



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

STUDENT SUPERVISION GUIDANCE

Kingston Grammar School seeks to ensure that students are properly supervised at all times. Professional judgment is needed in view of the age of the students and the activities in which they are engaged.

If students are within school boundaries, staff may sometimes make the false assumption that they are completely safe. It is important for staff to understand the importance of student supervision and observe the following guidelines.

Staff should also be familiar with other relevant school policies including in particular the *Safeguarding & Child Protection Policy and Procedures* and the *Attendance Policy (including the Missing and/or Lost Child Policy)*.

Students Arrival and Departure

Students can arrive at school from 7.00am if they are involved in, for example, sports training in the Gym. Supervision of students arriving for particular activities is the responsibility of the member of staff in charge of leading that activity and colleagues must ensure that they are onsite in time for the arrival of students. School opens at 7.30am for all other students with the Library opening at 7.45am. The Library is normally open after school until 4.45pm and a member of staff is present to supervise the students there. Students are not allowed on site without supervision. A caretaker (who is fully First Aid Trained) is on site at this time. Senior staff are 'on call' from 7.30am.

All students are expected to go home at 3.45pm unless they are in the Library or are attending a supervised co-curricular activity.

At the end of a school day (3.45pm) a member of the School Executive or Head of Year team provides emergency after-school cover. They have the School's emergency phone between 3.45pm and 7.00pm and the number is displayed on the electronic board in the Quad.

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In addition, there is a rota of Senior Staff cover outside the front of the School from 8.15 - 8.35am and from 3.45 - 4.00pm. The Senior Staff member will, where possible, encourage students to use the pedestrian crossing safely. Students observed using the crossing in an unsafe manner can expect a sanction.

Registration

All students are registered during form period at 8.35am and the start of period 5 (the lesson after lunch). The registers are taken by the form tutors in the morning and subject teachers during period 5. Any changes to this arrangement are notified in advance by the Deputy Head (Safeguarding and Development) or Assistant Head. Registration is electronic and is done using the school's information management system, iSAMS. Any student absent from registration for any reason but who is on site must register in Reception (students in Years 1 - 5) or with the Sixth Form Secretary (students in the Sixth Form). Parents are responsible for notifying the school by completing and sending the absence email form on Firefly; or by telephone and subsequently in writing, if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation either by telephone or by email.

Sixth Form

Students in the Lower Sixth Form must stay in school for the entire day until October Half Term of the Autumn Term, thereafter concessions allowing for early departure where students do not have scheduled lessons and are fully up-to-date with their work may be considered by the Head of Lower Sixth. A list will be provided to the Sixth Form Administrative Assistant and students with permission may sign-out using the 'biometric entry/exit system'. In addition to this, students in the Lower Sixth may sign-out for lunch from 12:55pm each day using their thumb at the Glass Doors of the QEII Building, so long as they have returned to the school site for registration and afternoon lessons at 2pm. The exception to this is on a Wednesday when students have Senior Games and may leave from 12:55pm and make their way directly to their Games venue. They must sign in and out via the Biometric Entry/ Exit system. When a Sixth Form student has no lessons after 2.00pm, they can go home but must sign out via the Biometric Entry/Exit system. The exception to this is on a Wednesday when students have Senior Games and may leave from 12:55pm and make their way directly to their Games venue.

During School Day

All members of the teaching staff are expected to take their share of morning break and lunchtime supervisory duties. A rota is prepared by the Assistant Head (AJB) for the academic



year. Staff duties cover Dining Hall, playgrounds and school buildings, as well as the Fairfield, a public park at the back of the School where students are allowed to play at lunchtime providing the ground is dry enough. The Assistant Head (AJB) advises staff and students when the Fairfield is 'in bounds' via email and also a sign affixed to the Fairfield Building.

Staff absence and arranging cover

If staff are absent from school, they are responsible for informing the Assistant Head who will arrange cover. If staff know they will be out (for example, on an educational visit) and they have a break or lunchtime duty on that day, they should arrange cover with a colleague themselves.

Executive Cover

The School Executive provide on-call duty cover at weekends and in the holidays to provide assistance and support if staff should need it, either as cover for sports fixtures or residential trips. A contact telephone number list is provided to all sports staff for this purpose. Members of staff organizing school trips which span weekends must agree an Executive member contact who will hold contact details for all students and staff on the trip.

Medical Support

The School has a well-staffed and managed Medical Centre which operates with thorough and efficient policies to ensure the safety, wellbeing and best medical care and attention for all students. There is a qualified, full time School Nurse and a Healthcare Assistant who is a qualified first aider.

If a student does not feel well or is taken ill or has an accident in the classroom or anywhere else in the main School site during the school day they should be sent to the Medical Centre (accompanied if necessary). If the student is too unwell/injured to attend the Medical Centre, then the School Nurse should be called (internal 8841) to attend at the scene. If necessary, first aid will be given at the site and where required an ambulance called. If the student's condition is serious, an ambulance should be called before the arrival of the School Nurse.

