



**CITY OF LONDON  
SCHOOL FOR GIRLS**

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## **PUPIL SUPERVISION POLICY**

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This policy should be read in conjunction with:

- Attendance Policy
- Educational Visits Policy
- Health and Safety Policy
- Pupil Code of Conduct
- Parents' Handbook for Y7 – Y13
- Prep Parents' Handbook
- Staff Handbook
- First Aid Policy
- Missing Child Policy

## 1. Introduction

- 1.1 City of London School for Girls is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the school, both on and off the School site.
- 1.2 This policy has regard to Part 3 (Welfare, health and safety of pupils), of the Independent School Standards Regulations.

## 2. Contacting the school during the school day

- 2.1 The School's Reception and switchboard is manned from 8.00am until 6.00pm in term time during the school day. The receptionist answers phone calls, responds to emails, passes on messages to pupils and staff and deal with enquiries from visitors during this time. At other times, messages may be left on the School answer phone, or members of staff may be contacted by email. The reception telephone number is 0207 847 5500.

## 3. Pupils' arrival

- 3.1 The School opens for pupils at 8.00am. Pupils may not enter the school before this time unless they are participating in an activity organised and supervised by a member of staff. Pupils participating in activities must sign in at reception and the organising member of staff must leave a list of the names of those participating at reception.
- 3.2 Sixth Formers, and pupils who have a front door pass, for example because they have a medical condition, can enter via reception. A member of staff supports the receptionist before school starts, according to a rota.
- 3.2 All other pupils must enter via the Prep Roof Gate from the Podium. This gate opens between 8.00 and 8.40am and is manned by a member of the premises staff who monitors entry and provides security.  
*\*During C19 pupils are allocated different entrances and times to allow for staggering arrivals and departures.*
- 3.3 Prep pupils make their way down onto the Prep corridor (with a Prep member of staff stationed on the stairs for supervision). From the corridor, pupils make their way onto High Grass where they are supervised by two staff members (one teacher, one TA) until 8.40am when they come in for registration. Additionally, there is a member of staff (usually the Head or Deputy Head of Prep) on the Prep Corridor from 8.00am to greet and supervise pupils as they make their way outside. Prep parents drop their daughters off at the blue gate and do not come into school via that entrance. In the Senior School there is a member of staff on walkabout duty from 8.00am – 8.40am each day.

## 4. During the school day

### 4.1 Registration

As outlined in the Attendance Policy, all pupils in Years 7 – 13 are registered at 8.40am and 1.50pm, except on Mondays when afternoon registration is at 1.30pm. Prep are registered at 8.40am and 1.20pm, except Mondays when afternoon registration is 12.50pm.

*\*During C19 to allow for commuting, all lessons follow Monday timings with registrations at 8.40am and 1.30pm.*

Sixth Formers are allowed one regular “free morning” or “free afternoon” a week which means they can miss that one registration session each week. These are logged with the students’ form tutors. In the rare circumstances that a morning sixth form lesson is cancelled in advance owing to staff absence, students may seek permission from their Head of Year to come into school late. This information is passed on to the student’s tutor so the registers are accurate.

Instructions for parents about how to inform the School of a child’s absence before morning registration are set out in the Attendance Policy and are reproduced in the Parents’ Handbook and Prep Parents’ Handbook.

If a pupil is absent without explanation, their parents will be contacted to ascertain the reason for their absence. If the school is unable to contact the missing child’s parents, we will follow the Procedures set out in our Missing Child Policy.

If pupils are late arriving to school, they should sign in at reception before joining their tutor group or subject classes. Year 3 pupils should wait in reception until they can be escorted to Prep by a member of the Prep staff.

### 4.2 In class and moving around the building

Pupils wishing to leave a lesson for any reason must ask permission from the teacher.

- Pupils are not normally permitted to leave lessons or tutor periods on their own, except briefly and for good reason
- If they need to see the School Nurse, in the case of younger pupils, the teacher may arrange for them to be escorted, either by another pupil or in the case of Prep pupils, by a Classroom Assistant.
- In certain medical situations girls may be allowed to leave the classroom at will; staff are made aware of particular arrangements.

It is not normal practice for a pupil to be sent out of class for bad behaviour. Very rarely, it may be in a pupil’s best interest or in the interest of the rest of the class for a pupil to be sent out of a lesson because they are interrupting the learning of others or because they are upset.

