St Mary's School
CAMBRIDGE

Pupil Supervision and Duty of Care Policy including Building Access

This policy is the responsibility of the Senior School Deputy Head (Pastoral & Boarding) and the Head of Juniors.

Last review: September 26

Next review: September 27

Rationale and Guidance

St Mary's School, Cambridge (The School) acts in loco parentis during the time that pupils are on school premises or otherwise in the care of the School. The community of adults and pupils who make up the School have a duty of care to look out for each other and to nurture and safeguard each other.

It is the responsibility of the parents to ensure that pupils travel to and from school safely. Pupils are not supervised by a member of staff when travelling on school buses but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated. Staff should refer to the *Arrangements for Workplace Transport Policy.*

We recognise that our staff have a duty to provide care and supervision of pupils whilst they are in professional contact with them. There is a degree of risk inherent in all activities. Assessment of the level of risk is a professional task. Duty of care is owed to each individual pupil. The staff member exercises professional judgement about each pupil in all situations and under all circumstances. It is the policy of the School that each and every pupil, including Early Years (EYFS) (see also *EYFS Supervision of Pupils Policy*) and boarders, is given appropriate supervision and care at all times whilst they are deemed to be the responsibility of the School and the staff.

Pupils do not have access to the maintenance and catering areas of the School. We ensure that pupils do not have unsupervised access to designated areas which will include gym/athletic and climbing equipment, science labs, DT rooms or to potentially dangerous aspects of science by ensuring all flammables are kept securely locked in appropriate storage facilities. Designated areas will be kept securely locked when not in use.

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.

The Arrangements for offsite/education visits are detailed in the *Offsite Visits Policy*.

This Policy should be read in conjunction with the *Safeguarding and Child Protection Policy*. All staff will be given details of this policy on induction and when any significant changes occur.

Junior School Procedure (incorporating Early Years Foundation Stage)

Please see the *EYFS Supervision of Pupils Policy* for points specific to EYFS.

Rationale

It is the policy of St Mary's Junior School that each and every pupil is given full supervision and care at all times of every school day or when otherwise in the care of the School.

Each classroom displays the following:

- A Class Charter outlining shared expectations and responsibilities.
- The 'Reminder, Reset, Reflect' poster, which links directly to our Behaviour Management Policy.
- Our School Values.
- The HEART Learning Behaviours, promoting positive attitudes and effective learning.

In addition, there are posters around the school to encourage pupils to speak to an adult, if they are worried or have any concerns.

Internet safety

The School uses internet filtering which blocks inappropriate websites. The School utilises Smoothwall (Classroom monitoring system) on all devices available for pupil use. Smoothwall identifies inappropriate language (including txtspk) and access to inappropriate sites.

Access

All external doors are equipped with code-pad locks, in both Acton House and the Coach House. The code is known only to members of staff. At the beginning of the day, Pre-Prep pupils from the Coach House can be dropped off at their classroom from 8.00am by their parents. There are members of staff on supervision duty from this time. At this time, it is expected that parents leave the building, once their daughter is in the Coach House. Pupils from Years 1-6 come into school and sign-in independently and go straight to Larks. On a Friday, parents may accompany their child to their classroom but each must wear a visitor's lanyard.

At the end of the day, parents wait outside the buildings, and the pupils are released to the parents or a designated person by the class teacher. A pupil will only be released into the care of a parent or other designated person whose name has been notified to the school in writing in advance. During the day all visitors to the school, including the parents, must ring the bell at the front of Acton House and wait for the school secretary to gain entrance. The visitor/parent will wait in the school office until their business is completed or the appropriate member of staff comes to see them. The visitor/parent must sign in and wear a visitor badge. Parents are not encouraged to go into any classrooms during the school day. Any parents who enter the EYFS building for any reason will be accompanied by a member of staff and all visitors are reminded that mobile phone use is not allowed.

Arriving at school

Pupils may come to school on the school minibus. There are six pick up locations: Trumpington Park & Ride, Babraham Park and Ride, Madingley Park and Ride, Cambourne, Milton Park and Ride, and the Senior School.

