

Supervision of pupils policy

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Review	Sandrine Paillasse	September 2018	✓
Reported	Education Committee	5 February 2019	✓
Approved	Board of Governors	26 March 2019	✓

To be published on the following:

Staff Portal	✓
School website	✓



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 Safeguarding 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). Students 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. Students in the senior school may leave the premises temporarily during the school day (e.g. at lunchtime), or if they have no lessons in the afternoon. They must sign out according to the senior school registration protocol. Parents may oppose this privilege at the start of the academic year, or at any other point in the year.

Pupils who are off games will be either in the library or at the pitch side / sports hall / pavilion, supervised by the teacher running the activity. Senior students must inform the senior school office of their location if they are off games.

Supervision outside lesson times

At certain times remote supervision may be appropriate if students are working independently and are not engaged in high risk activities or that which require direct teacher supervision. Students 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.

Members of SMT and the Head of Year team operate an Early / Late / Gate Duty rota. They carry with them a radio when they are on duty, as detailed below.

Between 7.30am and 8.00am: if in school, students in MIV - VI should be in the dining room, the library or the ICT building. In addition, students in the Senior School may go to the Garden Building. Students are not permitted in school before 7.30am unless special arrangements have been approved by the Director of Co-curriculum. The PE Department run training sessions in all PE facilities including the Pavilion from 7:15/7:30 to 8:15am. All training sessions are supervised/coached by a member of the PE department and any students coming into main school before 7:30 are escorted through to the venue by their coach/teacher. A member of SMT is on Early Duty from 7.30am to 8am, and Gate Duty from 8am to 8.30am.

Between 4pm and 6pm: if in school, students in MIV - VI should be in the dining room, the library or the ICT building. In addition, students in the senior school may go to the Garden Building. 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. **Students should not be in school after 6pm unless under the direct supervision of a member of staff.**

Students attending a school event after 6pm should wait in the Library unless otherwise directed by a member of staff. The member of staff on duty that night will operate a loose supervision process and will do a sweep of the Library at the end of the evening.

Teachers who are running co-curricular activities are responsible for all pupils engaged in them until the point that all pupils have gone home. Registers are taken of all clubs and kept until the end of academic year.

The person on late duty carry out a sweep of the dining room, library, the Garden Building and ICT building at the end of the day. See Annex A for the risk assessment for after-school activities.

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

Students 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 students use the gym alone.

Students 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, is allocated to each duty to walk the school premises and outside areas at break and lunch times, ensuring that students are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of students interacting in a way which could be considered bullying, or of lone students who seem distressed. Incidents should be reported accordingly to the Head of Year, Director of Senior School or Director of Pastoral Care.

Supervising pupils in productions

We ask all staff to help supervise pupils involved in music, drama or dance productions in the evenings. The Senior Deputy 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 journeys

The bus company, Impact, provides the school with transport to and from school, before and after school. The bus driver is in charge of supervision at those times and knows to report any concerns to their line manager, who will contact the school directly.

Supervision of pupils on school site during weekends/school holidays

To ensure their safety, pupils should not be in school unsupervised at the weekends and during the school holidays. We advise parents that we cannot assume responsibility for their child during these times unless they are involved in a specific teacher-led activity. **Teachers must arrange any weekend or holiday activity in advance, by submitting a calendar request. Events not in the calendar should be notified to the Business Directorate at the earliest opportunity.** Occasionally the school may make arrangements in the run up to public examinations for students to revise in the library during holiday time. Such arrangements are made on an ad-hoc basis, and students are notified of such arrangements in advance.

First Aid

The medical room is open between 8.30am and 4pm Monday to Friday during term time. It closes at lunchtime, and for administrative duty at certain times of the day, although the nurse would be available in case of emergency at these times. When the medical room is closed, first aid may be sought from the front office.

Visitors

In accordance with the school's Visitors Policy, all visitors to the school must sign in and out at school reception, where they will receive a lanyard, which they are expected to wear for the duration of their visit. This includes staff and students from St Paul's Girls' School. All staff should be prepared to challenge strangers on the premises, and to report any concerns to the school reception immediately.

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, the counsellors, medical team or senior students 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 students 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. For counselling, the Director of Pastoral Care should be made aware.
- 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 Safeguarding Lead immediately.
- Students may use the music rooms to rehearse until 5pm; remote supervision is in place until 5pm, as organised by the Music department.

Detentions

Detentions take place after school on Fridays, and are supervised by Heads of Year, on a rota basis. The list of weekly detention is published on the staffroom noticeboard.

