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# **Queen Elizabeth's School**

## **PUPIL SUPERVISION POLICY**

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### **1.0 INTRODUCTION**

Queen Elizabeth's School is committed to safeguarding and promoting the welfare of the pupils in its care. The purpose of this policy is to give clear direction to parents, pupils and staff about the supervision of pupils before, during and after the school day.

### **2.0 PUPILS' ARRIVAL AND DEPARTURE**

- 2.1 Pupils in Years 7 to 11 are not allowed on site before 8.00am or after 3.55pm unless they are attending a pre-arranged, supervised activity.
- 2.2 All pupils may arrive at school from 8.00am. Before 8.30am they can use the Dining Hall facilities. Those in Years 12 and 13 may, additionally, use the Queen's Library for independent study.
- 2.3 The Front Office and the Facilities Team's office are staffed from 8.00am. Pupils should report to either location should they require any assistance before 8.30am.
- 2.4 The playgrounds are supervised from 8.20am and the buildings are open to pupils from 8.30am for them to access their lockers and to prepare for their registration period. By 8.40am pupils should be lined up outside their form room, ready to be admitted by their tutor for registration.
- 2.5 Between 7.00am and 10.00pm there is a security presence at the Main Entrance to the School's site on Queen's Road. Their primary responsibility is to prevent unauthorised vehicles and pedestrians gaining access to the premises and to support the safe arrival and departure of pupils.
- 2.6 The final lesson of the school day concludes at 3.35pm and pupils are expected to leave the premises by 3.55pm.
- 2.7 After 3.55pm pupils should only remain on the School's site if they are taking part in a supervised activity or waiting for their coach to depart.
- 2.8 Pupils who use the coach service will be informed of their coach's scheduled departure time which will be between 3.45pm and 3.55pm.
- 2.9 Parents should ensure that their son knows what to do if he misses his coach. If his alternative means of returning home involves waiting at school for the arrival of a parent, then he should report to the Front Office immediately and remain there.
- 2.10 The Front Office is open until 5.30pm and a member of staff is available to assist pupils and parents until this time.
- 2.11 Sixth-Form students may study in the Queen's Library until it closes at 5pm. On most days, there is space for a limited number of pupils from Years 7 to 11 to use the Queen's Library for independent research, study or reading. These places are only available if the Librarian is available to supervise the boys present. Pupils (and their parents)

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should not expect that this resource will be available every day and should be aware that the Library may close to pupils in Years 7 to 11 at short notice on any given day.

2.12 Sixth-Form students will not be directly supervised during their free time at School, but are expected to adhere to the signing in/out procedures if they are leaving the School's site, which they may only do after 12.40pm unless they have specific permission to leave earlier. Unless they have permission of their Head of Year to do otherwise, all Sixth-Form students must return to the School's site for afternoon registration.

2.13 When notice has been provided to parents, pupils may be detained for a set period at the end of the School, as a sanction for behaviour which falls short of the School's expectations. Pupils must report to the member of staff in charge of the detention on arrival and they should leave the School's premises immediately when it has finished.

### **3.0 REGISTRATION**

A register is taken during the Morning session at 8.45am. After this time, pupils are deemed to be late (unless their arrival is delayed because they are on one of the School's coaches). Parents are responsible for notifying the School if their son will be absent. The School will contact parents (usually by text message) requesting a reason for absence if notification has not been received. Further detail on the School's expectations and procedures are available in the Pupils' Attendance Policy.

### **4.0 EXTRA-CURRICULAR SUPERVISION**

4.1 When taking part in extra-curricular clubs and activities either before or after the School day, pupils must report to the member of staff in charge on arrival. If a pupil leaves the activity early, he must sign out with the same member of staff.

4.2 Members of the Physical Education/Games department supervise pupils during training sessions and at both home and away fixtures. At the end of a training session or fixture, pupils should leave the School's premises quickly. Physical Education/Games staff will ensure that those involved in such out-of-hours sporting activity get changed in to their school uniform and leave the premises as soon as possible.

4.3 Arrangements are made to ensure that pupils are supervised during rehearsals for concerts and plays or for other events and activities that bring small groups in to the School out-of-hours. The details of these arrangements are communicated to parents on each occasion that they are necessary.

4.4 When there are special events in the evening, after normal school hours, parents are responsible for the supervision of their sons between the end of the school day and the start of the event. Parents who do not require their son to return home in such circumstances are advised that their sons are expected to leave the School's premises, unless on-site supervision is in place, as it is not possible to ensure their safety otherwise. If parents allow their sons to wait in the local area, so that they might make use of the Public Library in High Barnet, for example, then boys are advised to remain in a group rather than wait alone.

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### **5.0 RESTRICTED ACCESS**

Pupils are not allowed unsupervised access to potentially dangerous areas of the School's site such as the Martin Swimming Pool (including the weights room), the Shearly Hall, the Gymnasium, changing rooms, laboratories and workshops. Staff should ensure that these areas are left secure when they are not in use.

### **6.0 SUPERVISION WHILST TRAVELLING TO/FROM SCHOOL**

6.1 Parents are responsible for ensuring that their sons travel safely to and from school. Pupils are not supervised by a member of staff when travelling on public transport but they are expected to behave responsibly and to show respect to others. Failure to do so will be considered a breach of the School's Discipline Policy and pupils should expect to be sanctioned for bringing the School in to disrepute. The School will always investigate complaints about poor behaviour.

6.2 In the event of an emergency which causes the School to close early, pupils will only be sent home once parents have been contacted.

### **7.0 BREAKS AND LUNCHTIMES**

7.1 All members of the Teaching Staff are expected to take their share of supervisory duties. For more information on duties staff may consult the staff handbook and duty rota which are both available to them on eQE.

7.2 Supervisory duties are also allocated to the Prefect body who support the allocated members of staff.

7.3 The main duty times are:

- Before lessons commence (8.20am to 8.40am)
- Break-time (10.00am to 10.20am)
- Lunch-time (four slots: 12.40pm to 1.00pm; 1.00pm to 1.20pm; 1.20pm to 1.40pm and 1.40pm to 2.00pm)
- Bus Stop / Coach departures / Safety on leaving the School site and in the surrounding area (3.40pm to 4.00pm)

### **8.0 SUPERVISION DURING CURRICULUM TIME**

If a teacher is ill or otherwise unavailable to teach their class, either a Cover Supervisor or another teacher will be brought in to cover classes in Years 7 to 11. Sixth-Form classes will be set work and will be expected to complete it in the Queen's Library.

### **9.0 SCHOOL TRIPS AND VISITS**

9.1 All off-site trips and visits organised by the School are subject to risk assessment and will be staffed to ensure a safe ratio of adults to pupils. Details of the visit, including travel arrangements, will be communicated to parents in advance.

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9.2 Some trips and visits may involve pupils being required at School, or another venue, before and/or after usual School hours. Additional risk assessment will be conducted for residential trips (where pupils stay overnight) and for all overseas trips, as per the provisions of the Educational Visits Policy.

9.3 Occasionally, older pupils may be asked or encouraged to travel to a venue independently and meet the member of staff in charge there. In these circumstances parents are consulted and parents and pupils are responsible for their safe travel.

#### **10.0 RELEVANT POLICIES**

10.1 This policy should be read in conjunction with the code of conduct for pupils making use of the coach service, and the Governing Body's policies relating to:

- Educational Visits
- Health and Safety
- Pupils' Attendance
- Pupils' Discipline
- Safeguarding
- Whistleblowing

Approved by the Governing Body on 24 February 2022

Signed .....

B.R. Martin, Chairman of the Governing Body