When this occurs, the teacher will always send the pupil to wait outside the Headmistress's office, where there is always an adult presence and will take steps to inform the Deputy Head (Pastoral) and Head of Year as soon as possible that the pupil has been sent out of class.

Some girls in the Senior School with complex pastoral needs may be issued with a 'time out card'. This enables them to leave lessons without explanation. The girls must report to designated location where a member of staff will alert members of the pastoral team. One of these will come and assist the girl concerned.

#### 4.3 Private study periods

Year 12 and 13 lessons are also not normally covered by another teacher for short term staff absence and most Sixth Formers have regular private study periods. Sixth Formers are expected to use their private study time profitably, working in the Sixth Form Centre or the Library. Sixth Formers who have no lessons after lunch and whose work is of an appropriate standard may be granted a private study afternoon, for which they may sign out and leave school. Sixth Formers use of non-contact time is monitored by their tutors and the Head and Assistant Head of Sixth Form as part of the overall monitoring of their academic progress.

#### 4.4 Teacher absence from lessons

In the case of teacher absence, lessons in the Prep and in Years 7 – 10 are always covered by another teacher. Year 11 lessons are not usually covered for short term teacher absence unless they are timetabled in a laboratory or some room where pupils are only admitted under supervision. Instead, Year 11 classes are trusted to undertake work unsupervised.

*\*During C19, to avoid moving mixing zones those in labs will be covered and those being taught remotely will be covered when possible.*

#### 4.5 Outside lesson time

All members of the teaching staff and support staff take their share of supervisory duties according to a rota.

At break and lunchtime members of staff are on duty patrolling the premises, as well as supervising entrances and exits and the start and end of the day.

Prep pupils are supervised by the Classroom Assistants and there is one member of the Prep teaching staff on duty on each day.

#### 4.6 Medical assistance

The School Nurse is on duty throughout the school day. If she cannot be found in the medical room, for example because she is attending to someone elsewhere in the building, she can be contacted by radio via Reception.

First aid boxes and defibrillators are in all potentially high risk areas, as well as in the Medical Room.

A number of members of the teaching and support staff are First Aid trained and can also assist sick or injured pupils when necessary. Lists of First Aiders are posted on the medical room door and in the staffroom. The Receptionist can also contact First Aiders if necessary. Staff who have not been trained in First Aid or other medical procedures are still expected to behave reasonably in the event of an emergency, e.g. by calling the emergency services immediately and informing (or arranging to inform) the parent / career of the pupil concerned. Further information is available in the First Aid Policy.

## **5. Changing rooms and toilets**

- 5.1 Staff may enter the pupils' changing rooms and toilets for the purpose of 'respectful supervision'. Before entering the changing room/toilet, staff must announce their intention to knock loudly on the door and shouting at a suitable and decent volume that that they are about to enter. Where possible, a member of staff entering a changing room/ toilet should be accompanied by another member of staff.
- 5.2 'Respectful supervision' is defined by warning the pupils of entry and averting eyes from any pupils in a state of undress, the intention being to monitor standards of behaviour. In so doing, staff may remain in the changing room/toilet for a maximum of five minutes.

## **6. Pupils' departure at the end of the school day**

- 6.1 Pupils in the Prep department leave school at 4pm (3.35pm on Mondays). They may stay beyond this time if they are attending a PE club or fixture, or if they are attending 'Evening Supervision' where girls are supervised by a member of Prep support staff until 6.00pm. This takes place in a Prep classroom and there is a charge for attending.

All Prep pupils are signed out as they leave Prep at the end of the day. Prep pupils must be collected from the Prep Roof at 4pm (3.35pm on Monday) by a parent, designated adult, older sibling (Senior School) or travel buddy (Senior School). Prep parents or carers come onto the Prep Roof via the Prep roof gate, but are not permitted to enter the school building.

Girls who are travelling home on a parent organised coach will meet the coach driver on the Prep roof.

Parents should inform the Prep administrator of any changes to their daughter's end of day routine no later than 3.00pm via email ([prepadmin@clsg.org.uk](mailto:prepadmin@clsg.org.uk)).

