



# MALVERN ST JAMES GIRLS' SCHOOL

## **Pupil Supervision Policy & Procedures**

This policy is the responsibility of the Director of Pastoral Care to review and update biennially. This is a whole School Policy and as such applies from EYFS to Year 13 inclusive.

### **Scope**

This policy provides guidance and procedures for the proper supervision of pupils by staff at Malvern St James. Department of Education guidance states during the time pupils are in school, staff are under a legal duty to exercise reasonable care to ensure that all pupils are kept safe. Teaching and Boarding staff are required to maintain good discipline among pupils and to safeguard their health and safety, whenever they are authorised to be on the school premises or engaged in authorised activities elsewhere.

### **Introduction**

The extent of the supervision is affected by:

- The ages and numbers of pupils supervised
- Whether they have any physical or mental disability
- The environment of the school, i.e. particular risks assessed at that location. A systematic approach to safety and risk assessment taking into account reasonable foreseeable risks is actively endorsed.

### **The School demonstrates**

- A systematic approach to safety and risk assessment taking into account reasonably foreseeable risks.
- The School Code of Conduct is discussed with pupils at the start of every year and also in Tutor sessions where they are regularly cross-referenced.
- 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.

Boarders require additional arrangements for their supervision outside the normal school day. EYFS pupils require additional supervision and protection, both on site and during visits.

**The Normal School Day is as follows:**

- Reception – Year 2            08.20 – 15.10
- Years 3 – 4                    08.20 – 15.45
- Years 5 – 6                    08.20 – 16.15
- Years 7 - 13                    08.20 – 18.10

*(Girls are encouraged to participate in extra-curricular activities and After-School care is provided until 18.10)*

The Structure of the School Day can be viewed on Firefly.

**Senior Staff Supervision Times are:**

- Break:                            10.00-10.20
- Lunch-time:                    Lunch 1 12.35-13.00  
    Lunch 2 13.00-13.35
- After-school:                    16.00-18.30

**Prep/Pre-Prep Staff Supervision Times are:**

- Before-school                    07.45-8.20
- Break:                            09.50-10.20
- Lunch-time                      Lunch 1 12.00-12.35
- After-school:                    15.10-18.30

**Supervision whilst travelling to and from School**

Parents are responsible for ensuring that their daughters travel safely to and from school. Pupils are not supervised by a member of staff when travelling on school minibuses or public transport, but are expected to behave responsibly. We always investigate complaints about poor behaviour. In the event of an emergency day boarders are sent home early, only upon receiving permission from parents.

Staff supervising pupils during out of school hours will make arrangements for meals as relevant, for which a small charge will be incurred and parents will be informed.

**Preparatory Department - Pupils' Arrival and Departure**

Pupils are not allowed on site without supervision and therefore must not arrive at school before this is in place. Day Boarders may arrive at school from 7.45am when Reception opens and they are then expected to go straight to their form room. Parents of girls in the Prep department are responsible for supervising their daughter's arrival at School Reception. There are always members of the Prep and Pre-Prep staff, including Form Tutors, in their key stage areas.

Pupils may be collected by their parents from the class teacher at the end of the school teaching day; any pupil who is not collected will automatically be registered into after-school club until the parent collects their daughter. Boarders are handed over to a member of the Junior Boarding House Staff at 18.00. Every pupil must sign out of school on the Prep sign out sheets located under the

notice board by the entrance to the ground floor Prep area Years R-3 and 6 and on the first floor Years 4 and 5, before they go home.

### **Senior School - Pupils' Arrival and Departure**

#### **Pupils must sign in and out of the main building at all times during the day.**

Pupils are not allowed on site without supervision and therefore must not arrive at school before this is in place. Day Boarders may arrive at school from 7.45am when Reception opens and they are then expected to go straight to their form room.

Day Boarders are expected to leave school by 18.30. If pupils are staying late for a function or activity this must be arranged with the member of staff responsible. It is the responsibility of the parents to arrange transport for their daughter after the activity, which must include any advanced booking of accommodation with the Boarding Houses. 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.

At least one member of the teaching staff is always present on duty during the school day. All members of the teaching staff are rostered to take their share of morning, break, lunchtime and after-school supervisory duties.

### **Sixth Form - Pupils' Arrival and Departure**

#### **Sixth Form pupils must sign in and out of the main building at all times during the day.**

Sixth Form day boarders are not allowed on site without supervision and therefore must not arrive at school before this is in place. They may go to the Sixth Form Centre or their form room from 07.45 and are expected to leave the building at 18.30.

