

SUPERVISION OF PUPILS POLICY - SENIORS

Updated July 2022

The safety of our pupils is paramount, and the Staff Handbook contains guidance to staff on how pupils are to be supervised at all times and in all situations when they are in the care of the school. Please see this policy in conjunction with the Site Security Policy.

Supervision before and after school

Students can come into school from 8.00am onwards. However, all students must be in the dining room and remain there until they move to their form rooms for 8.30am. Duty staff are available from 8.00am onwards in case of accident or emergency, and a member of SLT is on duty each day from 8.00am and will be a presence outside of school. The front office is manned from 8.00am each day.

Any pupils who remain on site after the end of the school day at 4.00pm should either be engaged in an official after-school activity (where registers are kept of attendance) or dependent on their year group, move to their designated area. There is a member of the SLT and a member of the teaching staff on duty until 5:30pm at the end of each day.

The school office is open from 8:00am until 5.30pm so that parents phoning with concerns/queries will be able to talk to someone rather than an answer phone. In addition, a member of SLT is always available in school each day from 8:00am until 5.30pm. Please also see the Staff duty information in the Staff handbook.

Supervision during breaks and lunchtime

There is a staff duty rota which covers supervision of the Dining Room and areas of the school at these times. If staff are absent, their duties are covered by other colleagues as required. The only year groups with non-contact time are Years 12/13, and Year 11 in study leave.

- **Year 11** – This is only for those students who have discontinued a subject e.g. for health reasons, dropping a GCSE after mock exams. A schedule of work and supervision is put together by their Head of Stage/Year. All students are registered, and their location known.
- **Years 12/13** – sixth formers can leave the school site during their non-contact periods, but they must register upon leaving and re-entering the school site. They are also free to study or be in the Sixth Form house. Emergency contact numbers are on speed dial on their telephone if required as per the details later in this policy.

Supervision during curriculum time

a) Arrangements for cover of absent colleagues: Absent colleagues are covered by other colleagues or supply teachers.

b) Supervision during PE lessons, including changing arrangements, both on and off site: PE teachers supervise during PE lessons. It is not our policy to supervise within the changing rooms, but a teacher is always near the door and ready to respond should a problem arise. Appropriate supervision is in place for all PE activities both on and off site and when travelling to fixtures (See Educational Visits Policy).

c) Supervision of pupils travelling to another venue for lessons: Students travelling to other sporting venues by bus and are accompanied by teachers. Those travelling to other lessons off site are always accompanied by the appropriate number of teachers/adults according to our Educational Trips Policy.



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d) Supervision of pupils attending lessons with peripatetic teachers: Senior pupils are permitted to make their own way to and from peripatetic music lessons on the school site. All peripatetic staff are fully vetted & have had safeguarding training.

Supervision during extra-curricular activities

a) Arrangements for keeping records of attendance: all staff/coaches running clubs are expected to keep a record of attendance. These registers are monitored by the EVC/Co-curricular coordinator.

b) Supervision of pupils while waiting to be collected by parents at the end of an activity: Students who wait after school to be collected by parents are expected to study in the library which is supervised as per their year group.

c) Supervision of pupils attending clubs organised by third parties, but which take place on site: All third parties running clubs during the school day have been fully vetted & safeguard trained. They supervise the children in their clubs/activities and are expected to keep registers of attendance. These activities are overseen by the SLT.

Supervision during school visits - See Educational Visits Policy

Supervision during non-contact time for Sixth Form students

Sixth Former Students may go into town in their non-contact periods, but they must register upon leaving and re-entering the school site, using the Live Register (Thumb print system). They are also free to study or be in the Sixth Form House during these non-contact periods. Emergency contact numbers are on speed dial on the Sixth Form telephones if and when required.

The following procedures are in place to allow this to safely take place:

- Remote Supervision risk assessment is discussed in detail and signed off with each student via the Sixth Form team of staff.
- Emergency contact numbers during and after hours are available in all areas of the Sixth Form House. Students are encouraged to add these to their mobile phones. The numbers included are: SLT, the Nurse, front office and out of hour's caretakers.
- Assemblies and tutor time highlights stranger danger and how the students can look after themselves. This also involves teaching them to be wary of tailgating and access of non-SHS students/adults to the Sixth Form House (No 26) or Sixth Form areas.
- Students are not permitted to be in the Sixth Form building after 5.30pm and access to non SHS students/adults is strictly forbidden at any time.
- Students sign in when they are on the school site and out when they leave using the thumb print system (Live register).
- Caretakers check all areas prior to closing the buildings at the end of the day to ensure no students remain on site.
- If an activity is taking place on the school site after 5.30pm, students are required to go off-site until the start of that event. This is arranged on an event-by-event basis by the member of staff responsible for that event.



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Appendix I: Details relating to senior school procedure

Access onto site:

- Black front gate – will be opened just before 8.00am and shut at 8.30am. Staff accepting deliveries will be reminded to check gate is shut prior to 8am and to accompany any delivery drivers/external staff for their duration on site. Girls arriving after 8.30am will enter through the front door.
- Black front gate is opened just before 4pm. The gate duty member of staff will ensure that the gate is closed at 4.15pm by the auto door closure. Girls leaving after 4.15pm will need to leave via the front entrance and the gate will be checked by the site team.
- Back gate to carpark will be programmed to open from 7.30am-8.30am. It will then be reopened at 4pm and closed again at 4.30pm. Lettings will have access managed by the site team.

Beginning of School Day

- Black Gate open from 8.00am
- SLT member on duty from 8.00am-8.15am, then staff duty member of staff.
- SLT member then moves to the dining room until 8.30am
- Duty staff member closes black gate at 8.30am
- Site team check gate throughout the day

END OF SCHOOL DAY

- Member of staff and SLT member on gate duty: from end of the day until 4.15pm and closes black gate.
- Staff member on duty after school until 5.30pm
 - Rota in place for senior academic staff.
 - Phone and signing in sheet at front office.
 - Based in dining room.
- SLT member on duty every night until 5.30pm

For year 7-10 after school supervision

Students in the Library with School Librarian: 4.00-5.15pm. Students all to sign in with School Librarian, then move to main school building until end of supervision at 5.30pm.

For year 11-13 after school supervision

Students in the dining room with duty member of staff where sign in.

Fixtures:

Where students come back from fixtures after 5.30pm, the members of staff who attended the fixtures remain with students until collection. Parents to be informed clearly about finish time and updated as much as possible with travel as per the risk assessment and logged on Evolve. Weekend fixtures will be the same procedure, as per the risk assessment detail/parent letter and logged on Evolve.



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