

King Edward VI High School for Girls Pupil Supervision Policy

PUPIL SUPERVISION POLICY

PUPILS' ARRIVAL AND DEPARTURE

There is no formal supervision in school between 07.30 (when the buildings are unlocked) and 08.45 but at least one member of staff is always present between these times. Pupils may arrive at school from 08.00 (a few have permission to arrive earlier), and are expected to go home by 16.15 unless they are staying late to do homework or attend a supervised activity. From Monday to Thursday, there is always a senior member of staff available from 16.00 to 17.45 and on Fridays from 15.20 to 17.00 - after these times there is a porter on site who will stay until the last girl has been collected and who will contact a senior member of staff if assistance is required.

All members of the teaching staff are expected to take their share of assembly, break and lunchtime supervisory duties.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

Years 12 and 13

Pupils from Years 12 and 13 may leave the premises at lunch-time. They can also leave school at the end of the school morning (12.50), or at any time during the afternoon, if they have no other commitments that day and if we have received written consent from parents. Pupils from other year groups are expected to remain on site throughout the school day.

REGISTRATION

We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school in the morning without an explanation.

MEDICAL SUPPORT

There is a school matron on duty from 08.15 to 16.15 every day. Matron is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and

qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published on the first aid notices that are displayed around the school (see First Aid Policy). First aid boxes are in all potentially high risk areas, as well as in Matron's Room. Matron regularly checks and replenishes the first aid boxes (see First Aid Policy).

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff whilst travelling on the public buses on designated school routes. All pupils are expected to behave responsibly whilst travelling. We always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses depart in the afternoon.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools will vary according to the nature of the trip. Full details will be communicated to parents.

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

HEALTH AND SAFETY

The Health and Safety policy describes the arrangements for the safety of all members of the school community.

STAFF INDUCTION

As part of their induction, all new members of the teaching staff are advised of the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within

the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Reviewed September 2017 (to be reviewed September 2018)

The Vice Principal (Pastoral) is responsible for the monitoring and review of the Pupil Supervision Policy and reports to the Principal. The schools' Pupil Supervision Policy is presented to and reviewed by the Risk & Compliance Committee each year who then reports findings to the Independent Schools' Governing Body.