



## Merchant Taylors' Schools, Crosby

# Pupil Supervision Policy

Policy Owner	Assistant Heads Pastoral
Last reviewed by Date	Assistant Heads Pastoral January 2025
Last approved by Date	Executive Management Team February 2025
Frequency of review	Annual
Next policy review by owner	January 2026
Next policy approved by Board of Governors (if applicable)	Executive Management Team February 2025
Circulation:	All Staff & Governors Inspection Portal School Website Parent Portal
Related Policies:	Safeguarding Policy Missing Child Policy Managing Educational Visits Policy First Aid Policy Attendance Policy Health and Safety Policy Pupil Code of Conduct Staff Code of Conduct
Regulatory Body (if applicable)	Department for Education Independent Schools Inspectorate
Relevant legislation/guidelines	KCSIE 2024

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### 1 Aim

Merchant Taylors' 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.

Two formal registrations take place throughout the day and, in addition, staff engaged in School activities and on duty are aware of the need to be vigilant about pupils' whereabouts, taking into account their age, needs and vulnerabilities, as well as weather, external conditions and events taking place in the area of the School which may affect pupil safety or welfare.

Staff are trained to respond swiftly to any unexpected absences, as well as to report any accidents, incidents and near misses, in line with School policies and procedures.

It is important to recognise that a child going missing from an educational setting is a potential indicator of abuse or neglect [see Safeguarding Policy]. Staff should follow the procedures as set out in this policy regarding missing pupils and refer to the Safeguarding Policy if appropriate.

## **2      Contacting the School during the Day**

The school's receptions and switchboards are manned from 8.00am until 5.00pm 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.

## **3      Pupils' Arrival**

The school opens at 8.20am. Pupils may not enter the school before this time unless they are participating in an activity organised and supervised by a member of staff.

Pupils participating in activities before this time must sign in with the staff at Reception and the organising member of staff must leave a list of the names of those participating at reception.

## **4      During the School Day**

### **4.1 Registration**

All pupils in are registered at 8.40am and at the start of the afternoon lessons [EYFS/ KS1@ 12:35pm; KS2, KS3, KS4 @ 13:40].

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

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 should sign in at reception before joining their classes.

### **4.2 In Class & Moving around the School Grounds**

For much of the school day, pupils are fully supervised in formal lessons and activities and are under the care of teachers and staff leading activities.

Pupils wishing to leave a lesson for any reason must ask permission. If they need to see the School Nurse, in the case of infant pupils, the teacher will arrange for them to be escorted by another adult, whilst for juniors and KS3 pupils this may be with another pupil.

Staff are expected to notify Reception if a pupil does not arrive at a lesson for a known reason. Staff email reception to confirm the whereabouts of pupils who are absent from class for music lessons, SEN support, etc, to ensure that pupils are accounted for.

Occasionally a pupil will be required to leave during a lesson to attend music or drama tuition in School. 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 these particular arrangements.

It is not normal practice for a pupil to be sent out of class for poor 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 given time out of a lesson. When this occurs, the teacher will always send the pupil to wait at Reception where there is always an adult presence and will take steps to inform the Assistant Head [Pastoral] or a member of the Pastoral Team as soon as possible after the pupil has been sent out of class.

Very occasionally, a pupil with complex pastoral needs may be issued with a 'time out card'. This enables the pupil to leave lessons without explanation. The pupils must report to reception who will alert members of the pastoral team. The staff member will come and assist the pupil concerned.

In the case of teacher absence, lessons in EYFS and Years 1 – 11 are always covered by another teacher. Year 12 and 13 lessons are not usually covered for short-term teacher absence unless they are timetabled in a laboratory or some room where pupils are only admitted under supervision. Instead, Year 12 and 13 are trusted to undertake work unsupervised. Sixth Formers are expected to use their private study time profitably, working in the Sixth Form Centre or the library. Sixth Formers are allowed to leave the premises for a short period of time, during lunchtime or a free lesson, provided they sign out at Reception.

### **4.3 Outside Lesson Time**

All members of the teaching staff take their share of supervisory duties according to a rota that covers morning break, lunchtime and bus duty. Late duty at MTS is completed by SMT and the Pastoral Team.

Gate Duty is completed by SMT at Stanfield at both the start and end of the school day.

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 the duty (absence/another commitment etc), another member of staff covers for them to maintain maximum supervision at all times. At both morning and afternoon break and throughout lunchtime, members of staff are on duty in the Dining Rooms, Playgrounds, patrolling the premises, inside and outside, to ensure the safety of all pupils. (See appendix for separate Stanfield Provision.)

#### **4.3.1 Stanfield Morning Break**

Two members of the teaching staff (or one member of teaching staff supported by a Teaching Assistant) supervise pupils on the playground. A third member of staff is on indoor duty monitoring the indoor toilets and entrance. The main entrance is also monitored by the school secretary and/or receptionist. A first aid trained member of staff will remain on duty in the Medical Room.

When the weather is wet, teaching staff will remain with their classes indoors. Staff without their own form are asked to help cover to allow form teachers a short comfort break.

#### **4.3.2 Stanfield Lunchtime**

Throughout lunchtime, members of the Welfare staff are deployed to supervise in and around the school. Teaching staff on duty help supervise pupils on the playground. A member of the Welfare staff supervises the main corridor to ensure pupils do not go upstairs unaccompanied. This is to ensure the safety of all pupils. The Medical Room is covered by a first aid trained member of staff or a healthcare assistant.

If the weather is wet, Welfare staff are deployed to supervise pupils in their classrooms. Members of the teaching staff on duty will supervise Reception children in their classroom, as well as patrol the corridors in and around the classrooms.

