

# Pupil Supervision Policy (MTBS)

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Merchant Taylors'  
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## 1. INTRODUCTION

Merchant Taylors' Boys' 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 5.30pm 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 928 3308

## 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 be on site by 8.40am for registration. There is a member of staff (usually a member of SMT) on duty at the Main School gate between 8.15-8.40am 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.

- Instructions for parents about informing the school of a child's absence before morning registration are set out below:
- Parents are requested to inform the school in advance of any planned absence, for example for medical or dental appointments which cannot be arranged during the school holidays.
- They should write to the boy's Form Tutor in the first instance. The Form Tutor will use the appropriate code in the register on the day of the boy's absence to indicate the cause.
- In the case of unexpected absence, most typically because of illness, parents are requested to telephone (0151 928 3308) or e mail (MTBS-Reception@merchanttaylor.com) before 8.00am on the first day of the absence.



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. Reception Staff will then contact Form Tutor, Group Tutor or Deputy Head to arrange a search if necessary. Occasionally a boy 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 boys 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, it will be for a maximum of 5 minutes "cooling down". The pupil will then be readmitted to the lesson.

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

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

All members of the teaching staff take their share of supervisory duties according to a rota that covers the period before school, morning break, lunchtime and the period after school. Supervisory duties cover designated areas and all staff receive guidance on the requirements of their allocated duty area. If a member of staff is unable to do their duty (absence/another commitment etc) there is a system of reserves, which provides cover for them in order to maintain maximum supervision at all times. At both morning 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 and also posted around the school for reference. 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:

Boys 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 event. Any arrangements for tea will be organised by Heads of Section.

After School activities take place on most evenings – sporting practices, music rehearsals, CCF training are regular events. It is our expectation that boys will make their own way home after these events, travelling with parents or otherwise under parental arrangements.



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

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 boys 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 is available 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, workshops, the kitchens, grounds and estates buildings and the swimming pool. 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

Visiting 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 School should be 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 Handbook
- First Aid Policy and procedures