If pupils are staying late for a function or activity this must be arranged with the member of staff responsible. It is the responsibility of the parents to arrange transport for their daughter after the activity, which must include any advanced booking of accommodation with the Boarding Houses. 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. If girls not involved in the above activities wish to remain late in school, they must inform Poulton/Greenslade House Staff and their parents.

Sixth Form pupils may leave the premises if they do not have lessons, after having signed out. They must be on site for morning and afternoon registration, all lessons and school commitments. Sixth Form pupils will not be directly supervised during their free time at school. They are able to leave school after afternoon registration, if they have no further school commitments.

### **Registration**

Compulsory formal registration of pupils takes place in the morning 08.20 - 08.25 for all Years.

Compulsory afternoon registration takes place at 13.10-13.15 in the Preparatory Department and 13.35-13.40 in the Senior school and Sixth Form.

On a Friday Exeat afternoon registration takes place at 13.05 – 13.15 for all Year groups.

Additionally, pupils are registered at the beginning of every lesson. Parents are responsible for notifying the school if their child is absent for any reason. The school will always try to contact the parent if a pupil is missing from school without an explanation having been formally received. For further procedures, see the Attendance Policy and Missing Child Policy which are saved on Firefly.

### **Assemblies**

Form Tutors and Heads of Year are responsible for the supervision of pupils in Assemblies.

### **Preparatory Department - Break and Lunchtime**

Morning break takes place at 09.50 – 10. 20 in the Pre-Prep classrooms, dining room and then in the school playground, weather permitting. On Exeat Fridays Break is from 09.30 - 09.50.

There are at least two staff members on Break duty at any one time. One staff member must have a Level 3 Relevant Qualification and the other staff member must have a Level 3 equivalent qualification. One staff member must have a Prep telephone available at all times and one staff member must be a qualified First Aider and have a suitably stocked First Aid Bag. There is a Risk Assessment in Place for general playground use.

#### **Procedure for break:**

- Staff on Duty will accompany pupils downstairs to the dining room.
- Late pupils from Years 4-6 may be sent down separately.
- No pupil from Year R-3 will be allowed to walk to the dining room or playground unaccompanied.
- Pupils are not allowed on the playground until the duty staff are in place.
- No pupil from Pre-Prep will be sent inside unaccompanied. These pupils may be accompanied by a Skipper, a Buddy or a Captain.
- At least one staff member should position themselves to monitor access to and from the playground at all times.
- The other staff member will actively monitor the playground, walking around and remaining aware at all times.
- At end of break, all pupils will be lined up in Ships, having tidied away toys, and are accompanied indoors.
- In the event of an emergency, additional staff members inside should be called immediately.
- One staff member will then supervise the removal of all uninvolved pupils from the playground, whilst the two staff members will deal with the emergency, calling on other staff and following incident procedure as appropriate.

#### **Lunchtimes:**

Lunch time is from 12.00 – 13.10. Prep Staff will sit with their pupils during lunchtime from 12.00-12.35. From 12.35-13.10 there are three staff members on Break duty. Two staff members must have a Level 3 equivalent, relevant qualification and one staff member must have a Prep telephone on at all times. One staff member must be a qualified First Aider and have a suitably stocked First Aid Bag. There is a Risk Assessment in place for general playground use.

### **Procedure for lunch:**

- Pupils will not be allowed on the playground until at least two staff members on duty are ready to accompany them.
- No pupil from Pre-Prep should be sent inside unaccompanied. These pupils may be accompanied by a Skipper, a Buddy or a Captain.
- At least one staff member should position to monitor access to and from the playground at all times.
- The other two staff members will actively monitor the playground, remaining aware at all times.
- At end of break, all pupils should be lined up in Ships, having tidied away toys, and are accompanied indoors.
- In the event of an emergency, additional staff members inside should be called immediately.
- Two staff members will then supervise the removal of all uninvolved pupils from the playground, whilst the other two staff members will deal with the emergency, calling on other staff and following incident procedure as appropriate.

### **Senior School including Sixth Form - Breaks and lunchtime**

Break times are from 10.00-10.20, with the exception of Exeat Fridays when they are from 09.30 - 09.50.

Lunchtimes are divided into two sittings- Lunch 1 12.35 – 13.00 and Lunch 2 13.00 – 13.30, with the exception of Exeat Fridays where Lunch 1 is 12.05 – 12.35 and Lunch 2 is 12.35 – 13.05.