Annex A Risk Assessment

St Paul's Girls' School: Risk Assessment: Pupil on site Out of Hours / off site during school day

This risk assessment should be read in conjunction with the following policies:

*Supervision of Pupils
Behaviour
Child Protection (Safeguarding)
Visitor policy*

Departments maintain risk assessments for specific activities

NB: for the purposes of this risk assessment, normal school hours are defined as 8.30 am-4.15 pm.

Risks and Mitigation

Risk	Mitigating Action
<p>Injury/other emergency as a result of an accident outside of normal school hours</p>	<p>Pupils are not allowed on site before 7.30 am (unless directly supervised). Between 7.30 and 8.00 am and 4.15 pm to 6 pm girls are only allowed to work independently in the library, lunch hall, computer rooms and Garden Building (seniors only). From 8 am most staff are on site and the school day is in operation. The member of staff on late duty sweeps the specified areas to ensure that pupils have left by 6 pm</p> <p>There is a member of SMT on early duty between 7.30 am and 8 am Monday to Friday and a Head of Year on late duty between 4.15 and 6pm. The person on duty carries a radio. Reception is staffed during this time and the receptionist / duty concierge can contact the person on late duty via the radio</p> <p>Guidance is detailed in the school's Behaviour and Supervision of Pupils policies. Pupils and staff are made aware of this guidance.</p> <p>The reception is staffed during these times. Any girl in difficulty knows to contact reception whenever possible.</p> <p>The duty caretaker is first aid trained and can be contacted via Reception.</p> <p>Risk assessments are conducted of all risky places. Appropriate safety measures are in place. Pupils are not allowed unsupervised in risky areas (eg science labs, swimming pool, maintenance areas)</p> <p>Pupils involved in a school activity before or after normal school hours (e.g. a school play or concert) will be under the supervision of the lead member of staff and allocated duty staff. Staff receive first aid training in accordance with the requirements of their role.</p>
<p>Health related incident (e.g. fainting) outside of normal school hours</p>	<p>All mitigating action above <i>and</i></p> <p>For out of school events - information relating to pupils with severe or current medical conditions will be relayed to the lead member of staff as appropriate.</p>

	Duty caretakers are first aid trained
Incident due to self-inflicted actions	<p>There is excellent communication between the medical staff and the school's pastoral team. Pupils with medical conditions of concern would have appropriate supervisory measures and restrictions put in place around them.</p> <p>In extremis, a girl may not be allowed to attend school.</p>
Incident due to actions of another member of the school community (e.g. risk of bullying)	<p>St Paul's has a zero-tolerance approach to bullying. All pupils are aware of the school's approach to bullying which is discussed via PSHE and in tutor groups.</p> <p>The document "Being a member of the St Paul's community" is in every classroom and is discussed at the start of the academic year. The bullying log is regularly monitored and any patterns are identified.</p> <p>Appropriate action would be taken to mitigate the risk of any incident between individuals.</p> <p>Security cameras are in certain key public areas</p>
Incident due to actions of a third party (e.g. intruder on site)	<p>The school has a comprehensive Visitors policy.</p> <p>Visitors are appropriately supervised, in line with our Prevent and safeguarding strategies. Some visitors, e.g. visiting speakers are risk assessed.</p> <p>The main entrance to the school has a double-door access control system, reducing the opportunity for someone to gain unauthorised access to the school.</p> <p>Reception is staffed between 7.30 am and 5 pm. A duty concierge is always in reception between 5 pm and school closing.</p> <p>A duty caretaker is on site until school closing.</p> <p>Security cameras cover points of entry / exit - these are not constantly monitored but act as a deterrent.</p> <p>Additional staff supervision is in place for school events that take place out of hours.</p>
Risk of incident moving between the main school and the pool/Field	<p>Pupils in the lower school must travel between the main school and the Field/pool in small groups.</p> <p>Older pupils may walk between the various sites alone, but all pupils have received guidance relating to street safety from their tutors as part of the school's PSHE provision</p> <p>Street safety messages are repeated/reinforced by PE staff</p> <p>Routes between the main school and the Field/pool are along well-lit public footpaths</p>

	Pavements are wide minimising the risk of pupils stumbling into the road
Pupils on site before 7.30am (e.g. for an early morning sports practice)	<p>Under certain circumstances and only with the express permission of the Director of Co Curriculum, pupils may be allowed on site before 7.30 am.</p> <p>From a pre-arranged time they may enter the school through the main front door but must wait at reception until a member of staff accompanies them to their activity which is then always directly supervised.</p>

Annex B Early / Late duty – emergency evacuation

Early Duty

Before 8.30am, SMT operates a duty rota. The member of staff on duty will manage an evacuation; they will:

- Ensure they have the duty radio and wear a high vis jacket.
- If the first person outside, help students, staff, visitors to cross the road safely by stopping the traffic, which may be dense at this rush-hour time.
- Radio the person at the fire panel (usually the duty caretaker) confirming that they are at the assembly point.
- Ensure that pupils are supervised.
- If there is a fire or if the fire and rescue service have attended the premises, the member of SMT on duty will arrange for students to be supervised until a contingency plan has been activated.
- If the person in charge at the fire panel, confirms that it is safe to return to the school buildings, give the instruction to pupils, visitors and staff assembled.

