



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: October 2021

Next review: Autumn Term 2022

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 arrive at school safely and in the case of older pupils, make their own way home 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) 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 potentially dangerous aspects of science by ensuring all flammables are kept securely locked in appropriate storage facilities.

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.

In order for the pupils to be informed themselves in each classroom there is a series of laminated displays including school rules, how to complain and Health & Safety notices which the class teacher highlights and explains at the beginning of each term.

Internet safety

The School uses internet filtering which blocks inappropriate websites. The School utilises NetSupport (Classroom monitoring system) on all PCs available for pupil use. NetSupport 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, pupils and parents can enter the building from 08.00. Parents can accompany the pupils to the classroom but must wear a visitors' lanyard. There are members of staff on supervision duty in each building from this time. At this time, it is expected that parents leave the building, if they have not done so already.

Breakfast Club is available to girls from 7.15 each morning. They must be booked in prior to joining the club. The pupils at Breakfast Club are supervised by a member of staff in the dining room until 8.00 when they go up to their classrooms where they are supervised by their class teacher.

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. Parents may access the building at the end of the day if they need to collect their daughter's belongings (i.e. musical instruments and kit bags) or if they need to speak to the teacher or other members of staff. 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 will be reminded that mobile phone use is not allowed.

Arriving at school

Pupils may come to school on the school minibus. There are five pick up locations: Trumpington Park & Ride, Babraham Park and Ride, Madingley Park and Ride, Cambourne 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-pre 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 are unlocked at 08.00 with the code for the code-pad known only to members of staff. All pupils enter the building on arrival at school and do not leave the building thereafter.

There is a member of the School staff on supervision duty in each building from 08.00.

From 08.00 pupils can go to their classrooms and prepare for the day ahead. Early Morning Activities are set out by the teacher and these are completed by the pupils up to registration time. Teachers arrive in the classroom at 8.00am.

All messages intended for the office are given to the class teacher on his/her arrival or delivered to the office by the pupil on their arrival.

A pupil may leave the classroom only if a) she needs to use the toilet or b) she has specific instructions from her class teacher.

Registration

The class teacher takes registration at 08.45 and at 13.30. The Secretary immediately follows up any absences.

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

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

During break times, a member of staff is on duty in the Pre-prep playground outside the Coach House and another member of staff is on duty in the other play area. This is on a published rota.

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, assistants will be deployed to supervise classes on the different floors of the building. Teachers are then able to have their break. Pupils will be in the classrooms doing various quiet activities. All assistants have their tea break when play duty finishes, on these occasions.

In the event of wet play at lunch time, each teacher takes their own class back to the classroom and waits until an assistant arrives to supervise.

If it starts to rain during lunch playtime, the duty assistants line the pupils up and escort them into the building and the pupils are dispatched to their classrooms. The assistants will then supervise the classes with the teachers as appropriate. 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 e.g., 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: 3:20pm Pre-prep, 3.30p.m. (years 3 and 4) and 3.40pm. (years 5 and 6).

Flexi-pickup runs from 3.40-3.55pm and the pupils in flexi-pickup are kept in Acton Hall under staff supervision until they are collected.

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

The School must be notified in writing if a parent wishes their child to leave school with a carer other than the usual person. Without written authority the pupil will not be given permission to leave with any other adult.

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

Parents may enrol pupils from Year 1 pupils to attend Breakfast club, on a day-to-day basis. They bring their daughter to the dining hall from 7.15am. The pupils are supervised by a member of staff according to the required ratios.

Any pupils not collected at the appropriate time are placed in Homework/ Late Stay. 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 and a register is taken by the assistant on duty. 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 the twilight room.

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 the SLT member 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.

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 in the classroom or medical room, while the School Secretary contacts the parents to collect the pupil. If a pupil is injured (see First Aid Policy) 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 when all pupils have left the building. (Please refer to missing child and uncollected child procedure).

Senior School Procedures

In each Form Room there is a series of laminated displays including School Rules and policies referred to therein and information about personal possessions, Anti-bullying advice, Pupil Complaints advice, Useful Contacts advice, First Aid information and Fire Safety notices. At the start of each School year the Form Tutor will draw attention to these notices and discuss the contents of them with their Tutees.

