

# **WOLVERHAMPTON GRAMMAR SCHOOL**

## **SUPERVISION POLICY**

### **STUDENTS' ARRIVAL AND DEPARTURE**

Students may arrive at school from 8.30am in the Senior School or 8.00am in the Junior School, and are expected to go home by 4.15pm unless they are arriving earlier and/or staying later for a supervised activity. Students should not be on site without supervision and, outside of the hours stated above, no responsibility can be accepted for students on any part of the School's property, unless attending a specific activity, function or event arranged and supervised by staff of the School. At least one member of the teaching staff is always present on duty in order to supervise students, whenever they are on the school premises, within the core times of 8.30am-5.30pm Senior School and 8.00am-5.30pm Junior School. Teaching staff follow detailed supervisory duty guidance and rotas in both the Senior and Junior Schools.

Students in Year 3 to Year 6 must be taken to/picked up from the Junior School. A breakfast club runs from 7.30am to 8.00am and a supervised pre-school session runs from 8.00am to 8.35am, with a homework club running from 4.00pm to 5.30pm, and a late club runs from 5.30pm to 6.15pm. Parents wishing their child to attend the breakfast club and after school clubs including the late club in the Junior School must pre-register their child for these activities.

Students in Year 7 to Year 11 arriving before 8.30am or staying after 4.15pm must either be in a supervised club/sports practice or go to the Jenyns Library. The Library is open from 7.30am -5.30pm.

Students in Years 12 and 13 may arrive from 8.00am (7.30am if they go to the Jenyns Library) and stay until 5.30pm and must be in the Sixth Form centre or library unless they attend a supervised club. Students in these year groups may leave the premises at lunch-time if they sign in/out at Main Reception. Students from other year groups are expected to remain on site throughout the school day. Upper Sixth students who have no lessons during the afternoon may sign out at Reception if they have been given permission to do so by their parents and completed the relevant form.

Arrangements are made to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the Sports Department supervise students at both home and away matches.

### **REGISTRATION**

A register of students is taken at start of the morning and afternoon sessions. Parents/legal guardians are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent if a child fails to arrive at school without an explanation.

## **MEDICAL SUPPORT**

There is a qualified first aider on site from 7.30am to 6.15pm Monday to Friday during term time available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and support staff, who are trained and qualified as first aiders are able to give emergency first aid. The names of first aiders are published as part of the first aid policy and in first aid notices that are displayed around the School. First aid boxes are in all potentially high risk areas, as well as in the two medical rooms in the Senior and Junior Schools. The Estates Administrator regularly checks and replenishes the first aid boxes.

## **SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. Students are not supervised by a member of staff when travelling on the school buses, but they are expected to behave responsibly and to follow the transport rules. The School will always investigate complaints about poor behaviour. A member of staff is on duty to supervise when the school buses arrive and depart. Students are also always encouraged to use the pedestrian crossing on Compton Road when needing to cross the road.

## **SUPERVISION DURING EDUCATIONAL VISITS**

The arrangements for the supervision of students during educational visits and trips out of school are detailed in the School's Educational Visits Policy, available on the School's website or on request.

## **UNSUPERVISED ACCESS BY STUDENTS**

Students are not allowed into high risk areas of school buildings without a qualified member of staff in charge. Students are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

The School ensures that students do not have unsupervised access to potentially dangerous areas, such as the Science laboratories and prep rooms and the Design Technology rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Students are not allowed to access the Grounds, Maintenance, and Catering areas of the School. All hazardous materials used in these departments are securely locked in appropriate storage facilities.

## SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

The Security, Access Control and Workplace Safety Policy describes the arrangements for safety of the entire School. This policy is available on the School website and on request.

## STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds which should be regularly checked when on duty outside normal lesson times, and these are detailed in the Supervisory Duties for staff in the Senior and Junior Schools.

Please also refer to the following policies:

Safeguarding Policy – Staff network and website	Code of Conduct for Staff – Employment Manual and website
Educational Visits Policy – Staff network and website	Induction for NQT's Policy– Staff network
Behaviour Management Policy – Staff network and website	Health & Safety Policy – Staff network and website
Supervisory Duties (Senior and Junior School) – Staff network	First Aid Policy (Full Internal) and (Public) – Staff network and website
Security, Access Control and Workplace Safety Policy – Staff network and website	Missing Child Procedure – Staff network and website

## Monitoring and Evaluation of this policy

The school monitors and evaluates its Supervision Policy through the following activities:

- Senior Management Team discussion
- Regular analysis of records and sanctions distribution
- Regular analysis of accident and near misses
- Regular scrutiny of concerns and complaints records by SMT and Board of Directors

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September 2020

Next Review:  
September 2021