

Bradford Grammar Junior School

Supervision of Pupils Policy

This policy applies to the Junior School, including the Early Years Foundation Stage (EYFS).

This policy has regard for the latest version of the Department for Education Guidance: *Health and safety: advice on legal duties and powers*.

This policy should be read in conjunction with the *Child Protection (Safeguarding) Policy, the Behaviour Policy, the Information for Parents Booklet and the Health & Safety Policies*.

Every employee has a part to play in the supervision of pupils when they are on Bradford Grammar School (“the School”) premises or offsite on an educational visit, both during the school day and out of hours: for example, it is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

During the school day, pupils will be supervised during lessons and organised co-curricular activities by the relevant employee(s). The level of supervision required will depend on the age of the pupils, the location of the lesson / activity and the sort of activities in which the pupils are engaged.

The School recognises that pupils should be able to experience a wide range of activities. Supervision measures adopted by the School are intended to allow pupils to participate in activities and move around the site safely rather than stop them from doing so. It is important that children learn to understand and manage the risks that are a normal part of life.

1. Before School

Pupils are registered for the start of the school day at 8.45am by their form tutor, in their form room, but they are allowed to be on the school premises from 7.30am. Before morning registration, the following protocols are in place:

- the School makes it clear to parents or guardians that pupils must not be on the premises before 7.30am at which time employees are on duty at the Junior School.
- pupils who travel to school on school transport are remotely supervised by the bus driver; high standards of behaviour are expected during the journey to and from school.
- once pupils have arrived on the School premises, they are not permitted to leave the site before the end of the school day without authorisation from a member of the Junior Leadership Team (JLT).
- All pupils arriving between 7.30am and 8.00am should report to the Reception and Year 1 Building.
- Reception and Key Stage 1 pupils arriving on the school premises between 8.00am and 8.30 should report to the Key Stage 1 playground outside the Reception and Year 1 building. In the case of inclement weather, they should enter the building, where they will be supervised.
- Key Stage 2 pupils arriving on the school premises between 8.00am and 8.30 should report to the Key Stage 2 playground to the rear of the Junior School. In the case of inclement weather, they should enter through the DT door where they will be directed to an appropriate, supervised space (usually the Junior School Hall or IT Suite).

- Breakfast is available for all pupils in the Reception and Year 1 Building Between 7.30am and 8.10am.
- Year 4 – 6 pupils may attend breakfast in the dining hall from 8.10am and employees are available in the dining room.
- At 8.30am, pupils are collected from the playground by their form teachers and taken to classrooms to prepare for the school day. Pupils arriving after this time should report directly to their form rooms.

2. Morning break and lunchtime

- During morning break the pupils are supervised on the playground in accordance with the duty rota. Duties are reviewed at least annually and more frequently if necessary.
- The employees on duty, supported by the Junior School Deputy Head, are responsible for assessing the weather and informing colleagues in the event of 'indoor play'.
- Should the weather conditions prevent outdoor play, pupils are supervised in designated spaces by employees.
- At lunchtime, pupils are supervised by employees on the playground, in the dining hall and at clubs in accordance with the duty rota. In the event of inclement weather, the pupils will be supervised in designated spaces within The Junior School by the employees on duty.
- Pupils must not enter the School buildings without permission.

3. After school and After Care

The School day ends at 3.20pm. Pupils leaving at 3.20pm are dismissed from nominated exits by their form teacher. All other pupils are supervised on the Key Stage 2 playground until 4pm.

A password system is in place, which is used, with parent authorisation, in the event of an adult not recognised by the employees collecting a pupil.

Between 3.20pm and 6pm the School provides After Care, which is supervised by employees, who are supported on-site by a member of the JLT.

Pupils are not permitted to leave the School playground with anyone who is not expected. Pupils are not permitted to walk to the Frizinghall Road Car Park unaccompanied unless specific permission has been given. Early Years pupils must always be accompanied.

Year 2 to 6 pupils who travel on one of the School buses are escorted to the School's turning circle and are boarded onto their buses, by employees.

For pupils making their way down to Frizinghall Station at the end of the school day, a team comprising estates employees and security guards patrols the road and the station (on duty from 3pm – 6pm).

Pupils who travel by public service bus are permitted to leave the School at an appropriate time and not more than ten minutes before their bus is scheduled.

4. Early Years Pupils

Early Years pupils must usually be within sight and hearing of an employee and always within sight or hearing. Whilst eating, pupils must be within sight and hearing of an employee.

Reception (EYFS) pupils are supervised with regard to the employee:pupil ratios within the latest version of the EYFS Statutory Framework.

5. Supervision on educational visits

Adequate supervision is a major consideration in the planning and running of all educational visits. Details of the School's requirements on these trips, including hosting, can be found in the School's Educational Visits Guidance.

6. Protocol for leaving the School campus during the School day (for example in the event of illness)

Pupils are not allowed off site during the school day unless accompanied by a parent or nominated representative. All pupils who are given permission to leave the School during School hours must be collected from Junior School reception where they will be required to sign out.

7. Close, one-to-one, supervision of pupils

Any person who will be in close, one-to-one, supervision of pupils, for example in individual music lessons, must follow the School's *Code of Conduct*:

- avoid arranging to meet a pupil in a remote or secluded part of the School
- ensure that there is visual access and / or an open door
- ensure that there are other employees around or at least aware of a meeting
- arrange for a colleague to be present if there is a concern about the likely nature of the meeting particularly when there is a gender difference, and
- not arrange meetings with pupils away from the School premises, except with the approval of the parent and a member of the SLT.