Pupils who cycle to school should access the School grounds either through the entrance or via the bridge, dismounting their bikes and walking to the bike-park areas. Once their bikes are secure, they can access the building via the coded doors. Parents are asked to park on Trumpington Road and not to drive into Chaucer Road. Those who do drive in access school grounds via the 'in' gate and drop the pupils at the front of school. Pre-Prep pupils can be dropped off at the entrance to Acton House and brought to the Coach House by a member of staff. There are no parking facilities for parents on the School site. If parents need to speak to a member of staff or need to access the office, they must park and walk into school.

Start of every day

The School doors and gates are unlocked and supervised from 8.00 - 8.30am . All pupils enter either the main building on arrival at school or the Coach House and do not leave the building thereafter.

School staff are on supervision duties at the gates and drive from 8.00am.

From 8.00am pupils from Years 2-6 go to Larks in the main playground. Pre-Prep pupils from the Nursery class to Year 1 are supervised in the Coach House. Alternative indoor arrangements are made when there are adverse weather conditions.

Registration

Children sign-in upon arrival and then the class teacher takes registration at 8.35am and at 1.45pm The Secretary immediately follows up any absences (see *School Attendance Policy*).

The Secretary rings the parents/guardian of any absent pupil whose absence is still unauthorised after registration has taken place.

Pupils who arrive late register their arrival with the Secretary before going to their classroom. Parents are reminded at the Introductory Evening every September to notify the School in writing if the pupil will be late, absent, being picked up early, or being picked up by another person.

Leaders of clubs, before school or after school, keep registers of all attendees and investigate immediately if an expected pupil has not arrived.

Procedure during the day

No pupil is left unsupervised at any time either within or out of the classroom, except when the pupil visits the toilet. If a teacher decides to allow a pupil out of adult presence, the pupil is:

- capable and responsible at that time
- carrying out a task appropriate for that pupil at that time

The teacher has anticipated all hazards and risks and has taken steps to eliminate them. This involves discussion with the pupil about being responsible and taking care when in the classroom and during playtime. The teacher has ensured that the action is in line with in-school agreements on the use of the building and shared resources.

Playground supervision

The Preschool Class and Reception pupils have access to an enclosed play area from their classroom. During lesson time, the Early Years pupils have access to this area, and are supervised by a staff member.

During break times, staff are on duty on the Court, Coach House and the other play areas. This is on a published rota and in accordance to the relevant ratios and needs of the pupils.

Any pupil wishing to go to the toilet from the playground must seek permission from the duty supervisor and return to the playground directly.

At the end of playtime, the bell is rung twice by the member of staff on duty – the first bell instructs the pupils to cease all activities and stand still. Instructions may be given and when the second bell rings the pupils carry out the tasks (tidying up) and walk into class lines. This system is also used if messages are delivered to the pupils during playtime – calling groups in to lunch sittings or clubs.

Two older pupils are sent by the supervisor five minutes in advance of the bell to ring the inside bell warning the teachers of the end of play. Teachers are expected to collect their class promptly from the playground.

Wet play time

In the event of wet play in the morning, the usual staff on duty will be deployed to supervise classes on the different floors of the building. The remaining staff are then able to have their break. Pupils will be in the classrooms doing various quiet activities.

In the event of wet play at lunch time, each teacher takes their own class back to the classroom and waits until the usual duty staff are present and ready to supervise.

If it starts to rain during lunch playtime, the staff on duty line the pupils up and escort them into the building and the pupils are dispatched to their classrooms and supervised by those on duty. The pupils will do various quiet activities.

Dining hall

There is a duty rota set at the beginning of the year listing the teachers and assistants on duty in the dining room and outside during playtime.

Care within the building

Within the School building, pupils walk. When moving from one room to another, to the hall, dining hall or playground, pupils line up and accompanied by a teacher or assistant at all times.

When using stairs, pupils are directed to use single file and to keep to the left side.

Rooms and specific activities are risked assessed by the Health and Safety Manager in conjunction with the Head of Juniors.

