



# NOTTINGHAM GIRLS' HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

## **Pupil Supervision Policy**

**This policy applies to all pupils, including EYFS.**

Nottingham Girls' High School seeks to ensure that pupils are properly supervised at all times, with due regard to the age of the pupils and the activities in which they are engaged. This policy covers all year groups, including Early Years Foundation Stage (EYFS).

### **General supervision**

#### **Pupils' arrival and departure**

##### **All Pupils**

- Pupils are not allowed on site without supervision.
- No pupil may be on site before 7.30am.
- Early morning bus-lane duty (8.25am – 8.45am) A member of staff is on duty on the bus lane to supervise pupils as the buses arrive.
- Any Junior School pupil who arrives between 7.30 and 8.00am must go straight to Before School Club in the dining hall and may not enter any other building. A small charge will be made for using this service.
- From 8.00am:
  - EYFS children may be escorted to their classroom by a parent or guardian between 8.00 – 8.30am. Children may be left with the duty staff and parents may leave.
  - Key Stage 1 and Key Stage 2 children may be dropped off in the Junior School playground where they will be supervised by two duty staff.

##### **Senior School Pupils**

- Senior pupils may use the Dining Hall from 7.30am.
- Senior School pupils may go to their form rooms from 7.45am.
- Sixth Formers may use the Sixth Form Centre from 7.45am.

#### **Departure and after school supervision:**

- All girls are expected to be off site by 6.00pm in both the Junior and Senior schools. Except for Fridays when it is 5.00pm in the Senior school. At least one member of the staff is on duty to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff take their share of supervisory duties.

### **EYFS and Junior school:**

- Reception pupils must be collected from the external classroom doors in the EYFS playground where a member of staff signs out children individually to their parent or guardian.
- Year 1 pupils are signed out by a member of staff to their parents through external classroom doors onto the Junior School playground.
- Year 3 and 4 pupils are signed out by a member of staff via the Junior exit beside the Sports Hall. Years 2, 5 and 6 are signed out in the Junior playground.
- Children who travel on the school buses are taken to the bus by the member of staff on bus duty and a daily register is recorded.
- At 4:00pm any uncollected children are taken to After School Club to wait for collection with a member of staff. This incurs a charge. Pupils will need to be collected from After School Club in accordance with After School Club procedure.
- Children who are going into After School Club will assemble in the designated area, usually the Junior School Library, which is supervised by staff and sixth form assistants. After School Club finishes at 6:00pm. Junior school pupils go straight to After School Club if they are booked to be there.
- Any Junior school children still in school after 6:00pm will be charged an additional £5.00 per 30 minutes as a late collection fee.

### **Senior school:**

- Pupils must be out of their form rooms by 4pm and, if remaining on site, may work in the library until 6pm Monday to Thursday and 5pm on Friday, where they may be collected by a parent or guardian using the intercom system at the Baker Street entrance to the Milford Building. Pupils must sign in when they arrive in the library and sign out when they leave. A member of the library staff supervises the pupils during this period. No pupil may be in any other area of the school site unless under the direct supervision of a member of staff.
- There is After School Care provision in the Senior School Library between 4.00pm and 6.00pm everyday except Friday when it is 4.00pm – 5.00pm.
- **Sixth Form pupils** may remain in the Sixth Form Centre until 5.00pm. After this time, they should go across to the Library until 6.00pm.
- **After-school bus-lane duty** (3.45pm – departure of the last bus) A member of staff is on duty on the bus lane to supervise pupils there until buses depart.
- **Supervision whilst travelling to and from school.** Pupils are not supervised by a member of staff when travelling on the school buses and are expected to behave responsibly and to follow the driver's instructions. A member of staff is on duty to supervise when the school buses arrive and depart.

### **Attendance and registration**

All staff and pupils are expected to follow school procedures for attendance and registration. These are published in the teacher handbooks. *SchoolComms* is used to send text messages to the parents of those whose absences are unexplained and these are followed up with telephone calls to those

who are not contactable through *SchoolComms* or who do not send a response to the initial text message.

Any pupil who is absent from registration is expected to sign in or, in the Junior School, to be signed in by a parent or guardian.

Pupils are not allowed to leave the school during the day unless they are part of a school trip, are being collected for a medical/dental/other appointment. Details of appointments must be given to the pupil's form teacher in advance. The pupil concerned must be signed out in the appropriate place and signed in again, if she returns before the end of the school day. In the event of a fire drill or evacuation, the signing in and signing out books are used to check the presence or absence of pupils.

### **Supervision during breaks and lunchtime**

All members of staff take their share of break and lunchtime supervisory duties.

### **Supervision during non-contact time for pupils, including Sixth Form**

Arrangements are made to ensure that pupils are supervised during all events and activities outside school hours. Members of the PE Department supervise pupils on both home and away matches. The member of staff responsible for the trip, or their designated deputy, will remain with the pupils until the last one is collected.

