

## **STOCKPORT GRAMMAR SCHOOL**

### **Senior School - Arrangements for supervision of pupils**

**(Reviewed by Governors 18.10.2022)**

#### **Duties**

We are under a legal obligation to provide adequate duty of care for our pupils at break times and as they leave the premises to catch school buses home. The School's responsibility ends once pupils leave the school site, unless they are under the direct care and supervision of staff and on school activities.

All staff are expected to do their share of duties. All staff duties are a compulsory element of our contractual obligations. Colleagues, who have a duty on a day when they are intending to be out of school, must arrange substitute cover for that duty. If a substitution of a duty has been arranged that substitution is as much an obligation as a lesson cover. Disciplinary action may be taken if these obligations are not met.

Although colleagues are allocated specific duties, it is important to remember that we are all 'on duty' throughout the school day. All colleagues should keep a watchful eye when in school and not ignore any pupils' misbehaviour or distress. Colleagues must respond to any show of anger or aggression between pupils, any actions which might result in injury or damage, any smoking, any consumption of alcohol or controlled substances, any bullying, any truancing, any stealing or any climbing over fences, walls or onto roofs. Such instances should be dealt with and recorded on CPOMS.

By reinforcing the tenets of good behaviour on a day-to-day basis we are, furthermore, strengthening the ethos of the school.

It is the responsibility of every member of staff to ensure that the School Rules are observed at all times.

#### **Duty Team Leaders**

Five Duty Team leaders are responsible for co-ordinating and leading a team on each day. Their role is to ensure all duties are carried out effectively by staff, Senior Prefects and Prefects. They work in collaboration with Sixth Form Pastoral staff and the Deputy Head (Staffing & Co-Curricular).

Staff do duties as per the rota. Prefects do duties at lunchtimes and should make contact with supervising staff at the beginning of each duty.

#### **Before the 8.40am start to the school day**

Pupils are allowed on to the school site from 8am. If pupils arrive at school earlier than 8am they may sit in the dining room from 7.45am; the dining room is supervised by a member of staff.

#### **Morning Break, Lunch and Bus Duties**

The duty rota is designed to ensure that key points around school and their surrounding areas are kept in view during break and lunch and that the dining hall and dining hall queue is supervised.

Each duty tour has a starting and finishing point. There is quite a lot of ground to cover and staff should use Prefects strategically to ensure as much coverage as possible. Colleagues should be visible as much as possible in their duty areas. Things to look out for include: pupils loitering in/around changing rooms, unsupervised pupils in rooms with

dangerous equipment (e.g. Technology), pupils not wearing trainers on the tennis courts and pupils beyond the languages block or near grounds staff building. No pupils should be on the playing fields unless taking part in a supervised activity.

Staff on library duty should work closely with the Library staff to ensure that the atmosphere is entirely to their liking. Staff should check the PE Yard at least three times during a session.

Staff on bus duty should arrive as soon after the 3.50 p.m. bell as possible. If a bus has not arrived by 4.05 p.m. one of the duty staff should inform the Bursary.

### **After the 3.50pm end of the school day**

#### **1<sup>st</sup> to 5<sup>th</sup> years**

Unless supervised by a teacher (for example in a co-curricular activity), pupils must either leave the premises by 4.15pm or work in the Library which is open until 5.30pm. Once the Library is closed pupils can work in the Sixth Form Work Room until 6pm. All pupils must leave the school site by 6pm. Pupils staying at school after the end of the day, unless involved in an evening event or evening trip, are expected to remain on the school site until they leave for home.

#### **Sixth Form**

Unless supervised by a teacher (for example in a co-curricular activity), pupils must either leave the premises by 4.15pm or work in the Library which is open until 5.30pm or in the Sixth Form spaces which are open until 6.00pm. All pupils must leave the school site by 6.00pm. Pupils staying at school after the end of the day, unless involved in an evening event or evening trip, are expected to remain on the school site until they leave for home.

### **Evening Events or Evening Trips**

#### **1<sup>st</sup> to 5<sup>th</sup> years**

It is expected that most pupils attending an evening event at school or participating in an out of school hours evening trip/visit will go home in between. Any pupils who are not able to go home in between are allowed to remain on the premises but only under supervision. This must be in a supervised after-school activity, the Library or in the Sixth Form Work Room which will be supervised especially for the event/trip. For safety reasons it is important that pupils are not unsupervised around the school site after the end of the school day.

As school is unable to provide food after the end of the school day (for logistical and health and safety reasons), pupils will be allowed to leave the premises in order to purchase food at the local shops prior to the evening event/trip; they will not need to seek permission from a teacher to leave. On return pupils must consume the food in the Sixth Form Work Room only.

Pupils using the Sixth Form Work Room must sign in and out of the room on the sheet which will be held by the member of staff supervising the Sixth Form Work Room.

#### **Sixth Form**

It is expected that most pupils attending an evening event at school or participating in an out of school hours evening trip/visit will go home in between. Any Sixth Formers who are not able to go home in between are allowed to remain on the premises but only in a supervised after-school activity, the Library or the Sixth Form spaces. For safety reasons it is important that Sixth Formers do go to one of these areas and are not unsupervised around the school site after the end of the school day.