Any pupil not partaking in an activity, for example, swimming, observes the activity in the care of another teacher.

At the end of the school day

It is the responsibility of the teacher to supervise his/her pupils at time of dismissal.

At the end of the day each teacher signs-over pupils to the adult who is collecting them using their personalised ‘End of Day’ register. This could be a parent or carer, the minibus driver or Junior School staff in the dining room who are supervising tea prior to our after-school clubs commencing.

Registers are taken upon arrival at tea and then by club staff at 4.00pm.

Pupils are signed out by the relevant member of staff, on their register, when they leave at the end of the day.

Each pupil is personally seen to her parent or carer by the teacher in charge of them, unless a special arrangement has been made with the Head of Juniors.

The School must be notified in writing in advance if a parent wishes their child to leave school with a carer other than the usual person. All children (including those in the EYFS) will only be released at the end of their session into the care of a parent or other individual whose name has been notified to the school in writing in advance.

Pupils who take the train or are collected at the Park and Ride leave the school on the minibus at the appropriate time and only by written request of their parents or guardians. Each teacher is aware of the individual circumstances of each pupil in his/her own class.

Before and After school

Any pupils not collected at the appropriate time are placed in Homework/Late Stay/Twilight. If there is any doubt regarding collection arrangements, the pupil is held in the school building, and the teacher investigates. This may require looking in the 'Late Stay' folder which is kept in the office and contains any communication from parents regarding pick up arrangements.

Pupils attending clubs are escorted to the dining room for tea. Club leaders collect the group from the dining room and accompany the group to the club venue.

Care and supervision at clubs is the responsibility of the club leader and dismissal of pupils when clubs finish follows the procedure as per the end of the school day.

Pupils remaining after activity clubs are accompanied to Twilight, in the Library.

Registers are called at all clubs and held for the duration of the club.

EYFS pupils in afterschool care are kept to the recommended ratio of 1:8.

When all pupils have left the school site, the registers are returned to the Secretary's office.

If a pupil is not collected by 6.00pm she is left in the care of two members of staff, including the SLT member of staff on duty. . All emergency contact numbers are followed through and if no contact is made after a reasonable time (normally after one hour) the police are contacted.

Supervision for Games and Swimming is pre-planned and circulated to all staff at the beginning of each year.

Medical Support and Sending a Pupil Home during the School day

First Aiders are on duty to administer first aid and deal with accidents and emergencies, including illness. Most staff are trained in Paediatric First Aid and are available to give emergency first aid treatment.

If a pupil becomes ill during the school day, the pupil is cared for in the classroom or medical room, while the School Secretary contacts the parents to collect the pupil. If a pupil is injured (see *Medical and First Aid Policy Handbook*) and parents are contacted to collect the pupil for further investigation, she will need to wait in the classroom or medical room where she is closely monitored.

No pupil is sent home without the prior permission of the Head of Juniors, or an SLT member. The Head of Juniors will be informed of any decision made by the Deputy or Assistant Head to send a pupil home.

There is a member of SLT on duty until 6.00pm or until all pupils have left the building. (Please refer to *Missing Child Policy and Procedure*).

Senior School Procedures

At the start of each school year the Form Tutor will draw attention to important information and discuss this with their Tutees. This will include discussion of the Code of Conduct, security of personal possessions, anti-bullying advice, pupil complaints advice, First Aid information and Fire Safety.

Safety and Internet Safety

Tutors remind Tutees on a termly basis, or more frequently if the need arises, about Personal Safety. Pupils are reminded about locking valuables in their lockers and not to bring electrical equipment into school or to use phone chargers. Pupils do not tell people door codes or passwords. They are reminded about safety in the School dining room.

At intervals the School invites the local police in to give an assembly highlighting the various ways pupils can be aware of their own safety and parents are also alerted of the salient points in a letter home.

Most doors with access to the Senior School site are monitored by CCTV and are displayed on a screen in the IT Support Office.

