

## Bradford Grammar School

### Supervision of Pupils Policy

**This policy applies to the Junior School and is published to parents, pupils and employees.**

This policy has regard for Department for Education Guidance: *Health and safety: advice on legal duties and powers* (February 2014)

This policy should be read in conjunction with the *Child Protection (Safeguarding) Policy, the Behaviour Policy, the Information for Parents Booklet* and the *Health & Safety Policies*.

Every employee has a part to play in the supervision of pupils when they are on the Bradford Grammar School (the "School") premises, both during the School day and out of hours; it is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

During the School day, pupils are supervised before and after School, during lessons and School fixtures and events, during organised extra-curricular activities, during lunchtimes and during break times by School employees. 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.

The School recognises that pupils should be able to experience a wide range of activities. Supervision measures adopted by the School are intended to help them to do so safely, rather than stop them from doing so. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense will be used in assessing and managing the risks of any activity. The level of supervision will be proportionate to the risks posed by an activity.

#### **1. Before School**

Before school, the arrangements are as follows:

- Pupils are allowed to be on the School premises from 7.45am at which time members of staff are on duty at Clock House. The Junior School makes it clear to parents that their children must not be on the School's premises before 7.45am. This statement is included in the School's *Information for Parents Booklet*.

#### **2. Morning break and lunchtime**

- During morning break (10.30 -10.45am), the pupils are supervised on the playground in accordance with the duty rota. Should the weather conditions prevent outdoor play, pupils are supervised in their form rooms by a teacher (usually their form teacher).
- At lunchtime, pupils are supervised by the lunchtime supervisor and teachers on the playground in accordance with the duty rota. In the event of inclement weather, the pupils will be supervised in designated spaces within the Clock House building by the lunchtime supervisor and staff on duty.
- Pupils must not enter the School building without permission.

### **3. Supervision on educational visits and away sporting fixtures.**

Adequate supervision is a major consideration in the planning and running of all educational visits. Details of the School's requirements can be found in the *Educational Visits Guidance*.

### **4. Protocol for leaving the School campus during the School day**

Pupils are not allowed off site during School hours unless there is clear evidence of a request from the pupil's parents or guardian. This may be a written or oral request made to a teacher, the Head or the Head's Secretary. All pupils who are given permission to leave the School during School hours must be collected from reception by their parent or guardian.

### **5. Illness**

When pupils are taken ill during the School day, the School will, if required, and usually after discussions with the School Nurse, contact the parents or guardian, in order to make arrangements for the pupil to be collected. Contact details are held on SIMS (A Management Information System for Schools). (See the *First Aid Medication and Chronic Illness Policy* for further information regarding sick pupils and visits to the nurse.)

### **6. Close, one-to-one, supervision of pupils**

Close, one-to-one, supervision of pupils, for example in individual music lessons, is carefully managed at the School, and employees and volunteers are aware of the risks involved. The School's *Code of Conduct* states that employees should:

- avoid arranging to meet a pupil in a remote or secluded part of the School
- ensure that there is visual access and / or an open door
- ensure that there are other employees around or at least aware of a meeting
- arrange for a colleague to be present if there is a concern about the likely nature of the meeting particularly when there is a gender difference, and
- not arrange meetings with pupils away from the School premises, except with the approval of the parent and a member of the Senior Leadership Team (SLT).

### **7. Registering pupils**

All pupils are registered by their form teacher in their classroom three times a day (8.45am, 1.15pm and 3.20pm), as well as by their subject at the beginning of every lesson.

### **8. Missing pupils**

When a member of staff has concerns that a pupil has gone missing during the course of the day, they should inform the Junior School Head and the PA to the Junior School Head Teacher immediately who will make checks in the following areas:

- the signing in and out book in reception, which records pupils who are attending a music lesson or who are visiting the School nurse;
- the School nurse to establish whether the pupil has been sent home due to ill health;
- the music department to establish whether the pupil is in, or has been in, the music department;
- the school library to establish whether the pupil is in, or has been in, the library; and

- the form teacher, all relevant staff and the pupil's friends to assess whether the absence is expected, or whether the pupil may have an unscheduled music lesson or co-curricular commitment.

A member of staff will re-register the remaining children to confirm that there is only one pupil missing.