As school is unable to provide food after the end of the school day (for logistical and health and safety reasons), pupils will be allowed to leave the premises in order to purchase food at the local shops prior to the evening event/trip; they will not need to seek permission from a teacher to leave. On return Sixth Formers must consume the food in the Sixth Form spaces only.

## STOCKPORT GRAMMAR JUNIOR SCHOOL

### Arrangements for supervision of pupils (including Early Years)

*Taken from staff handbook.*

We are under a legal obligation to provide adequate duty of care for our pupils at break times and as they leave the premises to catch school buses home.

All staff are expected to do their share of duties but all colleagues should keep a watchful eye as they move round the school and not ignore any pupils' misbehaviour or distress. Duty lists are posted in the Staff Room.

Please remember:

- a) All staff duties are a compulsory element of our contractual obligations.
- b) If a substitution of a duty has been arranged that substitution is as much an obligation as a lesson cover.
- c) Colleagues, who have a duty on a day when they are intending to be out of school, must ensure that substitute cover for that duty has been arranged without fail.

Disciplinary action may be taken if these obligations are not met.

Although colleagues are allocated specific duties, it is important to remember that we are all 'on duty' at any time when the school is responsible for the welfare and conduct of pupils. Colleagues must respond to any show of anger or aggression between pupils, any actions which might result in injury or damage, any smoking, any consumption of alcohol or controlled substances, any bullying, any truanting, any stealing or any climbing over fences, walls or onto roofs. Such instances should be dealt with and recorded in ISAMS.

By reinforcing the tenets of good behaviour on a day-to-day basis, we are, in fact, not merely safeguarding but strengthening the ethos of the school by insisting on the maintenance of high expectations where good behaviour, appearance and consideration for others are compromised.

Pupils leaving (and returning to) the school during the school day are to be signed in and out of school from the school office by their parent(s)/guardian(s). This information should be completed in the white file found in Reception.

#### **On arrival**

Nursery opens at 8.00am and the children enter the building immediately on arrival.

Rest of school:

Children arriving before 8.30 am will be supervised as follows:

*Reception and Year 1 and Year 2 (optional): Breakfast Club*

*Year 2: 8.00 – 8.20 am Main Playground or Breakfast Club (If wet: 8.00 – 8.20 am in an Infant Classroom) 8.20 – 8.35 am Classrooms*

*Key Stage 2: Main playground, or classrooms if the weather is poor. Children enter the school at 8.35am.*

The Playground Manager and a member of staff will be on duty from 8.00 am in the playground. Teachers are expected to be in their classrooms for a period of time before the school day begins to ensure that these rooms are tidy and prepared. Infant staff should be in their classrooms by **8.20 am** and Junior staff should be in their classrooms by **8.30 am at the latest.**

### **Staffing ratios to ensure that they meet legal requirements, especially in the Early Years Foundation Stage**

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

3.35. For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

3.36. For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- for all other classes there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

### **Duty rotas**

Duty rotas for supervising the children at breaks and lunchtime, after school and whilst waiting for buses, will be organised by the Deputy Head at the beginning of the academic year. Duty rotas are amended throughout the year as necessary. All relevant rotas are posted on the notice board in the Staffroom. Copies can also be found on the school network:

My Computer/Staff on (T:Drive)/Junior School/School Admin/Rotas

**There must be adequate supervision of pupils both indoors and outdoors throughout school break times, especially at times when children are indoors. No pupil/s are permitted in classrooms unattended to complete work or carry out tasks for staff. Members of staff must adhere to the duty rota and arrive punctually in the playground. In the event of a planned absence, it is the responsibility of each member of staff to arrange for their duty to be covered. Staff should work as a team to support one another in this process. The Junior School Deputy Head will arrange necessary duty cover as a result of staff illness.**

Children who remain uncollected at 3.40 pm from school buildings, grounds or buses will be sent to After School Care (ASC) by the duty teacher or by any member of staff. Mrs Chawner or Ms Mariet should be notified if this is the case. A record is kept by Mrs Chawner of children sent to ASC; this record is kept in the Junior School.

### **Playground / Midday Assistants**

The Playground Manager manages the midday assistants. The Playground Manager also oversees the playground each morning before school (8.00 – 8.40 am) and at morning break times. The Playground Manager is responsible for the provision and ordering of playground equipment and first aid equipment and for orchestrating staff employed as midday assistants.

Staff are encouraged to liaise with midday assistants, where appropriate, regarding the welfare of a pupil.

### **Wet Breaktime Routine**

In the event of the weather being inclement, pupils must stay in their own classroom. Staff on duty patrol the corridors. The Playground Manager will advise staff as to the requested location to supervise.

### **Safety in Classrooms**

**Children are not allowed in classrooms without the supervision of a member of staff.**

### **Pupils Off-Site**

Pupils who leave the premises during the school day for appointments etc. should sign out at the School Office. The parent will be issued with a pass to show the Gatekeeper on exit. Pupils who return to school during the school day should sign back in at the School Office on their return.

<b>Authorised by</b> Chair of Governors	<i>Christopher Dunn</i>
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