



LOUGHBOROUGH Grammar School

Policy Title: Supervision of pupils

Version Number:3

Approved By: DJB

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Point of Contact (Reviewer): HMF

This policy should be read in conjunction with

- Safeguarding policy
- Missing pupils procedure
- Attendance and absence policy
- Keeping Children Safe in Education policy 2019 and Annex A.
- Educational visits policy
- Control of pupils to risky areas policy

Good discipline is essential at all times for the School to run smoothly. Both staff and students are frequently reminded (in staff meetings, memos etc., and in assemblies, PSHE lessons and form and tutor periods) of the practical ways in which the whole school community can play their part in ensuring good order and keeping safe.

All members of staff have a part to play in the supervision of students: for example, every adult has a duty to step in where there appears to be a lack of supervision or good order for any reason. There is additional guidance under the Safeguarding code of conduct for staff. The School has supervision rotas for time outside lessons.

The School recognises that it has a duty of care to its students when they are on the premises even if this is outside of normal school hours. Students are registered by 8:40am and at lunchtime by 14.40. They are registered in lessons 1 and 8. The School does not provide a formal out of hours service where students are registered before 8.30am or after 5:30pm. There is always potential for difficulty in the before and after school periods, not least because (it sometimes appears) parents tend to drop their children ever earlier and collect them ever later. The School makes it clear to parents that it will not accept responsibility for students before 8:00am, by then there is a good staff presence, but there are no *formal* supervision procedures. After school, the School makes it clear that it will not take responsibility for students unless in supervised activities, after 5:30pm. However, once the Library and computer rooms are closed at 5.30 pm any pupils on premises waiting for transport report to Buckland where a senior leader looks after them until 6.30pm, in the unusual circumstance that the pupil has still not been collected then they go to joining the boarders in supper and the Housemasters there will take over the supervision. It is the parent's responsibility to notify the form tutor or Head of Year that their son(s) will be in school before or after the 8.00am – 5.30pm day.

Supervision out of school

The sheer number of trips and experiences out of school add a huge richness to our students' education. Adequate supervision is a major consideration in the planning of all trips. See the Educational visits policy for more information. Staff should read the documentation on planning and seeking approval for school trips in the staff handbook. Martyn Butcher is EVC.

Supervision in the School

The School is open from 8:00am each morning. At this stage there is no formal supervision although students are made aware of the procedures for obtaining help, if needed.

A brief summary of the main staff duties is as follows:

1. Early 0815 – 0900 **Patrol of the Car Park and Burton Walks.**
A senior member of staff patrols the car park and ensures that the boys move down the Walks as soon as they arrive. They also monitor behaviour. (e.g. with LHS girls).

2. Assembly or Tutor period 0830-0900
A member of staff will supervise the boys as they arrive for assembly in the Hodson Hall (or Burton Hall) and others will supervise the boys in the Extension.
3. Burton Hall 10:45 – 11:05
Tuck Shop A member of staff and two senior prefects support the catering staff in maintaining sensible order. It is important that staff arrive promptly to prevent problems arising.
4. Compulsory 13.15-13.45
Workroom Senior Staff (HODs and HOYs etc) supervise boys in C6 who have not completed their work to the satisfaction of teaching staff.
4. Library 1310– 1345 and 1345 – 1420
A member of staff is present to maintain a working atmosphere and preventing overcrowding. In the summer the second duty may be better spent patrolling the field.
6. Lunch 1310 -1425 Early lunch 12.40 – 13.10 supervised by member of SLT.
queue Staff lead a team of prefects to maintain order in the lunch queue and the Burton Hall. Prompt arrival is **vital**. One colleague supervises the external queuing and the other the internal behaviour.
7. Patrol 1310 - 1420 **Patrol of the School**
Staff patrol the school, both grounds and buildings to maintain order. The spinney is out of bounds to all boys but the field is a major area of focus during the summer.
8. Computing/ (a) 1320-14.00 (b) 16.10 - 1700
Red House Staff supervise the Computer Labs and the Mind Sports Club in Red House.
9. Car Park 1600 – 16:20 **Bus Queue Supervision**
Two members of SLT will supervise the boarding of buses from the car park. Their role is to ensure that pupils of both sexes wait in a safe and organised manner and board the buses in good order and safety. They also resolve late bus issues.
10. Library/RR 16:00 – 17:30
The Librarian supervises the Library after school, and a teacher supervises WR until 17:30

Staff should refer to the *published rota in the staff room and Intellinet* to see current staff and prefect supervision rotas.

Members of staff taking an activity after school will have responsibility for the students in their care e.g.in case of a fire alarm, but will not report students missing from an activity unless there is specific cause to be concerned. Reception will be able to provide parents with information regarding clubs and activities which are running and parents are expected to ensure that they have made clear after school arrangements with their children each morning.

Students remaining at school after 4pm, and who are not in a supervised activity, should ensure that they are in one of two locations:

- Library and RR – for all students who would like to read or work quietly or make use of computer facilities for school work
- Computer Labs

Classrooms are out of bounds from 4.15pm onwards, by which time boys should have collected bags, books and any other equipment.

If a boy cannot be found by the parent after 4pm, and the parent believes that they should be on the school site, then every effort will be made to contact the student either by phoning their mobile or by contacting teachers in charge of activities, as well as initiating a search of the school site if this is deemed necessary.

This policy applies to lessons and activities within the school day. The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

There is a separate Missing Pupil Policy which staff should consult.

Control of Pupils' Access to Risky Areas

Introduction

On a large and complex site such as LGS there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

Procedures

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Much of the School grounds away from the central buildings are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness.

Pupils are informed or reminded regularly by staff of the dangers of entering risky areas of the School, including labs and workshops. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

Risk assessments for all areas of the school site, including those deemed as potential risks, are regularly updated.

Unsupervised Access by pupils

- We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology room, swimming pool, Art block, and Sports Hall
- Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
- Pupils are not allowed to use gymnastic, athletic, or climbing equipment without supervision.
- Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. A different set of codes and locks are used and clear signs are displayed.
- There are areas of the school site, such as the spinney, which are out of bounds.

Security

The surrounds of the Grammar School are protected by CCTV. The duty caretaker patrols the school site in the evening and makes sure it is secure. All doors that provide access to the main school buildings and/or

classrooms areas are locked and are alarmed during periods of vacancy. Additionally, the school has staff residing on site within the boarding houses and also the Headmaster lives on site.