If, after the above checks, the pupil is confirmed as missing, the Head or designated member of JLT will immediately inform an employee of the School's Senior Leadership Team (SLT) who will initiate and oversee a search of the premises. The Head of Estates will radio the grounds staff to search the grounds; CCTV will be checked if appropriate.

A member of the JLT will speak to the pupil's friends and other employees to build a picture of the pupil's recent movements and emotional state. (See Appendix 1 for guidance on appropriate questions to ask.)

All teachers/staff due to come into contact with the pupil later in the day must be alerted to the need to contact the School Office if the pupil reappears in their lesson/care. In some cases (e.g. if the pupil has been seen leaving School) a search of the local area will be made, on foot or by car, by available employees.

If the pupil cannot be located, the Junior School Head will contact the pupil's parents or guardian. The Head (in consultation with the parents or guardian) will decide whether the police need to be informed.

When the pupil is found, or their whereabouts and safety satisfactorily established, the Head Teacher's secretary will ensure that the parents and all employees and pupils involved in the search are informed. The police must be informed at once if they have been involved.

If the child is found, but is unwilling to return to the setting, a member of staff will remain with the child until the parents or carers are contacted. If the parents or carers cannot be contacted, the School will contact the emergency number or numbers provided on the destination register form (see the *Supervision of Pupils Policy*, Appendix 1).

After the incident, a member of the SLT will meet the pupil's parents or guardian to discuss the events surrounding the disappearance of their child.

If the incident has exposed the pupil to danger or a risk of harm, the Head of the Junior School, in consultation with the JLT and the School's Health and Safety Officer, will initiate an enquiry and produce a report. This report and the incident log will be kept on the pupil's file.

The report will include:

- The date and time of the incident.
- The name of other pupils present in the class, After Care, educational visit or sporting fixture.
- The name of the teacher or supervisor in charge at the time.
- The location where the pupil was last seen.
- The time when the pupil was last seen.
- The events prior to the pupil's disappearance.
- The estimated time that the pupil went missing.

If the situation warrants a police investigation, all teachers and After Care workers must fully cooperate. The incident will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) arrangements.

The School's insurance company will also be informed of the incident.

## **9. Recruitment**

See the School's *Supervision of Pupils Procedures* for further information on the safe recruitment of staff.

## **10. After school and After Care**

The School day ends at 3.20pm. Between 3.20pm and 6pm the School provides an aftercare service: After Care. After Care is supervised by employees of the School: After Care supervisors.

Pupils are not permitted to walk to the Frizinghall Road Car Park unaccompanied and they are not permitted to leave the School playground with anyone who cannot provide the password submitted on the form included in Appendix 1.

Pupils who travel on one of the School buses are escorted to the School's turning circle and are boarded onto their buses, by an After Care supervisor or member of Clock House staff.

For pupils making their way down to Frizinghall Station at the end of the school day, a team comprising estates employees and security guards patrols the road and the station (on duty from 3:00 – 6:00pm);

Pupils who travel by public service bus are permitted to leave the School at an appropriate time and not more than ten minutes before their bus is due to arrive.

## **11. Uncollected pupils**

Any pupil who has not been collected from After Care by 6pm will supervised In accordance with Appendix 2 'Uncollected Pupil Guidance'

## **12. Supervision of pupils on School buses**

The supervision of pupils travelling on School buses is detailed in Appendix 3.

**Policy reviewed by: Mrs Felicity Robertshaw-Hughes, Deputy Head Pastoral**

**Policy review date: November 2018**

**Next policy review: Autumn 2019**

## Appendix 1

Dear Parents,

In line with school policy and guidance, we keep a destination register informing us how a child travels home each day. For further information, the Supervision of Pupils' Policy can be found on the school's website.

The attached form must be completed stating the usual method that your child will use to go home each day. **Please return this form to Mrs Reilly tomorrow, if possible or by (date) at the latest.**

Please could you also indicate a password so that if it is necessary for someone who is not known to the school to collect your child, we can ask that they state the password you have provided.

We are aware that due to unforeseen circumstances these arrangements may change, often at the last minute. We would ask, therefore, that you email **After Care** on [aftercare@bradfordgrammar.com](mailto:aftercare@bradfordgrammar.com) or telephone **07976 987102** to inform us of any change to the school routine.

