices and implement any necessary changes.

After the incident, the Head of Year or a member of the SLT may meet the pupil's parents or guardians 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. In some instances, it may be necessary to put a risk assessment in place which has to be signed by the pupil and their parent(s) before the pupil is allowed back on the premises.

Policy reviewed by:	Mr J D Boardman, Deputy Head
Last policy review date:	Autumn 2023
Next policy review date:	Autumn 2024