8. Showers and changing

Pupils are entitled to privacy and employees should:

- announce their intention of entering changing rooms;
- avoid visibly intrusive behaviour;
- consider the age and development of the pupils when deciding whether to remain in the room or to supervise remotely;
- not shower or change in the same place as the pupils; and
- be particularly careful about gender issues.

9. Registering pupils

All pupils are registered by employees at 8.45am and 1.05pm.

Absences without prior notice are followed up by the PA to the Head of the Junior School in accordance with established policy. Where appropriate, these may be escalated to the Deputy Head.

10. Missing pupils

When an employee has concerns that a pupil has gone missing during the course of the day, they should carry out initial checks with colleagues, the pupil's friends, the signing in book if feasible. If this is not feasible, they should inform the Head of the Junior School and the PA to the Head of the Junior immediately who will make checks in the following areas:

- the signing in and out book in reception
- the School nurse to establish whether the pupil has been sent home due to ill health;
- the music department;
- the school library;
- the estates team.

All employees due to come into contact with the pupil later in the day must be alerted to the need to contact the Junior School reception if the pupil reappears in their lesson/care. In some cases (e.g. if the pupil has been seen leaving School) a search of the local area will be made, on foot or by car, by available employees. If the pupil cannot be located, the Head of the Junior School will contact the pupil's parents or guardian. The Head of the Junior School (in consultation with the parents or guardian) will decide whether the police need to be informed.

When the pupil is found outside school, or their whereabouts and safety satisfactorily established, the Head of the Junior School will ensure that the parents and all employees and pupils involved in the search are informed. The police must be informed at once if they have been involved.

If the pupil is found but is unwilling to return to the school, an employee will remain with the pupil until the parents are contacted. If the parents cannot be contacted, the School will contact the emergency number or numbers provided. The pupil may be handed over to the care of this guardian.

After the incident, the Junior School Head will meet the pupil's parents or guardian to discuss the events surrounding the disappearance of the pupil.

If the incident has exposed the pupil to danger or a risk of harm, the Junior School Head, in consultation with the JLT and the School's Health and Safety Officer, will initiate an enquiry and record the incident on CPOMS.

This will include:

- The date and time of the incident.
- The employee who discovered the absence.
- The location where the pupil was last seen.
- The time when the pupil was last seen.
- The events prior to the pupil's disappearance.

The incident will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) arrangements.

The School's insurance company will also be informed of the incident.

11. Uncollected pupils

Any pupil who has not been collected from After Care by 6pm will supervised in accordance with Appendix 1 'Uncollected Pupil Guidance'

12. Supervision of pupils on School buses

The supervision of pupils travelling on School buses is detailed in Appendix 2.

Policy reviewed by:	Mrs Felicity Robertshaw-Hughes,
Policy review date:	Spring 2024
Next policy review:	Spring 2025

Appendix 1

Uncollected Pupils' Procedure After 6pm

If a parent or carer is held up by unforeseen events and they are unable to pick up the pupil by 6.00pm, they must contact Aftercare on **07976 987102** to explain the reason for their delay and to advise of the new collection arrangements.

Late collection of pupils accrues an additional aftercare charge and parents will be asked to sign a late collection sheet.

In the event that a pupil is not collected by 6pm, guidance below will be put into practice. These will ensure that the pupil is cared for safely and in a manner which will cause as little distress as possible.

The following actions will be taken:

- i. The supervisor will take the pupil to the Junior School reception where they will advise the duty member of the School's JLT.
- ii. The employee on duty will telephone the parent or guardian.
 - a. If there is no reply, the other emergency contacts will be used and the password will be requested.
- iii. Should contact with one or more of the above be made then the pupil may be:
 - left at Senior School reception with an employee;
 - taken to the parent or by car or taxi accompanied by an employee; or
 - collected or cared for in another appropriate area of the School.
- iv. Should contact **not** be made with one or more of the above by 6.45 pm, then social services may be contacted (in extreme circumstances).
- v. When possible, a message will be left for the parent or guardian advising them of the action that has been taken.
- vi. Where appropriate, the incident will be recorded on CPOMS.

Appendix 2:

The following instructions are sent to parents of pupils in Years 2 to 6 that go home on one of the school buses.

As an additional safeguarding measure for pupils in the Junior School, when they are dropped off at the end of the day, we ask that parents choose whether to opt in or out of the following bus pass system. There is a section on the Seat Reservation Form to express your preference.

- Pupils in the Junior School, whose parents request it, will be issued with a special pass (a different colour from the normal bus pass, with details of the system and the relevant school phone numbers printed on the back) stating that they are not to be allowed off the bus unless the driver is satisfied that there is someone there to meet them.
- The bus pass is to be handed to the driver by your child as he/she boards the bus and collected as he/she gets off.
- If no-one is there to meet your child, the bus driver will wait for 5 minutes.
- If there is still no-one there after that, the driver will keep your child on the bus and contact the After Care number. The employee on duty will attempt to contact you to make additional arrangements.
- At the end of the bus route, if no one has turned up to collect your child, the driver will return the pupil to school to await collection, where they will be supervised by an employee.
- Each pupil should be made aware of this procedure by their parent.

The pass, issued to pupils, clearly indicates the above system and pupils are also verbally told what will happen should a parent not be there to collect them. A member of the SLT and the JLT is on duty each evening until 6pm and the school mobile number, which is printed on the back of the pupil's pass, has been passed to the bus companies.