City of London School Pupil Supervision Policy

0. Review of Policy

0.1 This policy is reviewed annually prior to approval by the governors.

Policy last reviewed by:	Mark Wardrop (Senior Deputy Head)
Date last reviewed:	August 2025
Approved for Governors by:	SMT
Date approved:	8 October 2025

1. Introduction

1.1 The School is fully committed to ensuring the safety and proper supervision of all pupils throughout the school day and at all other times when pupils are under the care of the School, both on and off the School site.

1.2 This policy gives details of how the School makes provision for the proper supervision of pupils, and should be read in conjunction with the following policies:

- Educational Visits Policy
- Health and Safety Policy, Security Policy and Fire Safety Policy
- First Aid Policy and Medicines and Medical Conditions Policy
- Attendance and Registration Policy and the Games Travel and Registration Policy (which cover the procedures related to absence)
- Behaviour Policy

1.3 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 14 (Supervision) of the Independent School Standards Regulations.

2. Contacting the School during the school day

2.1 The School's Reception desk and switchboard is supervised during the school day from 7.30am until 6.00pm in term time. The receptionists will answer phone calls, respond to emails, pass on messages to pupils and staff and deal with enquiries from visitors during this time. At other times, messages may be left on the School answer phone or staff may be contacted by email.

3. Pupils' arrival before school, and Registration

3.1 The School opens at 7.15am for pupils participating in an activity organised and supervised by a member of staff. Pupils may enter via the Sports Ramp. Pupils participating in activities must report to the organising member of staff.

3.2 The School opens at 7.30am for all other pupils: **pupils may not enter the School before this time unless they are participating in an activity organised and supervised by a member of staff**. Pupils may enter via the Sports Ramp or via Reception. The Sports Ramp entrance is open between 7.15am and 8.40am and is supervised by a Keeper who will monitor entry and provides security. Reception is supervised by a receptionist from 7.30am (see above).

3.3 Pupils may contact the Receptionist or the Keeper on duty at the Sports Ramp between 7.30am and 8.40am in the event of an emergency.

3.4 During tutor time and assembly time members of staff who are not tutors are on duty patrolling the school. Full details of these duties are given in Appendix 1: Non-tutor duties.

4. During the school day

4.1 **Registration**

Pupils are registered at the start of every lesson. All pupils are registered at 10.50am and 1.55pm, as outlined in the Attendance and Registration Policy. If pupils are late arriving to School, they should sign in at Reception before joining their classes as appropriate.

Instructions for parents about how to inform the School of a child's absence before morning registration are set out in the Attendance and Registration Policy and are reproduced in the School Diary / Calendar (CalFix). If a pupil is absent without explanation, their parents will be contacted to ascertain the reason for their absence. If the School is unable to contact the missing child's parents, we will follow the procedures set out in the Attendance and Registration Policy.

4.2 **In lessons and moving around the School**

Pupils wishing to leave a lesson for any reason must ask permission from the member of staff in charge:

- Pupils are not normally permitted to leave lessons or tutor periods on their own, except briefly and for good reason
- Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson.
- In the case of younger pupils, if they need to see the School Nurse the teacher may arrange for them to be escorted by another pupil.
- In certain medical situations pupils may be allowed to leave the classroom at will; staff are made aware of particular arrangements in relation to individual pupils.

It is not normal practice for a pupil to be sent out of class for bad behaviour. Very rarely, it may be in a pupil's best interest or in the best interests of the rest of the class for a pupil to be sent out of a lesson because they are interrupting the learning of others or because they are upset. When this occurs, the teacher will send the pupil to wait outside the office of the Pastoral and Wellbeing Advisor, the Director of Safeguarding, the Deputy Head (Pastoral)

or the Senior Deputy Head, where there is always an adult presence. The Teacher will take steps to inform the Form Tutor, Head of Year, Head of Section, Director of Safeguarding, Deputy Head (Pastoral) or Senior Deputy Head as soon as possible that the pupil has been sent out of class.

4.3 **Private Study periods**

Most Sixth Form pupils have regular private study periods and are expected to use their private study time profitably, working in the Sixth Form Common Room or the Library. Sixth Form pupils' use of non-contact time is monitored by their Tutors and the Head of Sixth Form as part of the overall monitoring of their academic progress. Sixth Form pupils who have no lessons after lunch and whose work is of an appropriate standard may, at the discretion of the Head of Sixth Form, be granted a private study afternoon, for which they may sign out and leave School. Senior Sixth Form pupils should at School in the morning in time for their first timetabled lesson; a similar privilege may be granted to Junior Sixth Form pupils who have established a good punctuality record and only at the discretion of the Head of Sixth Form.

