



# Merchant Taylors' School

## Stanfield MTS

### Pupil Supervision Policy

#### **Supervision Policy**

Author: Assistant Head  
Operations  
Last Amended: December 2021  
Review: September 2022

## **1. INTRODUCTION**

Stanfield Merchant Taylors' 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 are manned from 7:30am until 4:30pm during 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**

### **Stanfield Main Site**

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/or a member of teaching staff. An additional member of SMT is on Gate Duty along with a member of the caretaking staff to greet and supervise pupils as they arrive with parents or on school buses and also to ensure that the car park gates are closed, and all pupils enter on the pathway.

### **Junior Boys' Site**

The school opens at 8.20am at which time boys are allowed to enter the school and go to their classrooms where they are supervised by class teachers.

Junior boys based on the Junior Boys' site who attend Breakfast Club are supervised walking down at 8.20am by members of staff from Breakfast Club.

A member of SMT is on Gate Duty at the main gates to the MTBS site to greet and supervise pupils as they arrive with parents or on school buses.

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

## **4.1 REGISTRATION**

All pupils are registered at 8.40am and 1:05pm.

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 Avery (Stanfield site) or Mrs Lamb (Junior Boys' Site) before joining their classes.

## **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 visiting music 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 affecting such pupils..

It is not normal practice for a pupil to be sent out of class for poor behavior. 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 the Assistant Head Operations and maintains maximum supervision at all times.

### **4.3.1 Morning Break**

#### **Stanfield Main Site**

Three members of the teaching staff supervise pupils on the playground. A third member of staff is on indoor duty monitoring the indoor toilets and entrance. The entrance is also monitored by the school secretary. A first aid trained member of staff will man the Medical Room.

#### **Junior Boys' Site**

Two members of the teaching staff supervise pupils on the playground. A third member of staff is on indoor duty and mans the First Aid Room.

If 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 Lunchtime**

#### **Stanfield Main Site**

Throughout lunchtime, members of the Welfare staff are deployed to supervise in and around the school. Teaching staff on duty help supervise pupils in the Dining Room and 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 manned by a first aid trained member of staff or a Healthcare Assistant.

If 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.

#### **Junior Boys' Site**

Teaching staff will supervise pupils whilst they eat lunch in the Dining Hall along with a member of the Welfare staff. Welfare staff will supervise pupils on the playground. A first aid trained member of staff or Healthcare Assistant is available in the First Aid Room throughout lunchtime.

If wet, all staff to be available to help supervise pupils indoors along with Welfare staff.

## **4.4 MEDICAL ASSISTANCE**

When the School Nurse/Healthcare Assistants are not on duty or cannot be found in the medical room, for example because they are attending to someone elsewhere in the building, they can be contacted by phone via reception. These numbers are made available to all staff.

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/Healthcare Assistants to all staff. The receptionists can also contact additional First Aiders if necessary.

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

### **Stanfield Main Site**

For Reception and Year 1 the pupils are brought to the front 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 Aftercare. Junior pupils are sent by their teachers to Aftercare and are registered by the Aftercare Leader in the Hall.

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 intercom at the main entrance and are met by a member of the Aftercare 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.

### **Junior Boys' Site**

Pupils are led to the main entrance where they are handed over to their parents. Pupils getting on school buses are supervised by my member of SMT on gate duty.

Pupils attending Aftercare or who get a 'Late' bus will be collected and escorted down to the main Stanfield site by members of the Aftercare team. They are checked off on the register before leaving the Junior Boys' site.

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

Parents are responsible for ensuring that their children travel safely to and from school. Most buses now have a chaperone but are not manned by school staff and 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.

## **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 or Deputy Head. Contractors visiting the site during hours when pupils are present 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