



Merchant Taylors'  
School

## PUPIL SUPERVISION POLICY (MTGS)

Policy owner:	Assistant Head Operations
Type of policy:	Procedure and regulatory Policy
Regulatory Body:	Department for Education / Independent Schools Inspectorate
Relevant Legislation / Guidance:	KCSIE 2022
Last reviewed by / date:	Head MTGS October 2022
Last approved by / date:	Executive Head November 2022
Next review due:	September 2023
This version published:	3
Circulation:	✓All Staff
Linked Policies:	Safeguarding Policy Missing Child Policy Educational Visits Policy First Aid Policy



## Merchant Taylors' School

### **1. INTRODUCTION**

Merchant Taylors' Girls' 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 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. The reception telephone number is 0151 924 3140

### **3. PUPILS' ARRIVAL**

The school opens at 8.00am. 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 must sign in with the duty staff at reception and the organising member of staff must leave a list of the names of those participating at reception.

All other pupils must enter via the main entrance on Liverpool Road. The automatic doors open from 8.00 manned by premises staff who monitor entry and provide security. Duty staff at reception sign pupils in/out as appropriate. Additionally, there is a member of staff (usually a member of SMT) at Reception 8.15-8.30am to greet and supervise pupils as they arrive from Liverpool Road.

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

#### **4.1 REGISTRATION**

All pupils in Years 7 – 13 are registered at 8.40am and during period 4.



## Merchant Taylors' School

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 should sign in at reception 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. Staff are expected to notify Reception if a pupil does not arrive at a lesson for a known reason. Occasionally a girl will leave during a lesson to attend music 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 girls may be allowed to leave the classroom at will; staff are made aware of particular arrangements.

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.

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 always send the pupil to wait at Reception where there is always an adult presence and will take steps to inform the Deputy Head or a member of the pastoral team as soon as possible after the pupil has been sent out of class.

Very occasionally a girl with complex pastoral needs may be issued with a 'time out card'. This enables them to leave lessons without explanation. The girls must report to reception who will alert members of the pastoral team. One of these will come and assist the girl concerned.

In the case of teacher absence, lessons in Years 7 – 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**



## Merchant Taylors' School

All members of the teaching staff take their share of supervisory duties according to a rota that covers morning and afternoon breaks, during lunchtime and bus duty. Late duty is completed the SMT and Pastoral Team. 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) their duty 'buddy' automatically covers for them in order 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 Room and patrolling the premises, inside and outside 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 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. PUPILS' DEPARTURE AT THE END OF THE SCHOOL DAY**

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 students must leave the school premises by 4.15pm, except in the circumstances set out below:

Girls 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.

### **6. PUPILS WHO ARE NOT COLLECTED FOLLOWING AFTER SCHOOL ACTIVITIES**

It is our expectation that girls 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.



## Merchant Taylors' School

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 or allow them to leave.

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

All staff undertake a Front Gate Duty during the term which involves supervising the pupils on Liverpool Road as they wait to board the school buses. Issues are recorded in a Log folder (kept at Reception) following the duty and signed by duty staff.

A member of SMT or Head of House is on 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.

### **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 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.

### **8. 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.

### **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 AND ACCESS CONTROL**



## Merchant Taylors' School

All staff and Sixth Formers sign in and out when entering or leaving the premises. Visitors are required to sign in and students who leave the school site during the school day are required to sign in and out at reception; 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.

### **11. 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 Code of Conduct
- First Aid Policy and procedures