

# Supervision of pupils policy

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Review	P Vanni /	December 2016	✓
	Health & Safety Committee	18 January 2017	✓
Reported	Education Committee	7 February 2017	x
Approved	Board of Governors	22 March 2017	x

To be published on the following:	
Staff Portal	✓
School website	✓

*To note:*

- *Policy last approved by the Board of Governors 12 June 2013; pending full approval in March 2017.*



St Paul's Girls' School takes seriously its responsibility to ensure that pupils are supervised effectively to ensure their safety while on school premises or school visits. Staff who supervise are mindful of our Child protection policy, our Anti-bullying policy and our health and safety requirements.

### **Supervision during lesson times**

We ensure that a member of staff directly supervises all pupils in lessons during years MIV-VI (years 7 to 11). Girls in the senior school (years 12 and 13) can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds to unsupervised pupils for reasons of health and safety.

### **Supervision outside lesson times**

At certain times remote supervision may be appropriate if girls are working independently and are not engaged in high risk activities or that which require direct teacher supervision. Girls are not normally under direct supervision before 8.30am or after 4pm unless they are engaged in an activity organised by a member of staff.

**Between 7.30am and 8am:** if in school, girls in MIV - VI should be in the dining room, the library or the ICT building. In addition, girls in the Senior School may go to the Forum. Girls are not permitted in school before 7.30am unless special arrangements have been approved by the Director of School.

**Between 4pm and 6pm:** if in school, girls in MIV - VI should be in the dining room, the library or the ICT building. In addition, girls in the senior school may go to the Forum. Between 4pm and 6pm any girl who needs the assistance of a member of staff should go to the school reception, from where the member of staff on Late Duty will be contacted. Girls should not be in school after 6pm unless under the direct supervision of a member of staff.

Girls attending a school event after 6pm should wait in the dining room unless otherwise directed by a member of staff.

Teachers who are running extra-curricular activities are responsible for all pupils engaged in them until the point that all pupils have gone home.

### **Areas always out of bounds**

Some areas are out of bounds to unsupervised pupils in all year groups. These include the science laboratories, the design workshops, the swimming pool, the medical centre and any area designated as staff only including the maintenance department and the kitchen areas.

### **Use of the school's multi-gym**

Girls in the VI (year 11) and the senior school (years 12 and 13) may use the multi-gym once they have completed an induction session with a member of PE staff and the induction form has been signed to confirm this. To ensure that a member of PE staff is in the vicinity, use is restricted to certain agreed times and under no circumstances should girls use the gym alone.

Girls in the lower and middle school (years 7 to 11) are not permitted to use the gym without the direct supervision of a member of PE staff.

### **Supervision at break and lunch times**

Teaching staff undertake weekly daytime supervisory duties throughout the academic year. One member of staff, accompanied by two senior girls, is allocated to each duty to walk the school premises at break and lunch times, ensuring that girls are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of girls interacting in a way which could be considered bullying, or of lone girls who seem distressed.

## **Supervising pupils in productions**

We ask all staff to help supervise pupils involved in music, drama or dance productions in the evenings. The Director of School ensures that staff are appropriately chosen for the nature of the role – for example female staff only are used for green room duties. Staff supervisors are fully briefed by the organisers of the activity.

## **Supervision of pupils on visits**

The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Details of supervision arrangements are outlined in the School's Educational visits policy.

## **Supervision of pupils on school site during weekends/school holidays**

To ensure their safety, girls should not be in school unsupervised at the weekends and during the school holidays. We advise parents that we cannot assume responsibility for their daughters during these times unless they are involved in a specific teacher-led activity. Occasionally the school may make arrangements in the run up to public examinations for girls to revise in the library during holiday time. Such arrangements are made on an ad-hoc basis, and girls are notified of such arrangements in advance.

## **Lone working**

Under certain circumstances staff may find themselves working on a one-to-one basis with pupils. Such circumstances are normally restricted to visiting music teachers, or senior girls working on a tutorial type basis with a member of staff. Exceptionally classes in the senior school may be timetabled for only one pupil.

Informal one-to-one meetings with girls frequently take place on the Marble.

The following guidance to staff for lone working with pupils is promulgated via the staff code of conduct which all staff are required to read at the start of the academic year:

- Doors to the room should normally be kept open or staff should ensure that they are in a room with an uncovered glass panel. In exceptional circumstances, privacy will be required and staff should consider what is appropriate in order to provide a confidential environment for the pupil (e.g. counselling sessions).
- If 'lone working' is a regular occurrence, such as individual music lessons or one-to-one tuition, parents should be made aware of the situation.
- If a one-to-one meeting is required, staff should consider whether it would be appropriate to ask for a discreet presence to be maintained without prejudicing the pupil's need for confidentiality. Should anything happen during a session that makes a member of staff feel uncomfortable, they should report this to the Designated Person for child protection immediately.

## **Availability of this policy**

A copy of this policy may be downloaded from our website <http://spgs.org/school-policies/> or is available on request from the school office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 603 2288). This policy can be made available in large print or other accessible format if required.