All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. At break time there are at least two members of staff on duty and at lunch time there are at least three members of staff on duty in the dining room and other areas. At lunch there is staff supervision in the quad when the weather permits. Staff are expected to be proactive in their duties.

### **Preparatory Department - Supervision during Curriculum Time**

For all Curriculum lessons from EYFS to Year 6, a teacher or a Higher Level Teaching Assistant (HLTA) is always present. For Years 5 and 6 in core subject lessons, there is also a HLTA with the largest set. Staffing ratios for EYFS are always met with appropriately qualified Early Years staff.

### **Procedure for Preparatory Curriculum lessons:**

- Form Tutors/Assistant Form Tutors register the pupils in the morning and after lunch.
- Teachers register pupils when they first take over responsibility of the class.
- Teachers are responsible for the safety of the pupils within their lessons at all times.
- There is a Risk Assessment in place for general classroom use.
- Risk Assessments for different activities will be completed by the teacher where necessary.
- Pupils in Years R-3 must never be left in a classroom unsupervised, unless there is an existing risk assessment in place to accommodate the need (i.e. use of Prep ICT Suite by individual pupils.)

- Pupils in Years 4-6 may be left unsupervised in an adjoining room to a qualified teacher as long as the teacher has assessed the risk.
- Teachers must be aware that they will be called to account if a pupil is injured whilst unsupervised.

Pupils are able to learn an instrument with a peripatetic music teacher. Their lessons take place either in the Prep Department or the main school building. Pupils from Reception to Year 3 are collected by their music teacher. Pupils in Years 4 – 6 are allowed to make their own way to their music lesson as long as it takes place in the main school building. If a pupil does not arrive, the peripatetic teacher is responsible for contacting the Data Administrator who will follow up the missing pupil. If a music lesson finishes after the end of the school day, the peripatetic teacher is responsible for delivering the girl directly to the after school staff.

In PE, Pre-Prep pupils are supervised by the class teacher when getting changed and then handed to the PE teacher. Pupils in Years 3 – 6 are collected by the PE teacher, who is responsible for escorting the pupils to the sports centre where they change. All PE staff are responsible for escorting pupils back to the class teacher at the end of the lesson.

In the event that a teacher is ill or unavailable to teach their class, another teacher from the Prep Department or a HLTA<sup>1</sup> will cover. If neither is available, cover will next be sought from the Cover rota of Senior School staff. In instances where cover is planned in advance, a supply teacher will be brought in to cover that class where deemed necessary.

### **Senior School - Supervision during Curriculum Time**

A teacher must always be present in lessons. If pupils arrive at a lesson and the teacher fails to arrive after 5 minutes, it is essential that the pupil notifies a member of staff either in the Attendance office or on Reception. In the event that a teacher is unavailable to teach their class, another teacher from the Senior School will cover classes in Years 7 - 11. Sixth Form classes will be set work and are expected to complete it independently and without specific cover supervision.

If a pupil is ill and cannot participate in the lesson, she must notify the class teacher before going to the Health and Wellbeing Centre. The Health and Wellbeing Centre will contact the Attendance Officer to inform the relevant staff.

### **Lessons off the Main School site**

Year 7 must have completed their Road Safety training before they are allowed to cross the road to Music Department (Avenue) and the Sports Centre. Pupils in Years 7 and 8 must always go along the prescribed route. All pupils are made aware of personal safety and how they must behave, via year group assemblies, tutor briefings and PSHEEC lessons.

### **Extra-curricular Activities post 16:00**

#### **Prep Department**

Pupils attending After School Club are registered by the relevant After School Club Leader. After School Club Leaders are responsible for ensuring pupils are collected by or escorted to the staff member of any extra-curricular activity a pupil is involved in. All staff running extra-curricular clubs

must register pupils.

After School Club staff responsible for EYFS pupils must hold a relevant Level 3 qualification. All ratios for EYFS pupils are met as defined in section 3.35 of the Statutory Framework for the Early Years Foundation Stage (2017). At least half of all After School Club staff will hold a relevant, equivalent Level 3 qualification. All After School Club staff will carry a working Prep telephone at all times, whether inside or out. After School Club staff will be aware of the location of pupils in After School Club at all times. Pupils in Years R-3 will never be left in a classroom unsupervised. Pupils in Years 4-6 may be left unsupervised in an adjoining room to an After School Club Leader as long as the Leader has assessed the risk. After School Club staff are responsible for the safety of the pupils in their care and will be called to account if a pupil is injured whilst unsupervised. There are risk assessments in place for general classroom, ICT Suite and playground use.