The School uses internet filtering which blocks inappropriate websites. The School utilises Smoothwall (Classroom monitoring system) on all devices available for pupil use. Smoothwall identifies inappropriate language (including txtspk) and access to inappropriate sites. The school also uses a firewall which also filters websites and apps based on categories, this filters all traffic from all devices on the network to the internet.

At the start of each term, Science, PE, Food Technology, Art, Textiles and Drama teachers will remind their pupils of their subject's Health & Safety requirements.

Access to the School for pupils and staff

Staff and pupils enter through the cortile entrance, the garden entrance or by the Paston yard gate; the garden entrance and the Paston yard gate are accessed via a code-pad lock. Pupils who arrive in before 8.00am sign in at reception.

Sixth Form pupil movements between buildings are monitored via Inventry (using their lanyard) in each building in order to provide an accurate list of those present in each building.

Pupils must not be in the Senior School before 7.30am or after 6.00pm (5.00pm on Friday) unless they are part of a supervised club or activity.

The PE department has procedures regarding lessons and matches. The girls leave for PE lessons via the Paston yard exit. They are supervised by the PE staff entering and leaving minibuses or leaving the premises both on departure and return.

Arriving at school

Pupils may come to school on the school minibus. There are six pick up locations: Trumpington Park & Ride, Babraham Park and Ride, Madingley Park and Ride, Cambourne and Milton Park and Ride.

Pupils who cycle to school should access the School grounds through the garden entrance, dismounting their bikes and walking to the bike-park areas. Once their bikes are secure, they can access the building via the Cortile entrance. There are no parking facilities for parents on the School site. If parents need to speak to a member of staff or need to access the office, they must park in a marked bay (e.g. on Bateman Street or Trumpington Road) and walk into school.

Supervision in the main school before 8.15am

The Senior School buildings are not accessible to pupils before 7.30am.

Between 7.30am and 8.00am pupils entering the Senior School are required to sign the early morning register at reception before going to their form rooms. Parents are informed of the remote supervision available at that time.

From 8.15am a senior member of staff is on duty at the cortile door each morning until 8.30am.

Pupils arriving in school after 8.00am are required to go to their form rooms and wait to be registered by their form tutors.

Registration

All students are registered by a staff member, usually their Form Tutor or Head of Year, at the start of the morning and afternoon sessions. If a Form Tutor does not see a tutee or has not been alerted in advance by the pupil or her parent that she is going to be absent from the registration period, then the pupil is marked as being absent. It is the responsibility of the Receptionist to follow through the absence.

It is the responsibility of the Music teacher who leads School Orchestra or Allegro to take afternoon registration for that group of pupils and to give that list into Reception in good time and ahead of the end of afternoon registration.

If a pupil misses morning or afternoon registration for any other reason than attendance at School orchestra or Allegro, then it is her responsibility to sign in at Reception.

Morning Break

The Receptionist is available in the Cortile and staff are readily accessible in the Staff Room. Two members of staff also patrol the Senior School on a pre-arranged route (except on a Monday when it is one member of staff), and one member of staff is on duty in the Sixth Form Centre.

Our School Rules and discussion during Form Time and Prayers between tutors and tutees means that the girls are aware of what behaviour is expected of them. Please refer to our *Behaviour Management Policy* for further information as to our expectations.

Lunchtime

Two members of the teaching staff are on lunch duty in the dining hall to manage the queue for lunch. Numerous members of staff take their lunch in the dining room within easy reach of the pupils.

A member of staff is on duty throughout lunchtime on patrol in the Senior School, and one member of staff is on duty in the Sixth Form Centre. Numerous staff have offices and run lunchtime activities throughout the building and are accessible to the pupils. Moreover, the Reception is always staffed, and the staffroom is easily accessible if help is required.

Sixth Form with pastoral responsibilities keep an eye out for younger pupils. The Learning Resources Centre (LRC) is staffed during lunchtimes.

We allow Sixth Form students, as a privilege, to leave school premises unsupervised either individually or in small groups either during break times or during times when they are not being taught. Sixth Form students should use the swipe card system on exiting and entering school buildings.

