



**MERCHANT  
TAYLORS'  
SCHOOLS**

For Boys and Girls  
aged 4 to 18 years

# PUPIL SUPERVISION POLICY

## Merchant Taylors' Primary School

ACTION Review  
REVIEWER E Lynan  
DATE Oct 2019  
COMPLETED draft

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REVIEWER Approved by Governors  
DATE  
COMPLETED

## **1. INTRODUCTION**

Merchant Taylors' Primary School is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the school, both on and off the school site.

## **2. CONTACTING THE SCHOOL DURING THE SCHOOL DAY**

The school's reception and switchboard is manned from 7:30am until 4:30pm in term time during the school day. The receptionists will answer phone calls, respond to emails, pass on messages to pupils and staff and deal with inquiries from visitors during this time. At other times, messages may be left on the school answer phone. The reception telephone number is 0151 924 1506

## **3. PUPILS' ARRIVAL**

The school opens at 8.20am. Pupils may not enter the school before this time unless they are attending Breakfast Club which starts at 7:15am or for a pre-arranged private music lesson (in which case they will be met at the front door by the relevant peripatetic music teacher). To enter the school for Breakfast Club, parents ring the bell and a member of Breakfast Club staff will meet them at the door.

The automatic doors open from 8.20am and the entrance area is manned by a member of SMT and a member of teaching staff. An additional member of SMT is on Gate Duty to greet and supervise pupils as they arrive with parents or on school buses and also to ensure that the gates are closed and all pupils enter on the pathway.

## **4. DURING THE SCHOOL DAY**

### **4.1 REGISTRATION**

All pupils are registered at 8.40am and 1:05pm (Reception), 1:20 (Infants), 1:30 (Juniors).

Instructions for parents about informing the school of a child's absence before morning registration are set out in the Parents' Handbook.

If a pupil is absent without explanation, their parents or a family member will be contacted to ascertain the reason for their absence.

If pupils are late arriving to school, they are signed in by Mrs Thompson before joining their classes or being taken by staff to assembly (Mondays, Thursdays and Fridays).

## **4.2 IN CLASS AND MOVING AROUND THE BUILDING**

Pupils wishing to leave a lesson for any reason must ask permission. If they need to see the School Nurse, in the case of younger pupils, the teacher may arrange for them to be escorted by another pupil or for infants an adult. Staff have timetables of pupils who are attending music tuition in school and the peripatetic teachers collect pupils from the classrooms and escort them back.

Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson. In certain medical situations pupils may be allowed to leave the classroom at will; staff are made aware of particular arrangements.

It is not normal practice for a pupil to be sent out of class for bad behaviour. Very rarely, it may be in a pupil's best interest or in the interest of the rest of the class for a pupil to be sent out of a lesson because they are interrupting the learning of others or because they are upset. When this occurs, the teacher will ask a member of support staff to supervise the pupil either to another class, for a short break outside the room, or sometimes for time out a pupil may walk round the school with a member of support staff for a 'cooling off' period before they are introduced back into the class.

In the case of teacher absence, lessons are always covered by another teacher or teaching assistant level 3 for cover only.

## **4.3 OUTSIDE LESSON TIME**

All members of the teaching staff take their share of supervisory duties according to a rota that covers morning breaks, and lunchtime. Supervisory duties cover designated areas and all staff receive Risk Assessments for all areas regardless of where their specific duty is located. If a member of staff is unable to do their duty (absence/another commitment etc) the duty will be covered by another teacher. This is organized by Mr Roberts and maintains maximum supervision at all times. At morning break a member of staff is on indoor duty monitoring the indoor toilets and entrance. The entrance is also monitored by the school secretary. Throughout lunchtime members of staff are on duty in the Dining Room and outside in addition to a Welfare member of staff supervising the indoor toilets and a Welfare member of staff supervising the entrance area and to ensure no junior pupils go upstairs. This is to ensure the safety of all pupils.

## **4.4 MEDICAL ASSISTANCE**

When the School Nurse is not on duty or cannot be found in the medical room, for example because she is attending to someone elsewhere in the building, she can be contacted by phone via reception. All staff have this contact number.

First aid boxes and defibrillators are in all potentially high risk areas, as well as in the Medical Room.

A number of members of the teaching and support staff are First Aid trained and cover medical duties at break and lunchtime. The medical room is always supervised by a First Aider during

these times. Lists of First Aiders are provided by the School Nurse to all staff. The receptionists can also contact First Aiders if necessary.

## **5. PUPILS' DEPARTURE AT THE END OF THE SCHOOL DAY**

For Reception and Year 1 the pupils are collected from the outer door of their classrooms directly by their parents.

For Years 2 to 6 teachers lead the pupils to the main entrance area where they are handed over to parents.

Infant bus children are escorted by members of staff to the bus collection areas. Junior pupils are sent by their teachers to the areas and registered by the member of staff on the bus duty.

Infant pupils are escorted by members of staff to AfterCare. Junior pupils are sent by their teachers to AfterCare and are registered by Miss Callaway in the AfterCare room.

Any changes to pupil collection at the end of the day are communicated through the school secretary. No pupil will be put onto a school bus if there is any doubt as to whether the pupil is on the bus. The school secretary will contact the parents by phone to double check on arrangements.

Parents collecting from AfterCare ring the bell of the main entrance and are met by a member of the AfterCare staff.

## **6. SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. The school buses are not manned by school staff and pupils are expected to behave in an appropriate manner, including not walking along the aisles or up/down stairs during the journey and by wearing their seatbelts throughout their journey.

## **7. SUPERVISION DURING EDUCATIONAL VISITS**

Details of supervision of pupils on educational visits are set out in the school's Educational Visits Policy. The ratio of supervising adults to participating pupils will always accord with DFE guidelines.

## **8. SECURITY AND ACCESS CONTROL**

All staff sign in and out when entering or leaving the premises. Visitors are required to sign in and students who are collected during the school day by parents for appointments are recorded by the school secretary. Permission will already have been sought for such requirements via a form signed off by the Headmistress. Contractors will be accompanied if necessary. During the school day entry to the building is via reception only, where visitors' entry is approved and recorded.

Regulations regarding security and lone working are set out in the school's Health and Safety Policy.

## **9. STAFF INDUCTION**

All new members of school staff with relevant responsibilities receive induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times and on educational visits.

## **REFERENCES**

- Educational Visits Policy
- Health and Safety Policy
- Pupil Code of Conduct
- Staff A-Z Handbook
- First Aid Policy and School Nurse Guidelines