



# MOUNT

ST MARY'S | BARLBOROUGH HALL

## **Pupil Supervision Policy** ISI Regulatory Code – 14 a

**Policy written by:** J Murphy  
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**This Policy is for:** Mount St Mary's College  
**Linked Policies:**  
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### **Mount St Mary's College**

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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 Deputy Head (Pastoral).

## Boarders at the College

All pupils are expected to return to their boarding houses by 4:30 after school has finished, unless otherwise occupied on an after school activity. Boarders must attend three after school activities each week night and two activities on Saturday morning. 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 Exeat's have been approved can boarders leave site.

The boarding staffing rota is available from the Deputy Head (Pastoral) 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 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 from 8.00am to 7.00pm Monday to Friday and 10.00 am to 6.00pm on Saturday. 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

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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.

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. The Transport Supervisor is on duty to supervise when the College buses arrive and depart.

## 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 theatre, 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.

## 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.

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## Appendix 1

AMDG

### DAILY STAFF DUTIES: DESCRIPTIONS AND TIMINGS

Morning Library Duty Break Time	Be in the library ensuring that students are using it for quiet study.
Morning B Break Time	Supervise Tuck Shop Queue in the Refectory. Tuck Shop used by Ruds-Grammar
Morning C	Supervise the Tennis Courts and Astro.  Ensure training shoes only are worn on the astro.  Ensure students return to lessons on time.
Detention 13:00-13:30	Be in the library to supervise detention, filling in the register etc.  Ensure that all students in the library are working quietly.
Library 2 13:30-13:55	Be in the library ensuring that students are using it for quiet study. Ensure students leave in good time for their lessons.
Ref Queue 1 13:00-13:25	Supervise the queue at the double doors by the shrine.
Ref Queue 2 13:25-13:55	Supervise the remains of the queue and then take over inside the Ref ensuring that students tidy away chairs and leave the tables clear.
Outside 1 13:00-13:25	Supervise the Tennis Courts and Astro.  Ensure training shoes only are worn on the astro.  Look through the windows of the games room from time to time.
Outside 2 13:25-13:55	Supervise the Tennis Courts and Astro.  Ensure training shoes only are worn on the astro.  Look through the windows of the games room from time to time.  Ensure that students arrive on time for their lessons.
Car Park Duty	Ensure pupils cross safely into the car park.  Pupils not collected by 16:55 should be taken to homework club.
End of Day Duty 17:35-18:00	Ensure pupils cross safely into the car park. Pupils not collected by 18:00 should be taken to the Refectory and handed over to boarding staff.