



# KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

## STUDENT SUPERVISION GUIDANCE

### 1. Introduction

- 1.1. 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.
- 1.2. When 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.
- 1.3. Staff should also be familiar with other relevant school policies including in particular the *Safeguarding & Child Protection Policy and Procedures*, the *Attendance Policy* and the *Missing Child Policy*.
- 1.4. Provisions relating specifically to supervision of students based at 100 London Road (Sixth Form Centre) are set out in Appendix 1.

### 2. Students Arrival at School

- 2.1. Students can arrive at school from 7.00am if they are involved in, for example, sports training in the Gym or Cage. A caretaker (who is fully First Aid Trained) is on site at this time.
- 2.2. Supervision of students arriving for specific activities before 7.30am, 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 and that they maintain a register of attendance.
- 2.3. The main school site opens to all other students at 7.30am, with the Dining Room open from 7.30am and with the Library opening at 7.45am. Senior staff are 'on call' from 7.30am. The Sixth Form Centre is open to Sixth Form students from 7.45am.
- 2.4. There is a rota of Senior Staff cover outside the front of the School from 8.15 - 8.30am. 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.

### 3. Registration

- 3.1. 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. Registers are also called at the beginning of each lesson. Any changes to this arrangement are notified in advance by a Deputy Head or Assistant Head.
- 3.2. Registration is electronic and is done using the School's information management system, iSAMS.
- 3.3. Parents are responsible for notifying the School if their child is absent for any reason. This should be done by 9 am on the first day of absence, via the form on My School Portal or by email. The School will always contact the parent if a child fails to arrive at school without an explanation. See *Attendance Policy* for further details.
- 3.4. Students who arrive late at school or they are onsite but absent from registration for any reason must register as follows, stating the time of their arrival and reason for lateness/absence from registration:
  - 1<sup>st</sup> - 3<sup>rd</sup> Years: at the main school reception
  - 4<sup>th</sup> and 5<sup>th</sup> Years: in the Upper School Learning Centre
  - 6<sup>th</sup> Form: in the Sixth Form Centre or main school reception

### 4. During the School Day

- 4.1. 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 for the academic year.
- 4.2. Staff duties cover the Dining Hall, Cage and school buildings, as well as the Fairfield, a public park at the back of the School where students are allowed to play at lunchtimes when this is designated as being 'in bounds'. The sign affixed to the side of the Fairfield Building indicates when the Fairfield Park is 'in' or 'out' of bounds. See Appendix 2 for arrangements for accessing/exiting the school via the Fairfield Gate during the period of building works on the Bridgen Science Centre.
- 4.3. Students travelling to Games are normally registered by staff in the Junior Quad (First to Fifth Year) before moving to the front of the school to catch coaches to Ditton Field or other venues.



- 4.4. Occasionally, some students may travel to Ditton Field or other venues via other modes of transport e.g. school minibus because either they have a fixture necessitating an earlier departure or a training session requiring an earlier departure. In this instance, they will be registered by the staff accompanying them.

## **5. Departure**

- 5.1. Lessons normally finish at 3.45pm (occasionally, however, the school may have a half day and finish at midday). At this point, unless staying for an organised school activity which is supervised by staff, or making use of the Library, and/or Sixth Form Study area, students are expected to leave the school site.
- 5.2. There is a rota of Senior Staff cover outside the front of the School from 3.45 - 4.00pm. The Senior Staff member on duty will, where possible, encourage students to use the pedestrian crossing safely. Students observed using the crossing in an unsafe manner can expect a sanction.
- 5.3. 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. The Duty member of staff will have the School Emergency Phone between 3.45pm and 7.00pm and will respond to any calls (as necessary).
- 5.4. The emergency telephone number is displayed on the electronic boards located around the school site and students have the emergency telephone number shared with them periodically. The duty member of staff will normally be onsite until 6pm and will keep the duty emergency phone switched on and respond to calls until 7pm.
- 5.5. The Library is normally open after school until 4.45pm and a member of staff is present to supervise the students there.
- 5.6. The Sixth Form Centre at 100 London Road is open until 6.00pm each day, thereafter students must vacate the school site. The Duty Member of Staff is available on the School Emergency Phone to support, as necessary.

