

# LEICESTER GRAMMAR SCHOOL TRUST

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### SUPERVISION POLICY

All Leicester Grammar School teachers are required to maintain good order and discipline among pupils and to safeguard their health and safety whenever they are authorised to be on school premises or engaged in authorised activities elsewhere.

The extent of supervision will be affected by:

- the ages and numbers of children supervised
- whether they suffer any physical or mental disability
- the environment of the School, i.e. particular dangers at that location.
- should not undermine fundamental British values

#### SUPERVISION OF CHILDREN

##### **Before and after school**

It has been established in the courts that the presence of a child on school premises does not mean that there is necessarily a duty to supervise. If a child arrives at school in the morning before supervision could reasonably be expected, the child is there at his or her own risk. Pupils will be admitted to the School from 8.00 am. Between 8.00 am and 8.15 am they should go to the refectory. This area is not supervised by staff at this time.

Pupils will be supervised from 8.15 am. If at any time this time should change, parents will be given reasonable notice so that they can make new arrangements for the delivery of their children to school.

Teachers will be on the premises at least 15 minutes before the commencement of the School day.

From 8.15 am pupils should visit their lockers and then make their way to the area outside the classroom where they register. Duty members of staff will be present in the main entrance to the school from 8.15 am until registration time.

Pupils will be registered by staff in designated classrooms between 8.25 and 8.40.am.

Pupils will then be accompanied to the whole School assembly on Monday morning, the section assemblies from Tuesday to Thursday or House assemblies on a Friday. If there is no assembly the pupils will remain in their registration room.

At the end of the School teaching day, which is 3.50 pm, teachers will supervise the orderly dismissal of their pupils to maintain discipline and ensure safety. Pupils in the Sixth Form should

sign out if they leave School at any stage in the day. It is expected that pupils other than those staying behind for specific reasons should generally be off the premises promptly so that problems of supervision of late leavers do not arise. Following the end of the formal teaching day pupils may go to the refectory until 4.15 pm. If they are staying beyond this time years 6-8 must stay in the refectory and register with the duty member of staff, while years 9 and above should go and register in the Library. Supervision will be provided by the duty staff until 5.00 pm.

Any students who for some reason are waiting for their parents after 5.00 pm must remain in the foyer under the supervision of the security guard. Parents should report to Reception before collecting their children after 4.15 pm.

### **Supervision of pupils on school trips is covered in detail in the 'Organising School Trips and Visits' Policy.**

However, for the avoidance of doubt all trips must have a named leader. Accompanying adults must be clear as to their role and responsibilities. It is not possible to be precise about adult to pupil ratios because factors such as age, type of activity, and duration of trip must be accounted for.

The following are recommended guidelines:

- 1 to 5 for arduous, adventurous or physical training.
- 1 to 10 for trips abroad that do not contain the above, with a minimum of two adults of the opposite sex for mixed parties.
- 1 to 15 for other residential visits, with at least two adults of the different sexes. 1 to 20 for a day visit to a non-hazardous site.
- 1 to 25 for a short local non-hazardous visit during a lesson.

### **FOR ALL TRIPS (EXCEPT) THERE MUST BE AT LEAST TWO MEMBERS OF STAFF. AT LEAST ONE OF THESE SHOULD HAVE A CURRENT FIRST AID CERTIFICATE. THIS IS PARTICULARLY RELEVANT FOR FIELD OR ADVENTUROUS TRIPS.**

There should be one staff member qualified in first aid for every 30 persons on the trip and one for each group in a party that is split for visits to separate sites.

The School is confident that members of staff will always act in a responsible manner, however if a member of staff has a child participating on the trip, it would be good practice to exceed the staffing ratio, if possible.

If an organised School event involves pupils returning to School later than 5.00 pm the teacher in charge of the trip will provide information in advance of departure that will state the expected return time. If the trip returns before or at the expected time parents can expect that a teacher will remain with the pupils up to 15 minutes after the stated time. If a return is delayed, for whatever reason, the teacher will stay with the pupils after the return for at least 15 minutes.

Particular problems may arise with supervision after School hours, when parents fail to turn up to collect their children. Law and duties and responsibilities would take second place to common sense and a teacher should do what is necessary to solve the problem, taking into account the

pupil's age, gender and also the general circumstances. Pupils safety must never be undermined.

## **DURING THE DAY**

Pupils will be supervised during the morning break and lunchtime (see duty rota for details). They may be outside in the playground areas or within the building in such areas as the refectory. A duty rota for staff is published to allow for supervision of the outside and inside areas of the School.

Pupils will be registered in the afternoon by the form tutors prior to the start of the afternoon lessons. The Games and PE department will take their own register before the start of each games afternoon.

## **SUPERVISION OF CHILDREN LEAVING SCHOOL PREMISES DURING THE DAY**

There will be occasions when individual children have to leave the School during the day, e.g. for medical treatment. The "prudent teacher" criterion applies here as in other situations. A child may leave the Senior School unaccompanied but only if they have notified a member of staff, normally their tutor or a section head, of a planned absence and, in any case, they should sign the book at Reception to indicate they are leaving the School. In certain circumstances, which will be considered on an individual basis, it may be considered appropriate that a pupil be accompanied and arrangements will be made accordingly by a senior member of staff, such as a Year Head or Deputy Head often in consultation with the School Nurse.

## **BUS DUTIES**

Boarding of the School buses at 3.50 pm will be supervised by senior staff. No bus will leave until 4.05 pm.

## **SUPERVISION OUTSIDE OF THE CLASSROOM**

Staff, from time to time, will be expected to supervise children engaged in extra-curricular activities. They should expect to form part of the 'Duty Teams' compiled by the Director of Studies for supervision of such times as mid-morning break, lunch times and the 'late duty'.

If a member of staff is running an extra-curricular activity after school hours they should take their own register of those present.

## **SUPERVISION OFF THE SCHOOL PREMISE**

School journeys. If staff volunteer to supervise a party of pupils on a residential School journey they accept the full duty of care and it is to some varying degree a 24 hour a day responsibility. The regulations of the School as to the adult or teacher/pupil ratio on school journeys must be followed and younger pupils should never be left without a trustworthy adult.

