



## WAKEFIELD GIRLS' HIGH SCHOOL - Junior Section

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<b>Author/Lead Job Title</b>	Sam Rowley, Director of Junior Section
<b>Consultation</b>	Judith Tingle, WGHS Deputy Head
<b>Checker Person Name Quality Assurance</b>	Kathryn Morgan, Chair of GEC
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# WGHS Pupil Supervision Policy

## 1. Introduction

The School is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the School, both on and off the School site. Wakefield Girls High School aims to provide a safe and controlled environment for pupils during designated times outside of normal school hours. It is clearly not possible to have open-ended supervision without time limits at the Foundation schools and this is reflected in the individual school policies.

The schools' individual procedures identify the specific times when pupils may arrive at school and after which time they must leave school. The schools also have designated places on the premises where pupils must go if they arrive before the start of the formal school day or stay after the formal school day and are not involved in a scheduled after-school activity.

The Foundation will comply with relevant legislation in terms of providing sufficient qualified staff to supervise pupils where such legislation exists.

This policy gives details of how the School makes provision for the proper supervision of pupils, and should be read in conjunction with the following policies:

- WGSF Educational Visits Policy
- WGSF Health and Safety Policy
- WGSF Fire Safety Policy
- WGSF Attendance Policy
- WGHS First Aid Policy, Medicines and Medical Conditions Policy
- WGHS Behaviour Policy

This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 14 (Supervision) of the [Independent Schools Standards Regulations](#).

## 2. Senior Section Procedures

Pupils are allowed on site from 8.00am. They must enter the buildings via their designated door and go straight to their form room.

Pupils are allowed access to their Form Rooms and Common Rooms from 8.00am by which time members of staff are in the relevant school buildings.

After the end of school at 4.00 pm pupils must go to the Library and sign in (and sign out on departure). Pupils must sign in by 4.15pm. Pupils may stay in the Library, supervised, until 6.00pm, when their parents must collect them from school as there is no supervision after this time. Pupils are not permitted to sign out of the Library to leave the premises, for example to go to the shops, and then return.

Year 11 must not stay beyond the end of the school day in the Common Room (allowing time to collect their things). All Sixth Form pupils are encouraged to be off site after their last lesson and to not stay at the end of the day.

After 4pm, pupils may only be working in other parts of the school if they are supervised by a member of staff.

A member of the SLT will be on duty each day up to 6.00pm and will remain on site until all pupils have been collected.

SLT staff will monitor and check the building at regular intervals.

A text/phone call from the relevant member of staff to signal that all students have left school.

### **3. Junior Section Procedures**

#### **3.1 Contacting the School during the school day**

The School's Reception desk and switchboard is covered by a member of staff from 8am until 4pm. After 4pm the After School Care Manager can be contacted directly until the school closes at 6pm. The receptionists will answer phone calls, respond to emails, pass on messages to pupils and staff and deal with enquiries from visitors during this time.

At other times, messages may be left on the School answer phone or staff may be contacted by email.

#### **3.2 Pupils' arrival before school, and Registration**

The School opens at 7.45am for all pupils: pupils may not enter the School before this time unless they are participating in an activity organised and supervised by a member of staff. Pupils are allowed access to their cloakrooms from 7.45am to put their bags away and to go to the toilet, but are instructed to come straight back out onto the playground by members of staff that are on duty. If the weather is inclement, the school hall is used as a substitute for the playground. A member of duty staff at the door of St Johns and guides students there. Other duty staff will be in the hall.

Pupils may enter the school site using gates on Margaret Street. The gates will be open when pupils and staff are outside. If the weather is inclement, the gate will be shut as it will not be in view of duty staff. Pupils will gain access using the school door code.

Parents may contact the Receptionist between 8am and 8.45am in the event of an emergency.

During Registration Period and Assembly time the office greets any late students, helping them to sign in and get to their correct destination once verifying the reason for lateness.

#### **3.3 During the school day**

##### Registration

All pupils are registered at 8.45am and again at 2.15pm (the beginning of Period 5). If pupils are late arriving to School, they should sign in at the school office before attending their registration Period or Assembly or joining their classes as appropriate. If a pupil is absent without explanation, their parents or caregivers will be contacted to ascertain the reason for their absence. If the School is unable to contact the missing child's parents, we will follow the procedures set out in the WGSF Attendance Policy.

### In lessons and moving around the School

Pupils wishing to leave a lesson for any reason must ask permission from the member of staff in charge:

- Pupils are not normally permitted to leave lessons on their own, except briefly and for good reason;
- Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson;
- If pupils need to see the School Nurse or receive first aid from the school office, the teacher arranges for them to be escorted by another pupil;
- In certain medical situations pupils may be allowed to leave the classroom at will; staff are made aware of particular arrangements in relation to individual pupils;
- It is not normal practice for a pupil to be sent out of class for bad behaviour. Very rarely, it may be in a pupil's best interest or in the best interests of the rest of the class for a pupil to be sent out of a lesson because they are interrupting the learning of others or because they are upset. When this occurs, the teacher will follow the pupil to discuss the issue before either allowing the pupil to return to their lesson or requesting assistance to supervise the individual from the Director of Junior Section. If they are unavailable the pupil is escorted to the office by a teaching assistant. The Teacher will take steps to inform the Form Tutor and Director of Junior Section as soon as possible that the pupil has been sent out of class.