## **6. Sixth Form**

- 6.1. 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 and the Head of Sixth Form. A list will be provided to the Sixth Form Administrative Assistant and students with permission may sign out with the Sixth Form Administrative Assistant at 2pm if they do not have afternoon lessons.



- 6.2. In addition to this, students in the Sixth Form may leave the school site for lunch from 12:55pm provided they tap out with their access card or sign out with the Sixth Form Administrative Assistant (Sixth Form Centre) or main school reception, and so long as they return to the school site for registration and afternoon lessons by 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.
- 6.3. When a Sixth Form student has no lessons after 2.00pm and early dismissal privileges have been granted by the Head of Year, they can go home but must sign out with the Sixth Form Administrative Assistant. 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.

## **7. Staff absence and arranging cover**

- 7.1. If staff are absent from school due to sudden illness, they are responsible for informing the Assistant Head (AJB) who will arrange cover.
- 7.2. If staff know they will be absent from school in advance (for example, on an educational visit or on CPD) and they have a duty on that day, they should arrange cover with a colleague themselves and inform the Assistant Head that they have done so.

## **8. Executive Cover**

- 8.1. The School Executive provide on-call duty cover at weekends and in the holidays to provide assistance and support if staff should need it for sports, music, drama, CCF, trips and other activities.
- 8.2. A contact telephone list of duty staff is provided to colleagues for this purpose.

## **9. Medical Support**

- 9.1. 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 are two qualified, full-time School Nurses who are able to provide support to students and staff.
- 9.2. 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- or School Nurse mobile 07841 372768) 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.

- 9.3. In the absence of the School Nurse, staff should follow the *Medical Attention in the Absence of a School Nurse Procedures*.
- 9.4. In addition to the School Nurses, 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 on the staff shared area. In addition, there is a list of the nearest First Aiders and Medical Centre contact details displayed at prominent places throughout the school.
- 9.5. There are First Aid Kits located at various points around the School and in all school transport. A list of the locations of first aid kits is available in the Medical Centre, via the staff shared area and displayed in the Staff Common Room.
- 9.6. Whenever a student is to be collected from the main school site by their parents 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.
- 9.7. 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.
- 9.8. See the School's *First Aid Policy* and *Medical Care Policy* for further details.

## 10. Travelling to and from School

- 10.1. Parents are responsible for ensuring that their children travel safely to and from school. The School strongly recommends that:
  - 10.1.1. All students cycling to or from school must wear a protective helmet.
  - 10.1.2. Bicycles must have suitable lights, both front and rear, and the lights must be used after dark and when there is poor visibility.
  - 10.1.3. A reflector strip or reflective clothing is worn.
  - 10.1.4. 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.
- 10.2. It is the responsibility of parents and students to ensure that bicycles are well maintained and in good working order.
- 10.3. 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.
- 10.4. Any bicycle brought to school should be left securely on site using the designated cycle areas. They must not remain on the premises overnight.



- 10.5. The School recommends that cycles are properly locked with a strong D lock and that frames are stamped with the owner's post code. The School cannot accept any responsibility for damage or theft.
- 10.6. Parents who drive their children to and from school should drop them off and collect them at the back of the school. Parents are asked to be mindful of the residential nature of the area by the school and to drive slowly and with consideration to others.
- 10.7. For students in the Sixth Form who drive to school:
  - 10.7.1. Students are not allowed to park cars or motorcycles on school premises other than at Ditton Field.
  - 10.7.2. 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.
  - 10.7.3. 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.
  - 10.7.4. Students who drive to/from school or on school related activities must have their own appropriate insurance cover.
- 10.8. The majority of students travel to and from school using public transport.

