



Grosvenor School Supervision of Pupils Policy

Reviewed January 2012
Person responsible CGJO
Next review January 2014

Teachers at Grosvenor School have a duty of care to all pupils in the School. It is the Headmaster's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also his responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

Duty of care is a legal requirement. The Proprietors and the Headmaster 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.

Supervision during the School Day

Before School

Form Tutor takes responsibility for the pupil once he/she has arrived at school. The School buildings will be open from 0810 for those pupils not in breakfast club.

Breakfast club

All pupils are supervised by WPB or a designated member of staff from 07:45 – 08:10

Form tutors are responsible for pupils from 8:10 until 09:00

0845 – 0900

On certain days, pupils will have form time, Prayers or House or Senior School or Junior School assembly. These are all supervised and all are expected to attend.

Break Time

All pupils are supervised by a member of staff, who undertake break duty on a rota basis. They are present in the playground at all times

Lesson Time

Teachers are responsible for the supervision of their class.
- No class should be left unsupervised for any reason.

In case of emergency teachers might:

- summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with;
- call the School Office, or the Head
- send the pupil with another accompanying pupil to the Office having informed them first via the School secretary.

Lunch Time

Junior School- All pupils are supervised by a member of staff, who undertakes lunch duty on a rota basis. Staff who take lunch in the Dining Hall are expected to sit with the pupils and supervise them at this time.

Senior staff also sit with and supervise their pupils at lunch. All pupils are then supervised in the playground until 2.00pm when lunch break ends and pupils return to their form rooms for registration.

After School Activities

Senior School- Those doing an after school activity are under the supervision of the member of staff running the activity until its conclusion. There will be tea available from 4:20 – 4:30- also supervised by the person running the club. They must ensure those staying at school until 5.30pm return to the “staying late” staff member for supervision until they are collected.

Pupils not doing an activity will report to the “staying late” staff on duty in the Porta Cabin where a register is taken. For the senior school, there is free time until 4.30pm when supervised prep begins until 5pm. Those being collected at 5pm will then depart whilst those remaining will be supervised by duty staff until 6.00pm -which is the latest collection time.

Junior School- supervised Junior clubs run between 3.30pm-4:20 pm. The supervising adult ensures the children are collected at the end of the session. Those children requiring after school care attend “**Stay Late**” - which is a supervised facility until up to 6.00pm, run from the Porta Cabin.

Pupils who are off games

Pupils who are off games will be either:

- in a form room supervised by a member of staff
- at the pitch side, supervised by the teacher running the activity

Pupil Absence

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the School Office and to give the likely duration of the absence AS DESCRIBED IN THE PARENT HANDBOOK.

Visitors

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 School Reception, where they will receive a badge which they are expected to wear for the duration of their visit. All staff should be prepared to challenge strangers on the premises, and to report concerns to School Office.

Classrooms

Pupils should not be left unsupervised in classrooms outside lesson times.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips and away activities, please read the 'Health & Safety For Pupils On Educational Visits School' Policy, available in the Staff Room Policies File and the School website.

Absence Cover Supervision of Pupils

Please refer to Staff Handbook for details of absence cover arrangements for lessons and activities.

For further guidance on pupil supervision on co-curricular activities please read the 'Health & Safety For Pupils of Educational Visits policy