### Teacher absence from lessons

In the case of teacher absence, lessons are always covered by another member of staff.

All members of the teaching staff take their share of supervisory duties according to a rota (which is made available to staff via shared drive, email and on the staff notice board). At break and lunchtime members of staff are on duty in both the dining hall and the playground.

### Medical Assistance

The School Nurse is on duty throughout the school day from 8am until 4.30pm. If the Nurse cannot be found in the medical room (e.g. because they are attending to someone elsewhere in the building) they may be contacted via Reception.

A number of members of the teaching and support staff are First Aid trained and can also assist sick or injured pupils when necessary.

First Aiders may be called by going to Reception. First aid boxes are located in all potentially high-risk areas around the School, as well as in the medical room. Staff who have not been trained in First Aid or other medical procedures are still expected to behave reasonably in the event of an emergency, e.g. by calling the emergency services immediately and informing (or arranging to inform) the parent / career of the pupil concerned.

Further information is available in the WGHS First Aid, Medicine and Medical Conditions Procedure.

### **3.4. Changing Rooms and Toilets**

Staff may enter the pupils' changing rooms and toilets for the purpose of 'respectful supervision'. Before entering the changing room / toilet, staff must announce their intention to enter by knocking loudly on the door and shouting at a decent volume that they are about to enter. Where possible, a member of staff entering a changing room / toilet should be accompanied by another member of staff.

Respectful supervision is defined by warning the pupils of entry and averting eyes from any pupils in a state of undress, the intention being to monitor standards of behaviour. In so doing, staff may remain in the changing room / toilet for a maximum of five minutes.

### **3.5. Pupils' departure and the period after school**

Pupils collect their belongings and line up in the classroom where their final lesson of the day has taken place. The teacher who has taken that lesson is responsible for dismissing pupils unless arrangements have been made with another teacher. In which case the teacher of the final lesson stays with the pupils until their colleague arrives for dismissal.

The process for dismissal at the end of school day is conducted using the WGSF Pre-Prep and Junior Sections Arrivals and Departure Guidelines Policy.

Pupils are taken to the playground to meet parents/carers at 3.50. Pupils must identify the responsible adult who is picking them and inform the teacher dismissing them. The teacher then verifies who they are and dismisses the pupil.

After 4.05pm, students who have not been collected are escorted to After School Care.

If pupils are participating in a School-led activity organised and supervised by a member of staff after school, the member of staff organising the activity will be responsible for the supervision of those pupils, including ensuring that those pupils have been collected from the School at the end of the activity. Any pupils not collected will be escorted to the After School Care provision.

## **4. Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from School.

## **5. Supervision of pupils during off-site activities and Educational Visits**

When pupils are involved in authorised activities off-site, potential risks must have been identified, and control mechanisms devised, through risk assessment procedures prior to the visit. Appropriate emergency procedures must also have been identified and be known by the staff supervising the activity.

The ratio of supervising adults to participating pupils will always accord with DfE guidelines.

Details of the arrangements for the supervision of pupils on Educational Visits are set out in the WGSF Educational Visits Policy.

## **6. Areas restricted and out of bounds to Pupils**

The School tries to ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the gym, the pool, the kitchens and the roofs. Clear

signs are displayed where pupils may not enter a room and, where possible, doors to these areas are kept locked when not in use. All flammable materials and chemicals are kept securely locked in appropriate storage facilities.

Details of these and other areas which pupils must not enter unsupervised, and equipment they may not use except under adult supervision, are set out in the School Standards (Rules and Regulations).

Pupils are expected to follow instructions given to them by School staff, including instructions (written or verbal) which state that an area should not be accessed.

Pupils who access unauthorised areas may be sanctioned as outlined in the WGHS Behaviour Policy.

## **7. Security and Access Control**

All staff and pupils must sign in and out when entering or leaving the premises. Sixth Form pupils, and Fifth Form pupils where such permission has been granted, who leave the School site during the school day are also required to sign in and out at Reception.

Visitors are required to sign in and out at Reception and should be escorted at all times when in School. Contractors will be accompanied where necessary. During the school day entry to the building is via Reception only and entry beyond Reception into the main School is limited until a person's access has been approved and recorded.

## **8. Physical contact with pupils**

While it is unlawful to allow any form of restraint to be used as either a disciplinary action or punishment, it is permissible to use reasonable force in circumstances where:

- a pupil (or pupils) may injure themselves or others
- good order may break down as result of the pupil's/pupils' behaviour
- a criminal offence has been committed

As such, in the course of their supervision of pupils, staff may have cause to make physical contact with a pupil (or pupils). Any occasion where such force is used must be recorded and reported appropriately. Where an incident occurs where restraint is required, staff must remain cognisant of their duty of care to the pupils not taking part in the incident.

See the WGSF Use of Force to Restrain Pupils Policy for further information.

## **9. Staff Induction**

All new members of staff with relevant supervisory responsibilities receive induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times and whilst on Educational Visits.