



Loughborough Grammar School

Policy Title: Supervision of pupils

Version Number: 1

Approved By: DJB

Date Approved: Nov 2016

Date for Review: Nov 2017

Point of Contact (Reviewer): TGW

This policy should be read in conjunction with

- the Safeguarding policy
- missing pupils policy
- Keeping Children safe in education policy 2016

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.

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 duty rotas for free time.

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. The School does not provide a formal out of hours service where students are registered before 8.45am or after the end of School. 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.

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.

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:

- I. Early **0815 – 0900 Patrol of the Car Park and Burton Walks.**
Members of staff patrol the car park and ensure that the boys move down the Walks as soon as they arrive. They also monitor behaviour. (e.g. with LHS girls).

2. Assembly 0830-0900
One member of staff will supervise the boys as they arrive for assembly in the Hodson Hall (or Burton Hall) the other will supervise the boys in the Extension.

3. Burton Hall 10:45 – 11:05
Tuck Shop Two members 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 located in the library to maintain a working atmosphere and preventing overcrowding. In the summer the second duty may be better spent patrolling the field.

6. Lunch 12:45 -1425
queue A member of SLT supervises the queue (as Sixth Formers are allowed in from 12:45 if they have a non-contact lesson) until lessons end at 1:10, after which members of 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**
A senior middle manger and a member 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.

Staff should refer to the *staff handbook* 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 son/daughter 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 LI – 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.

Questions to ask when first concerned – some guidance

1. Is he habitually late?
2. When was he last seen?
3. Who was he with?
4. Where might he have gone?
5. Has he signed out?
6. Is there a school activity that he might be on? E.g. unscheduled music lesson, called up for a fixture.
7. Has he been ill or injured and gone to see the School Nurse?
8. What emotional state did he appear to be in?
9. Has anything upset him recently?
10. Did he speak to anyone about leaving?
11. Who are his main friends at School?
12. Does he have a mobile phone and what is the number?
13. Does he have a boyfriend/girlfriend outside of school?
14. Is there any reason to believe he might have been abducted? (e.g. family custody dispute, very wealthy/prominent parents.)
15. Other action to consider taking: • Check that he is not with the School Nurse • Ring his mobile