In the unlikely event that your child remains uncollected at the end of the day and we are unable to contact parents, we also ask that you provide us with emergency contact details of a relative or friend who would be happy to collect and look after your child. These numbers would only ever be used should the normal parents or guardians be uncontactable. At this point, our uncollected pupil procedure would be put in place (see attached).

Kind regards,

Miss K Howes  
Headmistress, Bradford Grammar Junior School

## Destination Register Form

To: Form Teacher

Details of my child's normal arrangements after school: (Please tick the appropriate column)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Collected at 3.20 pm</b>					
<b>Aftercare</b> <i>(Free before 4.00 pm)</i>					
<b>Public Bus</b>					
<b>School Bus</b>					
<b>Train (state usual train time)</b>					

Name of Child: ..... Form: .....

Password: .....

Emergency contact details (other than the child's parents):

1. ....

.....

.....

.....

Signed:..... (Parent/Guardian) Date:.....

## Appendix 2

### Uncollected Pupils' Procedure

In the event that a pupil is not collected by 6pm, agreed guidance will be put into practice. These will ensure that the pupil is cared for safely and in a manner which will cause as little distress as possible.

guidance if a parent or carer is held up by unforeseen events and they are unable to pick up the pupil by 6.00pm, they must contact the After Care supervisor and / or the Head's Secretary to explain the reason for their delay and to advise of the new collection arrangements.

In the event that a pupil is not collected by 6pm, the following actions will be taken:

- i. The supervisor will take the pupil to the Junior School reception where they will advise the duty member of the School's Junior Leadership Team (JLT).
- ii. The JLT member or the supervisor will telephone the parent or guardian's contact numbers held on SIMS.
  - a. If there is no reply, the supervisor or the JLT member will telephone the emergency contacts that are detailed on the destination register form in Appendix 1. If the emergency contact is unknown to the school but is listed on the destination register form (Appendix 1), then they will be asked to bring proof of identity.
- iii. Should contact with one or more of the above be made then, with agreement of both parties, the pupil may be:
  - left in Senior School reception with a security guard;
  - taken to the parent or guardian in the After Care supervisor or teacher's car;
  - taken to the parent or guardian in a taxi with the After Care supervisor or teacher; or
  - collected or cared for in some other way.
- iv. Should contact **not** be made with one or more of the above by 6.45 pm, then one of the following options may be considered:
  - the pupil may remain with the After Care supervisor or teacher until contact can be made with the parents or carers; or
  - social services may be contacted (in extreme circumstances).
- v. When possible, a message will be left for the parent or carer advising them of the action that has been taken.

A full written report of the incident will be recorded and filed by the member of JLT on duty.

### Appendix 3:

**The following instructions are sent to parents whose children go home on one of the school buses.**

As an additional safeguarding measure for pupils in Years 2 to 7, when they are dropped off at the end of the day, we ask that parents choose whether to opt in or out of the following bus pass system. There is a section on the Seat Reservation Form to express your preference.

- Pupils in Years 2 – 7, whose parents request it, will be issued with a special pass (a different colour from the normal bus pass, with details of the system and the relevant school phone numbers printed on the back) stating that they are not to be allowed off the bus unless the driver is satisfied that there is someone there to meet them.
- The bus pass is to be handed to the driver by your child as he/she boards the bus and collected as he/she gets off.
- If no-one is there to meet your child, the bus driver will wait for 5 minutes.
- If there is still no-one there after that, the driver will keep your child on the bus and ask him/her to phone you (or the person they expected to meet them) to explain what will happen next.
- At the end of the bus route, if no one has turned up to collect your child, the driver will return the pupil to school to await collection, where they will be supervised by a member of school staff.
- Each pupil should be made aware of this procedure by their parent.

The pass, issued to pupils, clearly indicates the above system and pupils are also verbally told what will happen should a parent not be there to collect them. A member of the SLT and the JLT is on duty each evening until 6pm and the school mobile number, which is printed on the back of the pupil's pass, has been passed to the bus companies.

Contact will be made with the pupil's parents by the member of SLT on duty should they be returned to school.