## **11. Music Lessons**

- 11.1. 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 main School site. On finishing their lesson, they should sign back in at Reception.

## **12. Supervision during Educational visits and sports fixtures etc**

- 12.1. The arrangements for the supervision of students during educational visits and trips out of school are described in our *Educational Visits, Trips and Tours 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 and specifically inform the member(s) of support staff responsible for Registration.
- 12.2. 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 or otherwise directed to attend lessons with other year groups.



### 13. Off games supervision

- 13.1. 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. Sixth Form students are required work in the Sixth Form Study until 3.45pm.
- 13.2. 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, a Deputy Head or the Assistant Head with responsibility for their section before the day in question. The Head, Deputy Head or the Assistant Head will inform the Head of Year and Director of Sport when this is the case.
- 13.3. Games staff must ensure that all students are registered. First to Fifth Year students are registered in the Junior Quad before departing for Ditton Field. 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 if in the Sixth Form then in the Sixth Form Study where they will register with the Sixth Form Administrative Assistant. Any student who is going to a medical appointment such as physio session should sign out either at Reception (First to Fifth Year) or with the Sixth Form Administrative Assistant. Students who are off games must stay until the end of the day. They should work quietly throughout the period of supervision.

### 14. Unsupervised access by students

- 14.1. 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 and DT facilities. 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.
- 14.2. Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.



## **15. Security, Access Control and Work Place Safety**

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

## **16. Staff Induction**

16.1. 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.





## **Appendix 1: Supervision of Sixth Form Centre, 100 London Road**

### **Access:**

- Student access will be via the main doors to the building off London Road.
- The 100 London Road Reception Area will be staffed by the Sixth Form Administrative Assistant or another member of staff (in their absence) between the hours of 7.45am and 4.15pm.
- Access for students and staff will be via 'access cards' for access control barriers.
- Students will be expected to leave the 100 London Road Building by 6.00pm.

### **Exit:**

- Except during an emergency evacuation, exit from the building will be from the main entrance, onto the London Road, via the 'access control gates'.
- The 'access control gates' will provide a real-time record of who is and is not in the building.
- If a student or staff member has forgotten or lost their access card, access or exit will only be achievable by signing in or out with the Sixth Form Administrative Assistant or another staff member on Reception (in their absence).

### **Supervision during the day:**

- Students making use of the Café and/or Study areas during the day will be supervised by the staff who work in the 100 London Road Building, including: Deputy Head (Head of Sixth Form), Heads of Upper and Lower Sixth, Assistant Head of Year for Sixth Form, The Director of Careers and Universities, the Assistant Director of Careers and Universities, Sixth Form Administrator and the departmental staff working in the building.
- During breaktime and lunchtime, the Café will be supervised by duty staff between 10.45-11.05am and 13.00-14.00pm.

### **Supervision after 3.45pm:**

- Students will have access to the first floor study area until 6.00pm. After which time they must vacate the site.
- Students who wish to work in the study area after 3.45pm will be required to sign in with the Sixth Form Administrator by 4.15pm who will pass the names of students to the member of staff on after school duty and the site team.
- In addition, students are issued with the School Emergency Phone number, which will also be displayed on an electronic board in reception of 100LR and on noticeboards in 100LR. The duty phone will be held by a senior member of staff who will be on the school site up to 6pm and answer calls up to 7pm.
- Students must exit the 100 London Road building tapping out with their access cards which will log arrival and departure times.



## **Appendix 2: Arrangements for accessing/exiting the school via the Fairfield Gate during the period of building works on the Bridgen Science Centre (previously known as the Fairfield Building).**

During the period of building works on the Bridgen Science Centre, access to the school site via the Fairfield Gate will be restricted to the specified times only.

Access at other times will be for contractors only, except for: (i) In the event of an emergency evacuation OR (ii) when students are formally escorted by a member of staff for, for instance, for a PE lesson on the Fairfield Park.