

Newcastle upon Tyne Royal Grammar School

Supervision of students policy

This policy applies to the whole School and is published to parents and students



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This policy should be read in conjunction with the following: [Safeguarding policy](#)

Good discipline is essential at all times for the School to run smoothly. Both staff and students are frequently reminded (in staff meetings, memos etc., and in assemblies, PSHE lessons and form and tutor periods) of the practical ways in which the whole school community can play their part in ensuring good order.

All members of staff have a part to play in the supervision of students: for example, every adult has a duty to step in where there appears to be a lack of supervision or good order for any reason. There is additional guidance under the [Safeguarding code of conduct for staff](#). The School has supervision rotas for free time, again at different levels according to need and age of students.

The School recognises that it has a duty of care to its students when they are on the premises even if this is outside of normal school hours. The level of supervision of students depends on their age and the activities they are engaged in. The School does not provide a formal out of hours service where students are registered before 8.45am or after the end of School. There is always potential for difficulty in the before and after school periods, not least because (it sometimes appears) parents tend to drop their children ever earlier and collect them ever later. The School makes it clear to parents that it will not accept responsibility for students before 7.45am, by then there is a good staff presence, but there are no *formal* supervision procedures. After school, the School makes it clear that it will not take responsibility for students unless in supervised activities, after 6pm.

Supervision out of school

The sheer number of trips and experiences out of school add a huge richness to our students' education. Adequate supervision is a major consideration in the planning of all trips. See the [Educational visits policy](#) for more information. Staff should read the documentation on planning and seeking approval for school trips in the staff handbook.

Supervision in the Senior School

The Senior School is open from 7.45am each morning. At this stage there is no formal supervision although students are made aware of the procedures for obtaining help, if needed. **Red** emergency telephones are provided in key parts of the School - outside the Senior School Staff Common Room, Performing Arts foyer, Brandling House lobby and Sports Reception - and are connected by a single button to, the School Nurse, Duty Caretaker, Reception, or the emergency services.

From 8.15am each morning there is a designated member of staff on duty patrolling the main building and Metro station areas, and a high staff presence in all parts of the school as teachers prepare for their classes. Staff and Prefects (Sixth Form students) are allocated one duty per week on a rota basis. These duties are concentrated over

the lunch period but extend before and after school as well as morning break where a member of staff supervises the queuing for the tuck shop and a member of staff supervises the Main hall area.

Lunch time duties are divided into two sessions, and where Prefect helpers are involved, they are encouraged to take a front line role alongside the designated staff member. Students are divided into duty teams and are given the opportunity to choose who they would like to work with. Students are provided with training for their role and are overseen by a group of senior prefects, the Head of Sixth Form and the Deputy Head.

The lunch period is divided into two sessions and the following areas are covered:

- Library – staff
- Dining Hall – prefects and staff
- Supervision of the School – split into areas and supervised by prefects and staff (prefects work in small teams – reporting to a member of staff during their duty.) Computer rooms [S111 and C101] are made available for students in years 7 – 11 to work; staff and prefects supervise and are also there to help
- Play area supervision covers the Hard Play Areas throughout the year and includes the field and grassed areas in the summer term. *Zone 3 of the Junior School play space is available to Senior School students from 1.15pm until 1.55pm each day.*

Staff should refer to the *staff handbook* to see current staff and prefect supervision rotas.

Members of staff taking an activity after school will have responsibility for the students in their care e.g.in case of a fire alarm, but will not report students missing from an activity unless there is specific cause to be concerned. Reception will be able to provide parents with information regarding clubs and activities which are running and parents are expected to ensure that they have made clear after school arrangements with their son/daughter each morning.

Students remaining at school after 4pm, and who are not in a supervised activity, should ensure that they are in one of two locations:

- Senior library – for all students who would like to read or work quietly or make use of computer facilities for school work
- Main hall – for students who would prefer to talk with friends, and/or consume food/drink. NB: students choosing this option should be sensible, seated, and downstairs in the main hall and ensure that no litter is left behind.

Classrooms are out of bounds from 4.30pm onwards, by which time students should have collected bags, books and any other equipment.

If a child cannot be found by the parent after 4pm, and the parent believes that they should be on the school site, then every effort will be made to contact the student either by phoning their mobile or by contacting teachers in charge of activities, as well as initiating a search of the school site if this is deemed necessary.

Supervision in the Junior School

Students are supervised during the school day, and beyond lessons, using the following procedures which are further detailed for staff in the *Junior School staff handbook*.

Before school - 7.45am to 8.30am

A Teaching Assistant or the Junior School Secretary is on duty in Lambton House from 7.45am to take charge of early arrivals. Students are allowed into their classrooms from 8am and are supervised by a member of the support staff. Registration takes place in form rooms from 8.30am.

Staff tend to arrive before 8am and then meet at 8.15am to have a daily briefing. The Headmaster is on site from 7.30am and is in his office in Lambton House until 8.10am, before taking the briefing (unless with a parent).

In Brandling House, the Assistant Junior School Secretary or Teaching Assistant takes charge of early arrivals from 7.45am, and from 8am, students are allowed into their classrooms where they continue to be supervised by a member of the support staff until 8.30am. In both Brandling and Lambton the support staff are on call to meet students and to deal with any matters that arise. A member of the teaching staff is also present.

