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## SUPERVISION OF PUPILS

The Royal Grammar School  
September 2024

## **SUPERVISION OF PUPILS**

DfE guidance states during the time pupils are in school, staff are under a legal duty to exercise “reasonable” care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents and injuries may occur and pupils will occasionally abscond, even in the best-regulated schools.

However, RGS Worcester demonstrates:

- Regard for the ages and capabilities of their pupils.
- A systematic approach to safety and risk assessment taking into account reasonably foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and these rules are known to all pupils. Pupils are made aware of these rules during tutor meetings and are regularly cross referenced in assemblies and classroom discussions.
- Staff are aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and that staff are appropriately trained.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in specific circumstances.
- Where there has been an accident or incident the circumstances will be fully investigated and current procedures reviewed. Where appropriate measures will be put in place to reduce the possibility of a re-occurrence.

It is important that appropriate standards of supervision are maintained wherever possible.

### **Early Morning Arrivals**

A small number of staff are on duty before registration, on-site from 7.45am, and they can be contacted via Whiteladies office and from 8.00am via School reception. In addition, Heads of Section, Heads of Year or Assistant Heads of Year are in charge of their areas from 8.10am. A senior member of staff is on site by 7.45am. No pupil is allowed on site before 7.45am, unless a special arrangement has been made under direct staff supervision, such as using the Fitness Suite supervised by a member of the Sports Department.

A senior member of staff is present on the front and back entrances of the school (Main Reception and Clock Block) from 8.30am to 9.00am to supervise late arrivals of pupils. Pupils are able to sign-in electronically (and manually if necessary) to log their arrival in school. Any pupil arriving later than 9.00am should report and sign-in at Whiteladies Reception.

### **Registration**

Pupils are required to register between 8.30 am and 8.35 am, and thereafter to follow the set routines of the school day according to their individual timetables and co-curricular commitments.

## **Assemblies**

Tutors, Assistant Heads of Year, Heads of Year and House Leaders are responsible for the supervision of pupils in assemblies.

## **Lessons**

Teachers are responsible for the supervision of pupils during the lessons they are teaching. If a member of staff is aware that he or she will not be present it is his or her responsibility to inform their Head of Department and Carole Matthews (Cover Administrator) who will inform the Academic Deputy Head, who will update the Senior Deputy Head, as required. In Years Seven to Eleven cover will be organised for classes and supervision maintained. In the unlikely event of a teacher not arriving for a lesson, a pupil from the class should report the absence to Whiteladies Reception. In the Sixth Form, classes are set work, which they should then take to private study, where they will be supervised by the members of staff on duty.

## **Breaks**

As part of their duties, teachers are responsible for supervising pupil behaviour during morning and lunchtime breaks. Duty Teachers should be aware of the School Rules, and should actively patrol the school site with these in mind.

A rota schedule for each duty area for each day of the week is produced termly and circulated by the Deputy Head (Pastoral). Duty staff are supported by a senior member of staff on duty each day, and can be contacted by using radios (walkie-talkies) supplied to all staff supervising duty areas. If a member of staff is due to miss a duty it is his or her responsibility to organise a swap with a colleague and inform the Deputy Head (Pastoral).

Pupils in the Sixth Form are permitted to leave the school site for lunch, but must not leave before 1.00pm. All pupils who opt to leave site to purchase lunch outside of school must be back in plenty of time for afternoon registration at 2.15pm.

## **After 3.45 pm**

Lessons end at 3.45 pm. Between 3.45 pm and 4.15 pm pupils can be in Form Rooms if they are being supervised by their Form Tutor. If a pupil is on site after 4.15 pm s/he is expected to be in an organised school activity, which will be supervised by a member of staff, or in a Homework Club or the Library, which are also supervised. The Sixth Form are allowed to be in Gordon House until 5.00pm. A duty officer in Whiteladies is on duty until 6.00 pm each evening. Between 5.00pm and 6.00pm pupils who are not involved in an organised activity must wait outside the Deputy Head (Pastoral) office in Whiteladies or in Main Reception.

Pupils in Years Seven to Eleven using School transport after 4.15pm must be in a School activity or Homework Club until the departure time. Pupils are not permitted to leave the site and return to school to utilise arranged transport, and any pupil found to be doing so can expect a significant sanction.

There is no general supervision of the site for pupils after 6.00 pm. Pupils still engaged in activities from this time will do so under the supervision of staff leading those particular activities under the aegis of the duty officer who is to ensure adequate supervision is in place for any school event (e.g. play or concert).

## **Clubs and Activities.**

It is the responsibility of teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled pupils must be informed as early as possible so that they can make alternative arrangements.

### **Supervision of Pupils on Trips**

For detailed guidance on the appropriate supervision of pupils on trips and off-site activities, please read the Educational Visits Policy.

### **Pupil supervision of other pupils**

Where senior pupils (usually School Prefects) have supervisory responsibility for younger pupils, there must always be a member of staff readily available and in overall charge.

### **Remote supervision**

Members of staff supervising pupils from a remote situation are advised to use a school mobile and exchange mobile numbers with the pupils. Safeguarding good practice dictates that such pupil numbers are to be deleted from the mobile after the event.

### **Visitors**

As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at the Main Reception, where they receive a badge, which they wear for the duration of their visit. A leaflet providing Safeguarding advice for volunteers and regular visitors is available at Main Reception. All staff should be prepared to challenge strangers on the premises, and to report concerns to the Maintenance Team.

### **Review**

This policy will be reviewed annually by the Deputy Head (Pastoral).

Sponsor: Assistant Head (Pastoral)

1 September 2013

Reviewed and Endorsed: May 2014, August 2015, August 2016, July 2017, August 2018, August 2019 and November 2019 to update 'Early Morning Arrivals' and 'Breaks'

Reviewed Updated (to include 'Assistant Heads of Year' added as appropriate) and Endorsed, August 2020.

Reviewed September 2021 (Senior Deputy Head)

Reviewed and updated July 2022 (Senior Deputy Head)

Reviewed and updated June 2023 (Deputy Head Pastoral)

Reviewed June 2024 (Deputy Head Pastoral)