4.4 **Teacher absence from lessons**

In the case of teacher absence, lessons in OG to Fifth Form are always covered by another member of staff. Lessons in the Sixth Form are not usually covered for short-term teacher absence.

4.5 **Outside Lesson time**

All members of the teaching staff take their share of supervisory duties according to a rota (which is made available to staff via the staff intranet).
At break and lunchtime members of staff are on duty in the dining room and patrolling the premises. Full details of these duties are given in Appendix 2: Staff Duties.
Prefects support some of these staff duties, as described in Appendix 3: Prefect Duties.

4.6 **The Sports Entrance**

The Sports Entrance is open for pupil use before school (7.30-8.45am), during lunch (12.50-1.55pm) and after school (4.00-5.00pm). **The Sports Entrance may only be used when it is supervised by a Keeper, and it is to be closed and locked at all other times.**

4.7 **Medical Assistance**

The School Nurse is on duty throughout the school day from 8.30am until 4.30pm. If the Nurse cannot be found in the medical room (e.g. because they are attending to someone elsewhere in the building) they may be contacted via Reception.
A number of members of the teaching and support staff are First Aid trained and can also assist sick or injured pupils when necessary[1]. First Aiders may be called by going to Reception. First aid boxes are located in all potentially high-risk areas around the School, as well as in the medical room. Staff who have not been trained in First Aid or other medical procedures are still expected to behave reasonably in the event of an emergency, e.g. by calling the emergency services immediately and informing (or arranging to inform) the parent / career of the pupil concerned.

Further information is available in the First Aid Policy.

[1] Lists of First Aiders are posted on the medical room door, in the staffroom, at other locations around the School, and on the intranet.

5. Changing Rooms and Toilets

5.1 Staff may enter the pupils' changing rooms and toilets for the purpose of 'respectful supervision'. Before entering the changing room / toilet, staff must announce their intention to enter by knocking loudly on the door and shouting at a decent volume that they are about to enter. Where possible, a member of staff entering a changing room / toilet should be accompanied by another member of staff.

5.2 Respectful supervision is defined by warning the pupils of entry and averting eyes from any pupils in a state of undress, the intention being to monitor standards of behaviour. In so doing, staff may remain in the changing room / toilet for a maximum of five minutes.

6. Pupils' departure and the period after school

6.1 For all pupils, the arrangements for departure at the end of the school day are:

- Pupils may work anywhere in School until 5.00pm.
- Pupils may work **only** in the Library 5.00-6.00pm. The Library will be supervised by a member of the Library staff.
- **Only pupils that are participating in a School-led activity organised and supervised by a member of staff may stay after 6.00pm.** The member of staff organising the activity will be responsible for the supervision of those pupils, including ensuring that those pupils have departed from the School at the end of the activity.
- It is normally expected that all activities will be concluded, and pupils will be off site, by 7.00pm. Where an activity needs to continue beyond that time the Reception and School facilities staff should be notified.

6.2 The Sports Entrance may be used by pupils to depart after school. Tt is supervised 4.00-5.00pm. Thereafter, departure is only via the main Reception.

6.3 It is our expectation that pupils will make their own way home following any after-school activities.

7. Supervision whilst travelling to and from school

7.1 Parents are responsible for ensuring that their children travel safely to and from School.

8. Supervision of pupils during off-site activities and Educational Visits

8.1 When pupils are involved in authorised activities off-site, potential risks must have been identified, and control mechanisms devised, through risk assessment procedures prior to

the visit. Appropriate emergency procedures must also have been identified and be known by the staff supervising the activity.

8.2 The ratio of supervising adults to participating pupils will always accord with DfE guidelines, as set out in the policy.

8.3 Details of the arrangements for the supervision of pupils on Educational Visits are set out in the school's Educational Visits Policy.

9. Areas restricted and out of bounds to Pupils

9.1 The School tries to ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the gym, the pool, the kitchens and the rooves. Clear signs are displayed where pupils may not enter a room and, where possible, doors to these areas are kept locked when not in use. All flammable materials and chemicals are kept securely locked in appropriate storage facilities.

9.2 Details of these and other areas which pupils must not enter unsupervised, and equipment they may not use except under adult supervision, are set out in the School Standards (Rules and Regulations).