The Prep roof gate remains open for ten minutes. Should parents be running late, they should make their way to main reception. In the meantime, their daughter will be taken to Evening Supervision (on the Prep corridor). Evening Supervision runs until 6.00pm and parents will be invoiced for any sessions attended. Parents should ensure they arrive

no later than 6.00pm to collect their daughter. Parents who arrive after 6.00pm will be charged £10 per ten minutes that they are late.

Girls in Year 6 are allowed to travel home unaccompanied in their last term in Prep. Parents must email the Head of Prep to confirm their daughter's independent travel arrangements and complete a form that includes their daughter's travel route and mobile telephone number.

6.2 For Years 7 – 13, the regulations for departure at the end of the school day are as follows:

Unless they are participating in a staff led and supervised after school activity, all students must leave the school premises by 4.15pm (by 3.50pm on Mondays), except in the circumstances set out below:

- Sixth Formers may work in the Sixth Form Centre or Library until 5.30pm, provided that they have notified the Sixth Form Office and Reception by email that they are doing so
- Girls in Years 7 – 11 who are remaining in school because they are attending a play or concert later in the evening may go to B9 or B11 to work in the interval between the end of lessons and the beginning of the performance

*\*During C19 there is a staggered exit from the school site at the end of the day from various exits between 3.30 – 4.00pm.*

## **7. Pupils who are not collected following after school activities**

- 7.1 It is our expectation that girls in Years 7 and above will make their own way home following after-school activities, unless a parental request to the contrary has been made.
- 7.2 If pupils are not collected as expected, we will attempt to contact the parents and if we cannot do this we will use our best judgement as to whether to keep the child in school or allow them to leave.
- 7.3 The school site closes at 6.30pm and activity staff will wait with girls if they are to be collected after this time and if it is not deemed safe for them to go home alone.

## **8. Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school.

## **9. Supervision during off-site activities and educational visits**

- 9.1 When pupils are involved in authorised activities off-site, potential risks must have been identified, and control mechanisms devised, through risk assessment procedures prior to the visit. Appropriate emergency procedures must also have been identified and be known by the staff supervising the activity.
- 9.2 Details of supervision of pupils on educational visits are set out in the school's Educational Visits Policy. The ratio of supervising adults to participating pupils will always accord with DfE guidelines, as set out in the policy.

## **10. Areas restricted and out of bounds to pupils**

- 10.1 Areas which pupils must not enter unsupervised and equipment they may not use except under adult supervision are set out in the Pupil Code of Conduct.
- 10.2 We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories, the gym, the pool and the kitchens and the rooves. Clear signs are displayed where pupils may not enter a room and where possible doors to these areas are kept locked when not in use. All flammables and chemicals are kept securely locked in appropriate storage facilities.

Pupils are expected to follow all reasonable instructions given to them by School staff, including instructions (written or verbal), which state that an area should not be accessed.

## **11. Security and access control**

- 11.1 All staff and Sixth Formers sign in and out with their electronic access card when entering or leaving the premises. Pupils in Years 9-11, where such permission has been granted, may leave the site for lunch. Years 12-13 who leave the School site during the school day are also required to sign in and out at Reception.
- 11.2 Visitors are required to sign in and out at Reception and should be escorted at all times when in school. Contractors will be accompanied if necessary. During the school day entry to the building is via reception only and automatic doors prevent anyone going beyond reception until their entry has been approved and recorded. Visitors are expected to wear a visitor's badge created when they login. In the absence of uniform, sixth formers and members of staff are required to wear an ID card so that they can be easily identified.

Regulations and arrangements regarding security and lone working are set out in the school's Health and Safety Policy.

## **12. Physical contact with pupils**

12.1 While it is unlawful to allow any form of restraint to be used as either a disciplinary action or punishment, it is permissible to use reasonable force in circumstances where:

- a pupil (or pupils) may injure themselves or others
- good order may break down as result of the pupil's/pupils' behaviour
- a criminal offence has been committed

12.2 As such, in the course of their supervision of pupils, staff may have cause to make physical contact with a pupil (or pupils). Any occasion where such force is used must be recorded and reported appropriately. Where an incident occurs where restraint is required, staff must remain cognisant of their duty of care to the pupils not taking part in the incident.

## **13. Staff Induction**

13.1 All new members of staff with relevant supervisory responsibilities receive induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times and training is given for whilst on Educational Visits.