Year 11 (subject to authorisation by the Head of Year 11, their parents, good behaviour, and work being up to date after the November mock examinations) are allowed as a privilege to leave school premises

unsupervised either individually or in small groups during lunch time from the Spring Term. When leaving school, Year 11 are expected to sign out at reception and sign back in by 1.30pm at the latest. This arrangement also occurs during the Sixth Form taster day, which Year 11 attend.

After School

A member of staff is on duty at the cortile door each afternoon between 4.00pm and 4.15pm. Pupils are not allowed to linger unsupervised in the School buildings after 4.15pm. Pupils below the Sixth Form may only stay in school after the last timetabled lesson of the day (4:00pm) if they are attending an activity. The member of staff in charge of an activity takes a register. Lists of pupils who have indicated which activity they will be attending are updated and published each half-term. These lists are altered by staff and updated when changes occur.

Staff supervising the Sixth Form building at Brookside monitor the building after school to be aware of who is present, and Sixth Form students swipe their lanyard cards when entering and leaving the building.

Parents who are collecting their daughters should wait in the Cortile and their daughter will be called from her activity or homework club to join the parent there, except for students attending homework club who leave directly through the minibus yard door.

These arrangements should ensure:

- Parental enquiries about pupils attending after-school activities/clubs are dealt with efficiently.
- An accurate list of pupils in the building is available in the event of fire.
- Participation in the extra-curricular life of the School can be monitored effectively.
- Pupils have easy access to a member of the teaching staff.

A member of SLT is on duty each evening until 6.00pm (5.00pm on a Friday).

Medical Support and Sending a Pupil Home during the School day

A qualified nurse is on duty to administer first aid and deal with accidents and emergencies, including illness. A number of staff are trained first aiders and are available to give emergency first aid treatment.

If a pupil becomes ill during the school day, the pupil is cared for and closely monitored in the Wellbeing Hub, where the nursing team will decide whether the pupil needs to be collected (see *Medical and First Aid Policy Handbook*).

Boarders – additional arrangements

Access to Mary Ward House

Entrance into Mary Ward House, the School's Boarding House, is protected by coded keypad locks at three levels:

- A code on the gates which gives access to the garden. The boarders are given the pedestrian code only. People who need it are given the code which allows a vehicle to be driven on site.
- A different code to open the main door which is the only point of entry to the boarding house, other doors are alarmed or have a different code (e.g. kitchen door)
- A code, once at reception, to open the two doors which lead to the boarding areas.

The codes are changed every 3 to 4 months to sustain security or immediately if necessary. The code is only given to the boarders and staff whose position requires them to have access to the boarding areas.

Lock up is checked by duty staff at 10.00pm each evening at Mary Ward House. This includes making sure the front door is locked and does not open automatically and checking that the door by the kitchen is locked.

Safety

Boarding staff remind boarders on a termly basis, or more frequently if the need arises, about Personal Safety. Pupils are reminded about locking valuables away in their bedrooms. PAT testing is arranged for their electrical items. Boarders are reminded not tell people door codes or passwords. They are reminded about safety in the School dining room.

At intervals the Head of Boarding invites the local police to speak at the weekly House meeting, highlighting the various ways pupils can be aware of their own safety and parents are also alerted of the salient points in a letter home.

Most doors with access to Mary Ward House are monitored by CCTV and are displayed on a screen in MWH reception.

The School uses internet filtering which blocks inappropriate websites. The School utilises Smoothwall (Classroom monitoring system) on all devices available for pupil use. Smoothwall identifies inappropriate language (including txtspk) and access to inappropriate sites. BYOD devices are monitored by the firewall as well as school owned devices.

Leaving for School in the morning

Senior School boarders in Years 7-11 must have left Mary Ward House by 8.10am.and sign out on departure.

Sixth Form boarders must have left Mary Ward House by 10.10am and sign out on departure.

Junior School boarders are accompanied to school by a member of Boarding staff and handed over to a member of the Junior School staff.

All boarders have the Duty Mobile in their list of contacts so they can call Boarding staff if there is an issue on the way to school.

