



## Queen Elizabeth Grammar School

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| <b>Document Reference</b>                                      | <b>QEGS Pupil Supervision Policy</b>   |
| <b>Version Number</b>  | V1.07  |
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| <b>Name of Approver / Committee</b><br><b>Date Approved</b>    | Gov. Board<br><b>19.06.2024</b>  |
| <b>Date of Next Review (Annually)</b>                          | <b>June 2025</b>   |

**VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.**

### CHANGE RECORD (Annually)

| <b>Version</b> | <b>Date</b>    | <b>Change details</b>                            |
|----------------|----------------|--|
| V1.04          | February 2018  | Review, R Thompson, Director of Junior Section   |
| V1.05          | September 2018 | Review, R Thompson, Director of Junior Section   |
| V1.06          | August 2021    | Review, R Thompson, Director of Junior Section   |
| V1.07          | April 2024     | Reviewed and made into a 'through school policy' |

To be published on the following:

|                     |          |                       |          |
|---------------------|----------|-----------------------|----------|
| <b>Staff shared</b> | <b>X</b> | <b>School website</b> | <b>X</b> |
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# QEGS Pupil Supervision Policy

## 1. Introduction

QEGS 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. QEGS aims to provide a safe and controlled environment for pupils during designated times outside of normal school hours.

During the school day, pupils are supervised before and after school, during fixtures, trips and events, during extra-curricular activities and during lunchtimes and break times. The level of supervision required will depend on the number and age of the pupils, the location of the lesson/activity and the nature of the lesson/activity.

Every employee has a part to play in the supervision of pupils when they are on the QEGS premises throughout the extended school day. It is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

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

This policy should be read in conjunction with:

- [WGSF Safeguarding and Child Protection Policy](#)
- [WGSF Pre-Prep and JS Arrivals and Departure Policy](#)
- [WGSF Health and Safety Policy](#)
- [QEGS Behaviour Policy](#)
- [QEGS First Aid, Medicines and Medical Conditions Policy](#)
- [QEGS Before and After School Policy](#)

## 2. Pupils' arrival before school

### Junior Section

The school opens at 7.45am. Pupils are allowed access to their cloakrooms/classrooms from 7.45am to put their bags away and then make their way back to the playground for outdoor play.

The playground is supervised by two members of staff with assistance from prefects and other duty staff on call.

In bad weather the Junior Section Hall is used as a substitute for the playground. The pupils are supervised with assistance from prefects and other duty staff on call.

### Senior Section

Pupils are allowed on site from 8:00am. Pupils must then remain on the yard until registration when they should go to their form rooms. Year 11 and Sixth Form pupils are allowed into their respective common areas from 8.00am.

### **3. During the School Day**

#### Registration

All pupils are registered twice a day, once in the morning and once in the afternoon. If pupils are late arriving to school, they should sign in at the School Office before attending their registration period assembly or joining their classes as appropriate. If a pupil is absent without explanation, their parents will be contacted to ascertain the reason for their absence. If the school is unable to contact the missing pupil's parents, the procedures in the WGSF Attendance Management policy will be followed.

#### In lessons and moving around school

- Pupils from Years 3-9 should not be left unattended in classrooms.
- If a pupil needs to see the School Nurse or receive First Aid from the School Office, the pupil will make their own way to the School Medical Centre/School Office, or if deemed necessary, the supervising teacher will arrange for them to be escorted by another pupil.
- In the case of an emergency, staff should email or telephone the School Office, or send a pupil to the office or neighbouring classroom (Junior Section) to seek help if they are alone with a class.
- Pupils having to remain inside at break times (perhaps due to injury or illness) should sit outside the School Office. For specific cases, alternative arrangements may be put in place.

#### Junior Section - Break time / Lunch time

- Pupils must seek permission from the staff on duty before entering the school building at break time. If it is necessary for a pupil to enter the building, they should be accompanied by another pupil.
- During the summer term, weather permitting, lunchtime play may occur on the JS Playing Field. Pupils are not permitted beyond the line of the trees at the bottom of the field.
- Staff are positioned around the playing field and surrounding areas to supervise.
- Pupils attending extra-curricular clubs at lunchtime are collected from the playground (or form rooms/JS Hall/JS field if an alternative routine is in place) by the teacher running the club.
- No pupil may wait unsupervised inside the school building prior to the commencement of clubs.

#### Senior Section - Break time / Lunch time

- At the beginning of break and lunch, pupils should return the equipment they used in the previous lessons to their locker.
- Pupils should be either on the Yard, the field (weather permitting, duty staff will make this decision) or in the Hub.
- Duty staff should be positioned in the areas identified in the duty rota.

#### 4. Changing Rooms and Toilets

Young people are entitled to respect and privacy when changing clothes, taking a shower or going to the toilet. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and be sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:

- avoid any physical contact when pupils are in a state of undress.
- avoid any visually intrusive behaviour when pupils are changing.
- supervise changing rooms with at least two members of staff where available.
- avoid remaining in the room on their own unless pupil supervision is required. In such situations staff should position themselves with the pupils between them and the exit with the door open, so pupils can leave freely.