#### **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 can also assist sick or injured pupils when necessary. Lists of First Aiders are provided by the School Nurse to all staff. All departmental areas have a First Aider. The receptionists can also contact First Aiders if necessary.

### **5 Pupil's Departure at the end of the School Day**

#### **5.1 Stanfield**

For Reception and Year 1, the pupils are brought to the front car park via the side gate to be collected by parents.

For Years 3 and 4, teachers lead the pupils to the front car park via the door to School House where they are handed over to parents.

For Years 2, 5 and 6 teachers lead the pupils to the front car park via the Main Entrance 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 bus duty.

Infant pupils are escorted by members of staff to Sundown Club. Junior pupils are sent by their teachers to Sundown Club and are registered by the Sundown Club Leader in the Hall.

Any changes to pupil collection at the end of the day are communicated through the School Secretary or Receptionist. 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/Receptionist will contact the parents by phone to double check on arrangements.

Parents collecting from Sundown Club ring the intercom at the main entrance and are met by a member of staff who will hand pupils over to parents.

A member of SMT is on Gate Duty along with a member of the caretaking staff to supervise pupils as they arrive with parents and to ensure that the car park gates are closed.

The gates to the carpark are closed over from 3.10pm (3.00pm on Fridays) until 4.45pm to prevent traffic from entering/leaving whilst pupils are departing school or leaving following a prearranged club/activity which finish between 4.15pm and 4.45pm. Parents are also advised that the car park is not to be accessed during this window. Any essential vehicle access during this time will be supervised directly by the caretaker on duty.

## **5.2 MTS**

For Years 7 – 13, the regulations for departure at the end of the school day are as follows:

Unless they are participating in a staff-led after school activity, all pupils must leave the school premises by 4.15pm, except in the circumstances set out below:

Pupils in Years 7 – 11 who are remaining in School because they are attending a parents' meeting, play or concert later in the evening may go to the library or other nominated area to work in the interval between the end of lessons and the beginning of the performance. Any arrangements for tea will be organised by Heads of House. No one should be wandering around School after 4.00pm.

Pupils who are staying for a supervised after school activity are registered by the member of the staff supervising and this can be accessed via iSAMs.

## **6 Pupils who are not collected following School Activities**

It is our expectation that pupils in Years 7 and above will make their own way home following After School activities, unless a parental request to the contrary has been made.

If pupils are not collected as expected, we will attempt to contact the parents, and, if we cannot do this, we will use our best judgement as to whether to keep the child in School (always sending them to Sundown Club at Stanfield) or allow them to leave (secondary school pupils only).

The school site closes at 7.00pm and activity staff will wait with pupils if they are to be collected after this time if it is not deemed safe for them to go home alone.

A member of SMT or Head of House is on Late duty every day between 4.15-5.00pm to oversee the travel arrangements of any pupil who has missed a bus or when a parent has been delayed. (THIS NEEDS TO BE DISTINGUISHED ACROSS SITES)

## **7 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, although most Stanfield buses have a chaperone. Pupils are expected to behave in an appropriate manner, including not walking along the aisles or up/downstairs during the journey and by wearing their seatbelts throughout their journey.

## **8 Supervision during Educational Visits**

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

## **9 Areas Pupils may not Access**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories, the gym, and the kitchens. Clear signs are displayed where pupils may not enter a room and, where possible, doors to these areas are kept locked when not in use. All flammables and chemicals are kept securely locked in appropriate storage facilities.

Pupils are expected to follow all reasonable instructions given to them by school staff.

## **10 Security & Access Control**

All staff and Sixth Formers sign in and out when entering or leaving the premises. Visitors are required to sign in and pupils who leave the School site during the School day are required to sign in and out at reception; contractors will be accompanied if necessary.

The majority of contractors the School uses are DBS checked and can thus move around the School freely to carry out maintenance work. During the School day, entry to the building is via Reception only, where visitors' entry is approved and recorded. At Stanfield, the exception to this would be parents entering the School via the side gate for a School event, in which case the gate will be manned by a member of staff and any visitors to the School will be supervised by a member of staff whilst on site.

Visitors to the School are given colour-coded lanyards. Staff and pupils are aware of the meaning of the colour coded lanyards:

Blue Lanyard:	Member of staff
Red Lanyards:	Visitor to the School who does not require supervision
Yellow Lanyards:	Visitor to the School who does require supervision. Any person spotted with a yellow lanyard who is not supervised MUST be reported to another member of staff.
Black Lanyard:	School governor

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

## **11 Supervising Pupils in Games/Activities or on Transport Arranged by School**

Teachers who are responsible for pupils in games/activities or on transport arranged by School (ie minibus or coach) must know which pupils are under their care. As with lessons, the teachers responsible must check attendance against a published list and follow up any absences.

Teachers responsible for pupils in a minibus or coach must ensure that all pupils are seated at all times and have correctly fastened their seat belts. Teachers must also be aware that it is not permissible for parents to transport any pupil other than their own son/daughter in any private car, unless the pupil's Head of House has confirmed that written permissions has been received in advance. Please note that this particularly pertains to parents who have supported at fixtures and have offered to return other pupils to School.

## **12 Summer Term Issues**

Lesson registration in Summer Term will cease for Years 11 & 13 at half term due to the examination season. Pupil will continue as normal to sign in at Reception during this period until pupils leave School following their last examination. After the final examination, Heads of House will confirm this departure and then mark these pupils as "out of School" on study leave.

## **13 Missing Pupil**

In the event a pupil goes missing during the school day, guidance on action to be taken may be found in the Missing Pupil Policy.

## **14 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.

## **15 Oversight**

Oversight for this policy is maintained by the Education & Safeguarding Committee of the Governing Body; this policy will be reviewed at least once every three years.