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. Any pupil who has had permission to use their own laptop for educational purposes at the School, will have to have had their charger PAT tested by the School. 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 NetSupport (Classroom monitoring system) on all PCs available for pupil use. NetSupport identifies inappropriate language (including txtspk) and access to inappropriate sites.

At the start of each term, Science teachers, PE, Food Technology, Art, Textiles and Drama teachers will remind their pupils of their particular subject's Health & Safety requirements. Please see the Health & Safety for Curriculum Subjects Policy for further detail.

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. Pupils who arrive in before 8.00 sign in at reception.

Sixth Form pupil movements between buildings are monitored via a recognition pad (lanyard or fingerprint) in each building in order to provide an accurate list of those present in each building.

Out of hours (i.e., before 07.30 and after 18.00) access by staff is via the Elms entrance. Pupils must not be in the Junior or Senior school before 7.30am or after 6pm 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.

All doors with access to the school site are monitored by CCTV and the display screen on the Reception desk in the Cortile allows the Receptionist to monitor these spaces.

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 (kitchen door)

A code, once at reception, to open the two doors which lead to the boarding areas.

The codes are changed every 3-4 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 22.00 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 closed.

Access to The Elms' Boarding

The main entrance to The Elms boarding is via an entrance next to the Headmistresses' study. As well as this entrance, there is access via coded doors at the top of the two staircases off the dining room and the staircase leading up from the staffroom.

Lock up of The Elms is checked by duty staff at 22.00 each evening. This includes making sure The Elm's front door is locked and setting the alarm.

Supervision in the main school before 8.15am

The Senior School buildings are not accessible to pupils before 07.30.

Between 7.30-08.00 pupils entering the Senior School are required to sign the early morning register at reception before going to their form rooms. The parents of pupils named on the early morning register have received details of the remote supervision available at that time and sign to confirm their acceptance of these arrangements for supervision.

Boarders have their breakfast in the school Hall B between 08:00 – 08:20 and are supervised by Boarding staff.

From 08.15

A member of the SLT is on duty at the cortile door each morning 08.15 – 08.30.

Pupils arriving in school after 08.15 are required to go to their form rooms and wait to be registered by their form tutors.

After School

A member of staff is on duty at the cortile door each afternoon between 16.00 and

16.15 pm. Pupils are not allowed to linger unsupervised in the School buildings after

16.15 pm. Pupils below the Sixth Form may only stay in school after the last timetabled lesson of the day (in the senior school -16:00) 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 by the Director of Teaching and Learning. These lists are altered by staff and updated when changes occur. At the end of the activity the teacher in charge of the activity will inform Reception that the activity is over. The Receptionist will be in a position to note that the pupils have left via the Cortile.

Staff supervising the Sixth Form building at Brookside monitor the building after school to be aware of who is present, and Sixth formers 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.

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.

Registration

All students, in Years 7-11, are registered by a staff member, usually their Form Tutor, 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.

Sixth Formers are registered in the afternoon only but have an individual appointment with their tutor once every two weeks to enable individual attention to be paid to pastoral and academic concerns.

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 school on a pre-arranged route.

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

At least one member of the teaching staff is 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. 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 Formers, 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. When leaving school, Year 11 are expected to sign out at reception and sign back in by 13.35 at the latest.

Boarders – additional arrangements

Monday-Friday

Boarders in Y7-11 attend Prep in the dining hall from 16:00-18:00 unless they have an after-school club: they must register with Boarding staff in the dining hall first. Y9-11 boarders are allowed to go to the local shop after school between 16:00 and 16:45.

Sixth Form boarders may return to their bedroom in The Elms or go into town/to local shops without permission, however they must have returned in time for dinner at 18:30.

Weekends

Year 5 & 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 Y7-11 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 3pm on a Saturday and Sunday, either by calling the Duty Mobile or registering at MWH Reception.

Sixth Formers must have returned to MWH by 22.00 on Friday and Saturday and 21.00 on Sunday.

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