



MOUNT

ST MARY'S | BARLBOROUGH HALL

Pupil Supervision Policy
ISI Regulatory Code – 14 a

Policy written by: J Murphy
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Linked Policies:
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Pupil Supervision Policy

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.00am, and are expected to go home by 5.40pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as end of day duties. Staff are on duty in all boarding houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Break duty
- Lunch-time duty
- Activity Programme sessions
- After-school duties (between 4.30pm - 6.00pm)

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

The staffing rota is available from the Assistant Head (Operations).

Boarders at the College

All pupils are expected to return to their boarding houses by 4:30 after school has finished, unless otherwise occupied in an after school activity. Sixth form students may study in the study room. Boarders must attend three after school activities each week night, although this pattern may be changed in agreement with the Houseparent. Pupils are not allowed to leave their boarding houses after school unless they have permission from a member of staff. Boarders must apply for Exeat via their house staff, only when Exeats have been approved can boarders leave site.

The boarding staffing rota is available from the Second Master and is displayed clearly in each house.

Boarders are expected to remain on site throughout the school day.

REGISTRATION

We take a register of pupils at the start of all lessons, including the morning and afternoon sessions. Parents are responsible for notifying the College if their child is absent for any reason. The College will always contact the parent if a child fails to arrive without an explanation.

For those in Boarding, we make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave College, and by registering attendance in the boarding house.

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MEDICAL SUPPORT

There is a qualified nurse on duty in the Medical Centre: Monday 08.00-16.30, Tuesday, Wednesday, Thursday 08.00-15.30 and Friday 08.00-14.00. The nurse is 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 non-teaching staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names of First Aiders are published and displayed around the College. First aid boxes are in all potentially high risk areas, as well as in the Reception.

When the school nurse is absent there will be a qualified first-aid contactable by radio from reception.

The College Nurse 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. Pupils are not supervised by a member of staff when travelling on the College buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: Educational Visits.

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the Art studios, CCF store etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the College. Clear signs are displayed.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Our policies on Security, Access Control Workplace Safety and Lone Working describes the arrangements for safety of the entire College.

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STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the College expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

Appendix 1

Session	Time	Place	Monday	Tuesday	Wednesday	Thursday	Friday
Before School	08:15 - 08:35	Car park					
	10:35 - 11:00	Astro/Tennis courts					
Morning Break	10:35 - 11:00	Young Gallery					
	10:35 - 11:00	Rudiments Common Room					
Lunch	10:35 - 11:00	Kavanagh Gallery					
	12:30 - 13:00	Lunch queue 1					
End of Day	13:00 - 13:30	Lunch queue 2					
	12:30 - 13:00	Ref 1					
End of Day	13:00 - 13:30	Ref 2					
	12:30 - 13:00	Astro/Tennis courts 1					
End of Day	13:00 - 13:30	Astro/Tennis courts 2					
	12:30 - 13:00	Young Gallery 1					
End of Day	13:00 - 13:30	Young Gallery 2					
	12:30 - 13:00	Rudiments Common Room 1					
End of Day	13:00 - 13:30	Rudiments Common Room 2					
	12:30 - 13:00	Kavanagh Gallery 1					
End of Day	13:00 - 13:30	Kavanagh Gallery 2					
	17:30 - 17:50	Car park					

Astro/Tennis courts	Until further notice, all pupils are permitted to use seating areas on Library and Community Lawns. Ensure pupils are only wearing trainers on astro. Y7 pupils only on tennis courts. Ball games may only be played on the astro and tennis courts. Pupils may not go beyond the barrier near community house. They may not use the cricket nets and should not use any of the car park areas. Bell to be rung at 10:55 / 13:25.
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Young Gallery	Els, Figs and Ruds will use the Tuck Shop in the Lower School Common Room. The queue needs to be sharply supervised. No asking others to buy for you and no queue jumping.
Ruds Common Room	Door Code is: 5716. Must be supervised from within the common room. Ensure no standing on furniture and that litter is put in the bin. At the end of each session ensure litter is collected - be vigilant about under/behind seating. Dismiss at 10.55 or 13.25 as appropriate.
Kavanagh Gallery	Grammar & Syntax can both use both spaces either side of the corridor. Ensure behaviour is sensible, no standing on furniture. Ensure litter is collected and space is clean at the end of the session. Dismiss at 10.55 or 13.25 as appropriate.
Lunch Queue	Stand at the doors near the shrine. Ensure queue is on left hand side of Long Gallery as you look up from double doors. Let student into lunch as directed by captains and according to lunch rota. Students who arrive early for their time slot must be sent away - they should not wait near the queue. Students with signed planners for early lunch should be allowed through to the entrance to the ref as quickly as possible. Lunch queue 2 - if all students are through, Lunch Queue 2 staff member should move into ref to assist with supervision and clear up.
Ref	Stand at entrance to servery, ensuring queue is orderly, especially when busy at the beginning of lunch. Observe queue at entrance to ref which is managed by captains. Ensure that students are clearing tables and leaving chairs under tables as they leave.
NB	For all duties - a prompt start makes the whole job easier. Be active and engaged with the students. Staff should not be using mobile phones whilst on duty. When you are taking over from a colleague, please ensure they are aware of your presence at the handover point.