

## Supervision of Pupils Policy

### All teachers are expected to:

- safeguard the health and safety of pupils on school premises and when they are on school activities elsewhere. (Staff Handbook)

### Staff responsibilities:

The School attaches the utmost importance to the safety, health and welfare of its pupils at all times when on the school premises and/or involved in school activities. All staff, teaching and non-teaching, share this responsibility at all times.

The duties of teaching staff are clearly detailed in the Staff Handbook regarding the supervision of:

- Lessons
- Clubs and Activities
- Duty before and after school, at recess and at lunchtime
- Stayback Provision
- Trips and Visits
- Events (including 'last man' provision)

### Student responsibilities:

All students are expected to behave in a sensible and appropriate fashion (Guidelines for Students, behaviour and discipline) and older students are encouraged to lead certain activities. Where this is the case a member of staff will always be responsible and easily available in case of emergency and expectations clearly discussed.

As part of their routine induction all students are given clear instructions regarding:

- the procedure to be followed should a member of staff fail to turn up for a lesson, Stayback or an activity. *After 5 minutes they should alert the School Office, younger students going across in pairs. The Office will then alert the Deputy or Staffroom as required.*
- Stayback Routine and expectations after 4pm. *Girls from L4-L5 will normally wait in Room D until 6.00 pm. After this time girls should go to Boarders' supper and then to the Boarding Houses (South View or Grange House according to age). There is staff supervision between 4.30 and 6.00 pm in Room D. M5 and U5 girls may wait in other areas or in the Common Room until 5.30 pm and thereafter as for L4-L5.*
- Going off-site during the school day. *Girls in Years 7-11 may leave the school site only if parents have given their written permission in advance. This notification must be handed in to and agreed by Deputy Head.*
- Sixth Formers have less direct supervision during their study periods and 'free time' but are similarly made aware of emergency procedures and must sign out and in at the school office if they go off site.