Morning break - 9.45am to 10.05am

All students are taken to Zones 1-3 for play where they are supervised by a Duty Teacher and a Teaching Assistant. Students in Lambton House are escorted across the road to the play area. In the event of a *wet break*, students remain in their classrooms and are supervised by the Teaching Assistant and Duty Teacher on each of the two sites until the end of the break.

Lunchtime - 12noon to 1.15pm

Students in Lambton House are escorted across the road to the Dining hall. Three support staff are placed en route to supervise and to ensure that the students progress to the lunch queue in an orderly manner. Support staff monitor behaviour during lunch and then dismiss the students to Zones 1-3 where they are supervised by support staff and a duty teacher. Students are gathered in orderly fashion at the end of lunch break (1.15pm) and return to their classrooms (those who are returning to Lambton House are escorted across the road). All students are registered for the afternoon session, in their form rooms, and afternoon school begins at 1.20pm.

After school 3.20pm onwards

Classes are dismissed by year groups with a five minute gap between each group. This helps to ensure an orderly and less congested end to the school day.

Those students in Lambton House that are not collected immediately by parents wait in the hall until 3.40pm when they are taken to the *late room* in Brandling House. Duty teachers monitor the hall and late room.

In Brandling House students go directly to the late room and await collection by their parents. At this point they are supervised by the two After School Supervisors and a Duty Teacher.

The after school provision ends at 6pm, although the After School Supervisors will ensure that all students have been collected before they leave for the evening. A member of the Senior Leadership Team remains on the premises until 6.00pm each evening.

This policy applies to both the Junior and Senior Schools and to lessons and activities within the school day. The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

Procedure for when a student is missing

All students are registered prior to the first lesson in the morning. Registration is taken again after lunch. A list of absentees is held in the Junior and Senior School offices and is available on iSAMS. Therefore, for the purpose of this policy, the term *missing* refers to a student being not present without authorisation or explanation. On occasions when a staff member identifies a student as missing from their expected location, immediate action is required as outlined in the procedures below. A student may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's contact with home
- By comparing students in a class with the day's absence list (on iSAMS)
- On reconciliation with the afternoon registration
- By a report of a missing child by a fellow student.

Any member of staff discovering a discrepancy should immediately try to ascertain a student's whereabouts by asking other class members if they know where the student is and checking trip/fixture information. If there is any degree of uncertainty a member of staff will notify the relevant School office who will:

- Contact and check with staff such as the form teacher/supervisor or Head of Year to assess whether the absence is expected, the Health Centre to check for any known medical emergency and the music department for a scheduled music lesson. They will also check there are no public transport difficulties, and re-check all lists of trips out of school and the signing-out book at Reception.
- If the student is still found to be missing, the school office will immediately:
 - Inform the Pastoral Director (or Junior School Headmaster) and/or Senior Leadership Team (SLT) members, who will initiate and oversee a search of the site. They will speak to the student's friends and other members of staff to build a picture of the student's recent movements to help locate the student. (Guidance on appropriate questions to ask is set out below). If appropriate, a senior member of staff will arrange a search of the school grounds and in buildings and advise all teachers due to teach the student later that day that they must immediately inform the office if the student appears.
- If the site search fails:
 - The Headmaster and parents will be informed, and in some cases (for example, the student was seen heading towards the School gates) a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
- At his discretion and with the knowledge of parents, the Headmaster will arrange for the police to be informed.
- If the student is found, or the incident is otherwise resolved:
 - The Headmaster, parents and Pastoral Director (or Junior School Headmaster) will be directly informed by the School office.
 - The police will be informed if they have been involved.
- If the circumstances of the incident mean the student was in danger, the Headmaster will initiate a full inquiry, and provide a written report. This report and the incident log will be kept on the student's file.

- After the incident a senior member of staff involved will sensitively discuss with the student's parents the events surrounding the disappearance.

Before registration and after 4pm

Members of staff taking an activity will have responsibility for the students in their care after school e.g. in case of a fire alarm, but will not report students missing from an activity unless there is specific cause to be concerned. Reception will be able to provide parents with information regarding clubs and activities which are running and parents are expected to ensure that they have made clear after school arrangements with their child each morning.

If a child cannot be found by the parent after 4pm, and the parent believes that they should be on the school site, then every effort will be made to contact the student either by phoning their mobile or by contacting teachers in charge of activities, as well as initiating a search of the school site if this is deemed necessary.

Questions to ask when first concerned – some guidance

1. Are they habitually late?
2. When was he/she last seen?
3. Who was he/she with?
4. Where might he/she have gone?
5. Has he/she signed out?
6. Is there a school activity that he/she might be on? E.g. unscheduled music lesson, called up for a fixture.
7. Has he/she been ill or injured and gone to see the School Nurse?
8. What emotional state did he/she appear to be in?
9. Has anything upset him/her recently?
10. Did he/she speak to anyone about leaving?
11. Who are his/her main friends at School?
12. Does he/she have a mobile phone and what is the number?
13. Does he/she have a boyfriend/girlfriend outside of school?
14. Is there any reason to believe he/she might have been abducted? (e.g. family custody dispute, very wealthy/prominent parents.)
15. Other action to consider taking:
 - Check that he/she is not with the School Nurse.
 - Ring his/her mobile (if he/she has one).