



14a SUPERVISION OF PUPILS POLICY

Queen Mary's School Supervision of Pupils Policy is written in accordance with the (ISI Handbook for the Inspection of Schools, Commentary of the Regulatory Requirements, September 2019).

This policy explains the supervision procedures in place in the school for pupils during the week, as well as indicating where more detailed sources of information can be found.

Supervision of Pupils – Legal Requirements

The Governing Body and the Head are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Duty of Care – Head's and Teachers' Responsibilities

Teachers at Queen Mary's School have a duty of care to all pupils. It is the Head's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the school grounds, as well as during activities either on or off site (see Educational Visits Policy). It is also her responsibility to ensure that there is effective supervision of the school buildings, and that the School is secure. New staff receive verbal instructions and guidance at induction and through mentoring regarding the duties they will be expected to carry out.

Supervision During the School Day

Before School: the Senior Housemistress' and boarding staff are responsible for the supervision of boarders in the house (up to 0830). A register is taken at breakfast (0730-0800). If a child is missing out of normal daytime hours (2000-0830) the Boarding staff will inform the Head / Deputy Head and the Missing Child Policy procedures should be followed.

Any pupil arriving before 0800 should sign in with the Boarding Team.

At morning break / lunch time staff are responsible for the supervision of the pupils on a rota system. If appropriate, this may include patrolling the school / grounds. If supervising KS2 it is expected that staff will have a walkie-talkie/mobile phone for use in case of emergency.

Pupils in the Pre Prep (Years 1 and 2) and EYFS are supervised at all times by Queen Mary's staff.

During lesson time teachers are responsible for the supervision of their class.

In case of emergency teachers might:

- summon a teacher from an adjacent classroom to supervise

- supervise both classes whilst the incident is dealt with;
- use the telephone in the classroom (if available) to summon help, either by calling the School Office (5050 or 5051), or the Deputy Head (5020); send the pupil with another accompanying pupil to the Health Hub (5045).
- After school: The duty staff are responsible for the supervision of the pupils until 1830 (juniors), 1930 (Year 7) and 1945 (Year 8) and 2000 (Years 9 – 11). Then the Boarding Staff resume responsibility. A register is taken at supper and lights out by the Boarding staff and at the start of prep by the duty staff. Should the fire alarm sound during this time duty staff are expected to assemble, with their register, at the front of school and will be accountable for the pupils in their prep group.

Activities

All teachers taking an activity are responsible for the pupils for the duration of the activity/club. Staff should be aware of who is attending their club and a register should be taken.

Teachers should, where appropriate, consider:

- teaching methods being used
- barring access to equipment without direct teacher supervision
- the safety of any apparatus/equipment being used
- the suitability of the pupils' clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards, and mouth guards)

Pupil Absence

The responsibility to ensure that pupils attend school regularly is that of the parents and guardians. Parents will normally inform the school office by 0830 if a pupil is going to be absent. Any unexplained absences will be followed up by phone by the school office. Pupils arriving after the registration time (0830) must sign in at the School Office.

Visitors to the School

As part of the School's requirement to protect the pupils in its care, all visitors to the School are expected to sign in and out at the School Office, where they will receive a badge which they are expected to wear for the duration of their visit. There are specific procedures in place.

See 8c Access to Premises Policy (Outside the School) and:

8b Supervision Policy (of ancillary, contract and 'unchecked staff')

All staff should be prepared to challenge strangers on the premises, and to report concerns to the School Office.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please read the Educational Visits Policy.

Absence Cover Supervision of Pupils

Cover arrangements for lessons where staff are absent are the responsibility of the Deputy Head and are arranged in advance, where possible, or by 0830 on the day of absence.

Mrs Debbie Hannam Walpole
Deputy Head

Reviewed On: October 2019
Next Review date: October 2020

Appendix

Staff Duties

Staff may be asked to do any of the following duties on a rota system. The rotas are issued prior to the start of each term. New staff receive verbal instructions and guidance at induction and through mentoring.

Morning Break	Key Stage 2	West Lawn supervision
Lunch Break	Key Stage 2	Dining Hall Helping with service Ensuring good manners
	Key Stage 2	West Lawn supervision
	Key Stage 3 / 4	Lunch Queue supervision
After school	Key Stage 2	Supervise Prep
	Key Stage 3 / 4	Supervise Prep
When applicable: Weekends (Saturday or Sunday)	All Pupils	Assisting Boarding staff with weekend activities

See also:

- Copy of day time duty list
- Prep duty list