In the event of a fire evacuation after 4 pm, it is very possible that the Senior Deputy (Andrew Ellams), the Director of Pastoral Care (Sandrine Paillasse), the Director of Operations (Barbara Sussex) or the Director of Resources (Katie Kerr) will be in school and will manage an evacuation. However, we cannot guarantee that all staff are available after 4 pm and the site team will be focusing on establishing the location of fire rather than the management of people at the assembly point. Therefore, it is important that all staff on late duty understand their role in the event of an evacuation after 4 pm if other members of the SMT usually in charge are not present.

The school fire emergency plan states:

The member of staff on late duty (until 18.00) will:

- Ensure that they have the duty radio and wear a high vis jacket.
- If the first person outside, help students, staff, visitors to cross the road safely by stopping the traffic.
- Radio the person at the fire panel (usually the duty caretaker) confirming that they are at the assembly point.
- Ensure that any pupils not accompanied by another member of staff are supervised.
- If there is a fire or if the fire and rescue service have attended the premises, the member of staff on late duty will send students, staff and visitors home as instructed by the person in charge at the fire panel.
- If the person in charge at the fire panel, confirms that it is safe to return to the school buildings, give the instruction to pupils, visitors and staff assembled.

Duty radio

To enable the person on late duty to carry out these responsibilities we have a duty radio (and a high vis jacket) which are kept in the front office (radio on table by the door to marble, and high vis jackets on top of pigeon holes).

At the start of the duty, you should collect the radio and a high vis jacket from the front office and turn the radio on to channel 1. **Please remember to return the radio (put back on charging station) and the high vis jacket at the end of the duty.**

Instruction on hearing the fire alarm:

- Ensure your radio is turned on to channel 1. You will be able to hear the caretakers / maintenance staff dealing with the fire alarm
- Put on your high vis jacket

- At the assembly point, confirm that you are there by using the radio and stating something along the lines of 'This is [your name]. I am the person on duty and I am at the assembly point'

For Late Duty

- If a member of SMT is there, they will liaise with you. If there is no member of SMT there, the person in charge at the fire panel (a member of site team) will liaise with you to tell you whether;
 - It's a false alarm and you can return to buildings
 - They are still trying to identify if there is a fire (they will be sweeping the building / area where the alarm has been triggered)
 - There is a fire, in which case the fire brigade will be called and we will follow their instructions.
- All staff will be told in the school training documents that out of hours they should report to the person on late duty at the assembly point if the member of SMT usually in charge is not present. Staff should confirm that all their visitors or students in their charge are accounted for, or if they have anyone missing. In the event of a fire we would be asking you to help ascertain whether anyone at the assembly point has information about the whereabouts of colleagues and if they can confirm that a certain area was clear on evacuation (eg the sports hall).
- No one should be sent home until told that they can do so by the person in charge at the fire panel (or the member of SMT present) as we may be trying to ascertain the whereabouts of individuals.

If there is a member of SMT coordinating at the assembly point, the person on late duty will still need to assist with accounting for people and with supervising pupils who are not with a teacher.

Stopping the traffic on Brook Green

If you are the first person outside, please assist with stopping traffic on Brook Green so that pupils, staff and visitors can cross the road. The following principles should be followed:

- You should wear your high vis jacket
- The safest place to stop traffic so that all exits out of school can be used is the island just to the right of the car park gates
- When stopping the traffic, always face the direction of the traffic but stay at the side of the road and clearly signal a stop sign by raising your arm/hand so that drivers can see you.
- Stay on the side of the road until the first vehicle has stopped (do not take any risks)
- Step out into the road and stay in the middle of the road until all have crossed with your arm raised so that drivers can see you.
- Staff in charge of after school events should help with escorting staff / pupils to and from the assembly point.

For large after school events and when we expect significant amounts of visitors, we will have designated traffic marshals.

Availability of this policy

A copy of this policy may be downloaded from our website <http://www.spgs.org/what-we-offer/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.