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<sup>1</sup> The agreed definition of an HLTA is: “To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes ...” (Level 4 Supporting and Delivering Learning Model Job Profile (Preamble) - [www.lge.gov.uk/lge/aio/778006](http://www.lge.gov.uk/lge/aio/778006)).

## **Procedure for Preparatory Department After School Club Supervision: Inside:**

- Every pupil must be signed into the relevant after school club register if they have not been collected by a parent from their teacher.
- After school club staff will be given responsibility for different year groups.
- Every pupil must be signed out of after school club when they leave to attend an extra-curricular activity or to go home. In addition, after school club staff should remind pupils to sign out of school.
- If a pupil returns to after school club after an extra-curricular activity, they must be signed back in to after school club.

## **Outside:**

- No pupil is to be on the playground unsupervised
- After school club staff wishing to take their pupils on the playground must first inform other after school club staff that they will be going outside.
- After school club staff outside should actively monitor all pupils at all times. Before returning inside after school club staff must line all pupils up and register them to ensure all pupils are there.
- No pupil from Pre-Prep should be sent inside unaccompanied. These pupils may be accompanied by a skipper, a buddy or a captain.

## **Senior School**

Pupils in Years 7-11 complete their post 4pm activities sheet each morning during registration and these are then given to the Attendance Officer. The Attendance Officer updates them during the day and gives them to the duty team at 16.00. Copies also available in the Library. These are used by the duty team staff to check the whereabouts of the pupils. Those pupils who are not attending a club must register in their allocated supervised prep rooms.

All staff running extra-curricular clubs will register pupils. This enables the team leader for prep duty each evening to check the whereabouts of each pupil. House staff must email the duty team leader with a list of girls who have returned to the House.

## **Privileges**

Pupils in Years 10 and 11 may go “up town” after 4pm in accordance with the privileges link below, but must be in groups of a minimum of three and only with parent and staff permission

See Appendix 1 for details of the privileges for each of the Year groups.

## **Bus Duty**

After School Club staff escort Prep Department pupils to their buses at 18.00 and ensure they are safely seated on the correct bus.

A member of the Senior School evening duty team is responsible for supervising the pupils' departure on the school minibuses. Pupils are allowed to leave their Activity or Prep at 18.10. Minibuses will **not**

leave before 18.15.

The pedestrian crossing on Barnard's Green Road is supervised by the member of Staff on minibus duty from approximately 18.00 to 18.20.

The minibus driver is responsible for ensuring that all expected pupils have arrived and that all pupils have their seat belts fastened before the vehicle starts moving.

### **Medical Support**

When a pupil is unwell they must notify a member of staff before going to the Health and Wellbeing Centre. Prep pupils are always accompanied by a member of staff to The Health and Wellbeing Centre.

There is a qualified nurse on duty at all times in the Health and Wellbeing Centre who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of teaching and support staff are trained and qualified as First Aiders able to give emergency first aid.

The names of First Aiders are saved on Firefly and displayed in departments around the School. The Health and Wellbeing Centre must be notified of any change to the list. In addition, in the Preparatory Department there is always a qualified paediatric First Aider on duty whilst Reception children are in school and on school trips. First aid boxes are in all potentially high-risk areas and Boarding Houses. The School Nurses regularly check and replenish the first aid boxes.

The School Nurses also run wellbeing drop-in sessions for pupils in the Health and Wellbeing Centre. These are publicised to the students via the noticeboards in the boarding houses and Health & Wellbeing Centre.

### **Unsupervised access by pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, the Science Laboratories, the Design Technology and Food Science rooms 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. Pupils do not have access to the Kitchens and Workshop areas of the school. Pupils are expected to follow all reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

### **Weekends**

Pupils may be required to come into school at the weekends to take part in various activities. The member of staff responsible for the activity must be responsible for the pupils in their care.

A member of the Senior Leadership Team is always on call for emergencies during term time; contact details are posted in the Staff Room.

### **Security, access control and workplace safety**

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to all other school buildings. We do not have CCTV cameras covering any

internal corridors not directly leading to an external access.

We have notified the Information Commissioner that Malvern St James School operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. We do not have main monitors but a web based system that can be accessed only by the Director of Operations and Compliance, the Head of Estates and the IT systems Manager. Satellite monitors covering the front door and the pedestrian and vehicle gates only are in Reception, facing the Receptionist.