### **Staff responsibility**

All members of staff are responsible on a day to day basis for ensuring that pupils at the school are safe.

### **Supervision during curriculum time**

All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Design Technology, Art and Science, the classroom teacher may be supported by a technician or teaching assistant.

### **Arrangements for cover of absent colleagues**

Substitute teachers or cover supervisors are allocated to cover the lessons of absent colleagues for all pupils up to and including Year 11. Year 12 and 13 may be set work, have their lessons moved or taught by another member of staff, except in cases of long term absence where an appropriately qualified temporary teacher will be sought. Staff are responsible for providing appropriate cover material for their lessons through their Head of Department and for notifying the Junior School Head or the Deputy Head at the earliest opportunity of their absence.

- Timetabled PE is supervised by a member of the teaching staff, with enhanced supervision when necessary, e.g. when swimming. In the case of an emergency, the school nurse may be contacted by telephone. When pupils are changing or showering, supervising staff should balance the need for pupil's privacy with their responsibility for appropriate supervision, with due regard for the Safeguarding Policy.
- Supervision ratios for games, swimming and hazardous activities are considered in the documentation for activity planning.

### **Supervision of pupils travelling to another venue for lessons**

This is covered by the Educational Visits Policy.

### **Staffing ratios (inc EYFS)**

Risk assessments must be carried out so that the staffing ratio is appropriate to the nature of school visits and activities, taking into account the age of the pupils. There should always be at least two staff on any visit. The ratio of staff to pupils should be at least that required by Health and Safety of Pupils on Educational Visits guidance. Trips involving small numbers of pupils at Sixth Form levels are considered on an individual basis and, in some circumstances, may be accompanied by a single member of staff.

### **Supervision of pupils attending lessons with peripatetic teachers**

- **Junior School:** Peripatetic teachers collect pupils and escort them to the music rooms.
- **Senior School:** Pupils attending lessons with peripatetic music teachers must have their (green) music timetable signed in advance by the relevant subject teacher to show that the subject teacher is aware of the planned absence. Pupils whose music lessons clash with afternoon registration must register at the school office immediately prior to their music lesson.

### **Supervision during extra-curricular activities**

#### **Arrangements for keeping records of attendance**

If pupils are to be absent from lessons with permission (e.g. on a school trip) the trip organiser completes the School Trips and Visits procedure, using EVOLVE. All such trips must first be approved through the EVC as outlined in the Educational Visits Policy.

#### **Supervision of pupils travelling to matches and other venues**

Members of the PE Department supervise the students at both home and away matches. They are supervised by the member of staff who has organised the activity until all pupils have been collected.

#### **Supervision of pupils in after-school clubs**

Students who stay for any after-school activity are supervised by the member of staff who has organised that activity until every pupil is collected. No student should wait alone in any area of the school site. No pupil should leave without letting the member of staff responsible know that they are going.

#### **Supervision of pupils while waiting to be collected by parents at the end of an activity**

Pupils should be supervised on Arboretum Street (for out of hours return from trips) or in the Library until 5.00pm. Junior School parents are expected to collect them from the Junior School.

#### **Supervision of pupils attending clubs organised by third parties but which take place on site**

Pupils may remain on site until 5.45pm under the arrangements outlined above but then must leave.

### **Supervision during school visits**

#### **Arrangements for pupils on visits in the UK**

These arrangements are set out in the school's Educational Visits Policy. Pupils are expected to tell their form teacher and subject teachers of the absence in advance.

#### **Arrangements for pupils on visits abroad**

Details of the ratios for educational visits are contained in the school's Educational Visits Policy, which is contained in the Staff Policy Handbook and is on the Portal.

## **Sixth Form**

Pupils in Years 12 and 13 may leave the premises as outlined in the Sixth Form handbook.

### **Medical support**

There is a qualified nurse on duty in the Medical Centre (from 8.00am to 4.00pm every day) who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are published on the portal. We always make sure that a qualified paediatric first aider is on duty whilst our EYFS pupils are in school. First aid boxes are in all potentially high risk areas and in the School Office. The School Nurse regularly checks and replenishes the first aid boxes.

Pupils who visit the Medical Centre when the School Nurse is not present must first report to the school office. If a pupil visits the Medical Centre during a lesson they must have their teacher's permission, the teacher should fill in the 'Permission to Leave Class Form' on Firefly to say the girl is with the Nurse. Girls with Nurse at the start of a lesson should be marked 'F' in the register. Such pupils should be accompanied by another pupil if necessary, at the discretion of the subject teacher. For pupils in the Junior School, the school nurse will come to the Junior School Medical Centre.

### **Unsupervised access by pupils**

Pupils may not enter potentially dangerous areas unsupervised. This includes science laboratories and design technology rooms. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

Policy Reviewed: September 2019

Next review: September 2020