#### 5. End of the School Day

##### Junior Section

Staff escort pupils to the playground at the end of the day and pupils are dismissed in line with the [WGSF Pre-Prep and Junior Sections Arrivals and Departures Guidelines](#).

After 4pm, pupils who have not been collected are escorted to the Owls After School Care.

##### Senior Section

After the end of school at 4.00pm, if pupils are not being collected / making their own way home, pupils must go to the Learning Hub and sign in (and sign out on departure). Pupils may stay in the Learning Hub, supervised, until 5.30pm where they then are moved to the Junior Section until 6.00pm, when their parents must collect them as there is no supervision after this time. Pupils are not permitted to sign out of the Learning Hub to leave the premises, for example to go to the shops, and then return.

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

## **6. Collection after extra-curricular activities (after school)**

It is the responsibility of the member of staff organising the after-school activities to ensure that all the pupils are collected safely. Parents should be given notice of children who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures.

## **7. Protocol for leaving the school premises during the school day**

Pupils up to Year 10 are not allowed off site during school hours unless there is clear evidence of a request from the pupil's parents or guardian. All pupils given permission to leave the school site during school hours must sign out at the School Main Reception before going to meet their parent or guardian at a prearranged meeting point.

Arrangements for Years 11-13: In Year 11, once this has been approved by the Head of KS4 Section, pupils may leave the school premises during the lunch period, between 1pm and 2.05pm if not required for a lesson or activity, but may not do so at any other time during the school day, unless they are involved in organised school activities or teaching or rehearsals at WGHS, or have the approval of their Head of Year.

Year 12 and Year 13 may leave the site at other times, as directed by their Head of Year, if they do not have lessons and sign in and out using one of the Inventory Systems either at the School Main Reception or the Sixth Form Centre.

## **8. Supervision of pupils during off-site activities**

Please see the [WGSF Educational Visits Policy](#).

### Sports Fixtures

Before the fixture:

- Teams should be selected and team sheets published 48 hours before a fixture. There may be some variation in this if, for instance, a previously selected pupil is unable to attend.

Before setting off for an away fixture:

- A staff member is assigned to be the central point of contact for parents to tell when leaving with their son.

At the venue or during a fixture:

- Appropriate supervision of all pupils, taking into account the age and maturity of the individuals.
- If appropriate, pupils must stay in groups of a minimum of 3 where direct supervision isn't required.
- During sporting fixtures, pupils should be explicitly advised about supervision arrangements. For example, if a teacher is refereeing, instructions should be given to the remaining pupils as to what they can and cannot do (usually at the side of the pitch or court). office

When departing the venue:

- Parents must speak to the designated staff member before leaving (if they are taking their child home) and the pupil should be ticked off on the register list.
- If the school does not have prior written or verbal permission from parents, pupils cannot return home with another parent.
- A register is taken before moving from the post-match tea venue.
- A register is taken before departing on the coach.

When arriving at QEGS:

- Pupils are supervised when departing the bus.
- Junior Section pupils who are not collected from the playground are taken to after school care to be collected from there.

## **9. One-to-one supervision of pupils**

Close one-to-one supervision of pupils is carefully managed and employees and volunteers are aware of the risks involved. Below are some contexts where it is prudent to consider the associated risk of one-to-one supervision:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a pupil to an office for disciplinary or administrative reasons.
- Visiting the toilets as part of a duty responsibility.

Practically, a good degree of the risk can be reduced by staff having doors open in rooms, giving other colleagues timings and plans for any given appointment.

Any concerns should be raised with a member of the Senior Leadership Team.

## **10. Supervision whilst traveling to and from school**

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

## **11. Missing Pupils**

Should a member of staff have concerns that a pupil has gone missing whilst at school, they are required to take appropriate action in line with the QEGS Missing Child Policy.

## **12. Illness**

When pupils are taken ill during the school day the school will, often after consultation with the School Nurse, contact the parents in order to make arrangements for the pupil to be collected. Contact details are held on SIMS (School Information Management System). See the [WGSF First Aid Policy](#) and [QEGS First Aid, Medicine and Medical Conditions Procedures](#) for further information.

### **13. Staff Absences**

In the event of staff absences, cover is put in place and this is communicated to staff via noticeboard/email and SIMS.

Supply teachers are also used to cover absences and the HR Department ensures that necessary checks related to safeguarding are carried out.

Where staff absence is planned, duty staff should make appropriate arrangements to swap so there is adequate supervision in key areas.

### **14. Areas restricted and out of bounds to pupils**

The school tries to ensure that pupils do not have unsupervised access to potentially dangerous areas. 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.

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 [QEGS Behaviour Policy](#).

### **15. Security and Access Control**

All staff must sign in and out when entering or leaving the premises. Visitors are required to sign in and out at the School Main Reception and should be escorted at all times when in School if not DBS checked. Contractors will be accompanied where necessary.