Boarding staff do a ‘sweep’ of the House and check all bedrooms from approximately 8.30am.

Returning from School in the afternoon

Senior School pupils in Years 7-11 must return directly to Mary Ward House, unless they have an after-school club or activity and must sign in on arrival. Sixth Form boarders must return to Mary Ward House by 6pm and also sign in on arrival.

Boarders in Years 5-9 must attend supervised Prep from 4.45pm-5.45pm. A register is taken.

Junior School pupils are collected from school at the end of the school day, or later if they attend an after school club, and accompanied to Mary Ward House by a member of the Boarding staff.

All boarders have the Duty Mobile in their list of contacts so they can call Boarding staff if there is an issue on the way back from school.

Weekday supervision from 4.00pm until bedtime

All boarders are registered at Reception on arrival from school.

Sixth Form boarders may return to Mary Ward House from 2.15pm if they do not have lessons.

Boarders in Years 5-9 must attend supervised Prep 4.45pm-5.45pm unless they have an after-school club. A register is taken.

An 'after school clubs' list is kept behind Reception at Mary Ward House. This enables staff to know which boarders are expected to be staying in school and on which day (s).

All boarders are registered between 6.00pm and 7.00pm, at dinner.

Prep check takes place each evening between 7.00pm and 8.00pm: boarders are usually registered in their own rooms; however, they may be in a common room or the dining room. A number of boarders in Years 10-13, are invited to supervised prep in the First Floor Common Room to catch up with work. A register is taken.

Boarders in Years 7-11 must hand in their devices 30 minutes before bedtime, so another register is taken at this point.

All boarders are registered at bedtime.

Boarders unwell during the school day

If a boarder becomes unwell during the school day, the boarder is cared for and closely monitored in the Wellbeing Hub where the nursing team will decide whether the boarder needs to be collected by a member of the Boarding staff. School Reception will be notified. On arrival at Mary Ward House, the boarder will be admitted to the Medical Centre. During the day/evening, the boarder will be checked on by Boarding staff as per the medical guidelines provided by the school nurses.

The parents/guardian will be informed if their daughter is absent from school due to illness.

Supervision at Weekends

The House opens at 8.00am on a Saturday and 9.00am on a Sunday. The first check of the day is at 9.30am, when staff will register every boarder, either in their bedroom or in a communal area. The next opportunity for checking is at 11.00am, when boarders may come to brunch.

During the day, boarders must sign out at Reception and adhere to the following rules:

Year 5 and 6 boarders may only go into town/shops if they are fully supervised by a member of staff.

Year 7 and 8 boarders may walk into town but only with a member of staff. They are then allowed in town in pairs or small groups, unaccompanied. The member of staff will wait in town and arrange a time to meet the boarders in order to walk them back to the house. Boarders must have the telephone number of the relevant member of staff programmed in their mobile phone. In the Summer Term, Year 8 boarders are allowed into town in pairs/small groups unaccompanied to prepare them for the relaxation of the rule in Year 9.

Boarders in Years 9, 10, 11 and Sixth Form are allowed into town unaccompanied at the weekend. Year 9 must be in pairs/small groups. Return times for Year 9 will be different depending on the time of year and made clear.

Boarders in Years 7-11 should not be out for more than about 2 hours unless they have prior permission from the Head of Boarding/Housemistress. Boarders in Years 7-11 must be back before dark unless they have prior permission from the Head of Boarding/Housemistress.

All boarders must check in at 3.00pm on a Saturday and Sunday, either by calling the Duty Mobile or registering at Mary Ward House Reception.

The next check is at dinner (6.00pm-7.00pm).

Sixth Form boarders must have returned to MWH by 10.00pm on Friday and Saturday and 9.00pm on Sunday.

If any Boarders wish to go beyond Cambridge, the Head of Boarding or Housemistress must have received an email from parents/guardian giving permission, at least 24 hours in advance.

The last check of the day is at bedtime.

For missing boarders, please see the *Missing Child Policy and Procedure*.