In the absence of the School Nurse, staff should follow the *Medical Emergency in the Absence of a School Nurse Procedures* in the *First Aid Handbook of Supplementary Policies and Procedures*.



In addition to the School Nurse, there are enough appropriately trained staff to ensure that any incident can be quickly and appropriately dealt with. A list of the School's First Aiders is available in the Medical Centre and via the staff intranet. In addition, there is a list of the nearest First Aiders and Medical Centre contact details displayed at prominent places throughout the school.

There are First Aid Kits located at various points around the School. A list of the location of first aid kits is available in the Medical Centre, via the staff intranet and displayed in the Staff Common Room.

Whenever a student is to be collected from the main school site by their parent due to illness or injury, they will remain with the Nurse or other member of staff in the Medical Centre or in Reception until the parent collects them. If offsite, they will stay in the company of a member of school staff.

If a student is to be taken to hospital, they will be accompanied by a member of staff to await the arrival of their parent.

See the School's *First Aid Policy* for further details.

Supervision whilst travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. If a student is cycling to school, the school needs to have a note on file to indicate the parent has given permission for them to cycle to school. The School strongly recommends that:

- All students cycling to or from school must wear a protective helmet.
- Bicycles must have suitable lights, both front and rear, and the lights must be used after dark and when there is poor visibility.
- A reflector strip or reflective clothing is worn.
- Cyclists should use the cycle paths to and from school. Where there are no cycle paths on a student's route to and from school, they must cycle sensibly at all times and observe the Highway Code.

There must be no cycling within the school grounds. On entering the school site cyclists should dismount and walk their bikes to the appropriate secure place.



Any bicycle brought to school should be left securely on site using the designated cycle areas at the front of school. The School cannot accept any responsibility for damage or theft.

Parents who drive their children to and from school should drop them off and collect them at the back of the school.

For students in the Sixth Form who drive to school:

- Students are not allowed to park cars or motorcycles on school premises other than at Ditton Field.
- If students wish to drive and park at Ditton Field, then in order to comply with the school's site safety requirements, their parents must provide the school with their prior written consent.
- Students may not drive other students on school related activities (eg for Games at Ditton Field, or on school trips/sports fixtures) without the prior written consent from the parents of both parties.
- Students who drive to/from school or on school related activities must have their own appropriate insurance cover.

The majority of students travel to and from school using public transport.

Music Lessons

Students may have music lessons in the Lovekyn Chapel. They should sign out at Reception and cross London Road at the traffic lights just outside the School. On finishing their lesson, they should sign back in at Reception.

Supervision during Educational visits

The arrangements for the supervision of students during educational visits and trips out of school are described in our *Educational Visits Policy*. Risk assessments will be carried out in accordance with the Policy so that the staffing ratio is appropriate to circumstance during the out of school visit. If permission has been granted for a group of students to be absent from lessons (for example, sports fixture outside normal games time or a rehearsal for a musical activity), staff should post a list of absentees, with times and dates as appropriate, on the Common Room notice board, email all appropriate teaching and support staff especially informing the secretary responsible for Registration.

Students not taking part in trips will remain in School and will attend normal lessons or, if the whole year is on the trip, will be supervised in the School Library.



Students in the Fifth Year and up may, with written permission, be dismissed from a trip directly if it is outside of regular school hours.

Off games supervision

Particular care must be given towards the supervision for students who are not in games. Any student who cannot participate in activities must provide their Head of Year with a note by the end of break explaining why they cannot participate in games. Unless the Nurse advises that the student should go home, students are to remain at school until 3.45pm in the Library. The Head of Year informs the support staff member in charge of registration who liaises with the Librarian, providing them with a list of students who will be in the Library. The Librarian is responsible for the afternoon registration of those students. If there are too many students off games or a class is taking place in the Library, the Librarian will inform the Deputy Heads who may organise alternative arrangements for those students.

Any student wishing to miss games for any other reason than being unwell must have permission from their Head of Year and either the Head, Deputy Head (Safeguarding and Development), Deputy Head (Academic) or the Assistant Head before the day in question. The Head, Deputy Head (Safeguarding and Development), Deputy Head, Academic or the Assistant Head will inform the Head of Year and Director of Sport when this is the case.

Games staff must ensure that all students are registered. First to Fourth Year students are registered in the QEII Quad before departing for Ditton Field. Fifth Year and Sixth Form students are registered by the teacher responsible for each sports activity. Students who are not at games should either be registered in the Library (First to Fifth Year) or should have signed out in Reception. Students who are off games must stay until the end of the day. They should work quietly throughout the period of supervision.

Unsupervised access by students

Students are expected to follow reasonable instructions given to them by teachers or support staff. We ensure that students do not have unsupervised access to potentially dangerous areas, such as Science laboratories or the School Gym. Doors to these areas should be kept locked at all times when not in use. All flammable substances are kept securely locked in appropriate storage facilities.

Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.



Security, Access Control and Work Place Safety

The School's *Emergency Evacuation and Security Policy* covers these topics.

Staff Induction

All new members of the teaching staff receive a thorough induction into the School's expectations for the appropriate levels of student 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.