



## SUPERVISION POLICY

### **Introduction**

The Royal Grammar School recognises and accepts its responsibilities to ensure, as far as is reasonably practicable, the health, safety and welfare of its staff, students and visitors. The School takes the following steps to ensure the supervision of students outside lesson times.

### **Students' arrival and departure**

Students may arrive at school from 8.00am and are expected to go home by 5.00pm unless they are staying late for a function. Students are not allowed on site without supervision. At least one member of the teaching staff should always be present on duty in order to supervise students whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as some weekend duties.

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

### **Bounds**

Students in the Fourth Form and above may leave the premises at break-time and lunch-time. Students in the First to Third Forms are not permitted to leave the School premises unless permission is obtained from their form Tutor, Head of Year, Head of Section or Deputy Heads.

### **Registration**

We take a register of students at the start of the morning and afternoon sessions. Parents are responsible for notifying the School before 09:30am, if their child is absent for any reason. The School will always contact the parent if a student fails to arrive at school or arrives without an explanation. A member of the School Office will send a School Post or Clarion Call message by 11.00am on the first day of absence.

### **Medical support**

There is a qualified nurse on duty in the Medical Centre from 8.30am to 4.30pm every day 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 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 intranet and in first aid notices that are displayed around the School. First aid boxes are in all potentially high-risk areas, as well as in the School Office. Defibrillators are available at key locations across the school including at Bradstone Brook. The School Nurse regularly checks defibrillators and replenishes the first aid boxes.

### **Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. An RGS student is expected to show respect for himself, respect for other people and respect for his environment. Students are under school discipline when they are travelling to and from school, including when they are using public transport. We would always investigate complaints about poor behaviour.

### **Supervision during educational visits**

The arrangements for the supervision of students during educational visits and trips out of schools are described in our policy: "Trips Policy".

### **Unsupervised access by students**

Students are not allowed to use gymnastic, athletic or climbing equipment without supervision. Students are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that students do not have unsupervised access to potentially dangerous areas such as science laboratories, (with the exception of the Sixth Form for registration purposes only) the design technology rooms, the auditorium and the CCF store 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.

Students do not have access to the Maintenance, Catering and Caretaking areas of the School. Clear signs are displayed.

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

Our "Security policy" describes arrangements for safety of the entire school.

### **Staff induction**

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of student supervision. 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 paperwork for duty staff.

### **Staff Duties**

#### ***The Purpose of Duty:***

The purpose of duty is the safety, wellbeing and good order of students at morning break and lunchtime.

All staff are 'on duty' throughout the school day; however it is necessary to have a few staff set aside to check key areas at specific times. Although supported by prefects and lunchtime supervisors teaching staff presence and intervention is essential to achieving the above aim. Therefore, once allocated a duty it should take absolute priority over all other commitments. Any pastoral or behavioural observations and concerns should be passed to relevant Heads of Section or Heads of Year.

The Assistant Head (Operations) draws up a rota of staff duties each term. These duties are designed to ensure a suitable level of supervision at break time, lunch time and after school. The rota is displayed in the Staff Common Room and in the Deputy Heads' office.

### **The Role of Prefects**

The Senior Prefects also organise a rota of prefects who assist in the supervision of students out of lesson time. This rota is organised on a weekly basis and each House takes it in turns to take responsibility for the prefect duties. The school calendar shows which house is on duty in any given week. The weekly prefect rota is displayed on the landing outside the Great Hall and in S01, the Deputy Heads' office.

Senior Prefects attend a weekly meeting with the Headmaster and the Deputy Heads at 8.30am on Monday mornings. This meeting will regularly be used to establish priorities with regard to the supervision of younger students on a weekly basis.

### **Safety**

During lessons, the supervision and safety of students in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason (e.g. the conditions or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with their Head of Department. More details of staff responsibility for students' safety in lessons can be found in the **Safety of Students** policy on the list of policies on Microsoft 365 SharePoint.

Members of staff planning to take students out of school for school trips, etc must read the **Trips Policy** on the list of policies on Microsoft 365 SharePoint. This policy contains advice with regard to the safe supervision of students on trips.

**Reviewed by: Deputy Head (Students) and Deputy Head (School Development)**

**Date of last review: 7 July 2021**

**Date of next review: Trinity 2022**