### **Supervision during Educational Visits**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Educational Visits Policy which is accessed via Firefly. Arrangements for the supervision of EYFS children on visits are also described in our Policy for Educational Visits.

### **School Holidays**

There may be occasional circumstances when pupils come into school to undertake some activity under the close supervision of a member of staff during the school holidays. Pupils must sign in and out at Reception and report to the staff member.

During the holidays there is always a member of Senior Leadership 'on call'. For trips that take place in the holidays, one member of SLT is 'on call' for the duration of the trip. In addition, the DSL or a Deputy DSL is 'on call' for safeguarding issues that may occur.

### **Supervision of Boarders**

#### **Boarding pupils must sign in and out of their Boarding Houses at all times.**

Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. Staff are on duty in boarding houses at all times when boarders are in the House. Boarders are able to call on a member of staff at any time if necessary.

House Staff must know the whereabouts of boarders (or how to find their whereabouts) in their care at all times. Boarders' mobile numbers are recorded by House Staff. The signing in and out registers are monitored regularly by House Staff. There is a procedure that must be implemented if a boarder is missing which is on display in all of the Boarding House offices.

Boarders in Years 3-11 are registered in House before leaving for breakfast.

Boarders in Years 3-11 are registered by Boarding Staff in the dining room during supper and then Years 3-10 are escorted to their Boarding Houses. Year 11 may return to the boarding House in groups unescorted. In all Houses a night check occurs in every house each evening at bedtime.

Sixth Form boarders must be registered during supper and must return to their Boarding Houses by 21:45 on week nights and 22:30 (Prefects 22:45) on the weekend. If they intend to miss the supper registration they must inform House Staff of their plans.

During the weekend boarders in Year 9-11 may go "up town", but must be in groups of a minimum of three and only with House Staff permission. Additionally, boarders in Years 10-11 may take the

train to Worcester in groups of a minimum of three, but must have parental and House Staff permission.

Sixth Form boarders may go out in Malvern during their free time. In the evenings they must go with at least one other person. Additionally, they may go to Worcester or Birmingham during the weekend with parental and House Staff permission.

During the weekend all Houses check on all boarders' whereabouts during the day.

Boarders who are unwell are taken to the Health and Wellbeing Centre and are then under the supervision of the Duty Nurse.

### **Staff Induction**

- All new members of the teaching and support staff with relevant responsibilities receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision (see Induction of New Staff, Governors and Volunteers in Child Protection Policy)

Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the Staff Handbook.

- Educational Visits Policy
- Health and Safety Policy
- Attendance Policy
- Missing Child Policy
- Physical Contact and Restraint Policy
- Staff Behaviour and Code of Conduct
- Safeguarding Policy
- Preventing Extremism and Radicalisation Policy
- EYFS Policy



Privileges for Year 7 - 13 during the S

School Day

**Year 7**

Can go to the Health & Well Being Centre unaccompanied unless help is needed

**Year 8**

Can go to the Health & Well Being Centre unaccompanied unless help is needed

Cross the road to the Sports Centre unaccompanied

**Year 9**

Can go to Willows (Lunchtime Only)

**Year 10**

Can go to Willows

Can go back to the Boarding House twice a week at 16:00

Can go up town twice a week with permission from the Head of Year; 16:00 to 17:30, then must return to School or Boarding House

Gym access; for girls who do GCSE PE and or DofE (as part of their physical) 16:00 to 17:15 with a gym pass from the Head of Year

**Year 11**

Can go to Willows

Can go back to the Boarding House each day at 16:00

Can go up town on weekdays; 16:00 to 17:45 with permission from the Head of Year, then must return to School or Boarding House

Gym access: all girls 16:00 to 17:15 with a gym pass from the Head of Year

**Sixth Form**

Can go back to the Boarding House to work during the day

Can go up town in the day during free time

Can go out for meals during the week

Can have one glass of wine at School events

Internet is not switched off in the evenings

Gym access for all girls when free from School commitments

Can leave School after afternoon registration, provided all School commitments have been fulfilled

**After half term in the summer term, Years 7-11 can have the Privileges of the following Year group.**

<b>Authorised by</b>	Resolution of the School Council
<b>Signature</b>	
<b>Date</b>	June 2019

<b>Effective date of the Policy</b>	June 2019
<b>Review date</b>	May 2021
<b>Circulation</b>	Members of School Council / teaching staff / all staff / parents / pupils [on request]