9.3 Pupils are expected to follow instructions given to them by School staff, including instructions (written or verbal) which state that an area should not be accessed.

9.4 Pupils who access unauthorised areas may be sanctioned as outlined in the Behaviour Policy.

10. Security and Access Control

10.1 All staff and pupils must use their electronic Access Card to sign in and out when entering or leaving the premises. Sixth Form pupils, and Fifth Form pupils where such permission has been granted, who leave the School site during the school day are also required to sign in and out at Reception.

10.2 Visitors are required to sign in and out at Reception and should be escorted at all times when in School. Contractors will be accompanied where necessary. During the school day entry to the building is via Reception only and entry beyond Reception into the main School is limited until a person's access has been approved and recorded.

10.3 Regulations and arrangements regarding security are set out in the School's Security Policy.

11. Physical contact with pupils

11.1 While it is unlawful to allow any form of restraint to be used as either a disciplinary action or punishment, it is permissible to use reasonable force in circumstances where:

- a pupil (or pupils) may injure themselves or others
- good order may break down as result of the pupil's/pupils' behaviour
- a criminal offence has been committed

11.2 As such, in the course of their supervision of pupils, staff may have cause to make physical contact with a pupil (or pupils). Any occasion where such force is used must be recorded and reported appropriately. Where an incident occurs where restraint is required, staff must remain cognisant of their duty of care to the pupils not taking part in the incident.

11.3 See the Physical Intervention and Restraint Policy for further information.

12. Staff Induction

12.1 All new members of staff with relevant supervisory responsibilities receive induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given about what to do when on duty outside normal lesson times and whilst on Educational Visits.

Appendix 1: Non-tutor duties

1.1 Staff who are not form tutors have additional duties during, tutor period and assembly time (10.50am to 11.10a,), as allocated by the Senior Deputy Head in September.

1.2 **Late Duty (Reception)**
Between 8.45am and 9.10am each day the duty member of staff should be in the Reception area to assist the Receptionists with ensuring that pupils sign in to school appropriately and with keeping a record of pupils arriving late. The sheet to be filled in is provided by the Receptionist.
Staff should also ensure that proper school uniform is worn.

1.3 **Patrol of Levels 3 & 4**
The duty member of staff should patrol along the corridors on these levels) to ensure that pupils are in their Form Rooms or Assemblies (as appropriate) and that the corridors are orderly. Staff should also enforce the School's policy on mobile phone use and ensure that pupils are observing the dress code.

1.4 **Relief Tutors: Registration Cover**
Members of staff who are designated as 'relief tutors' may be called upon by the Senior Deputy Head to cover tutors who are absent. They are required to register the particular tutor group, and then to sit with the group during the tutor period or to ensure that the pupils concerned go to assembly where appropriate.
The relevant Head of Year may be chosen to cover an absent tutor.

Appendix 2: Staff duties

2.1 All staff share the general responsibility for seeing that the School Standards (Rules and Regulations) are upheld at all times: this includes the specific requirements on dress, litter, food and drink as well as the overall expectation for pupils to behave with courtesy, common sense, honesty and proper consideration for person and property.

2.2 Each member of the teaching staff (including part-time staff) does either one fixed duty per week (20 - 30 minutes) or is available for relief duty on one fixed day each week. It is not feasible to operate a system of exemptions or reductions based on other commitments. Duties for the year are allocated by the Senior Deputy Head in September, taking into account teaching timetables, and are reviewed periodically throughout the year. The duty rota is published on the staff intranet.

2.3 **Top Playground**
The Top Playground is supervised during break and lunchtime (12.50 – 13.50) by a member of staff. Staff should arrange for litter to be cleared and should ensure that the capacity of the Top Playground is not exceeded. Staff should also ensure that the year group rota for use of Top Playground is observed. Staff should ensure that all pupils leave the Top Playground when the first bell goes (11.25am or 1.50pm) so that both they and pupils may arrive for lessons or afternoon registration on time..

2.4 **Courtyard**
The Courtyard is supervised during break and lunchtime (12.50 – 13.50) by a member of staff. The duty member of staff is required to be a permanent presence in the Courtyard throughout the duration of their duty. Pupils are permitted to play basketball and cricket in the Courtyard. Only soft footballs may be used in the Courtyard.

2.5 **Level 3 Patrol and Level 4 Patrol**
Levels 3 and 4 are supervised during form time / assembly, break and lunchtime by a member of staff. The member of staff on duty should patrol the corridors of Levels 3 and / or Level 4 (as appropriate), including the Junior School corridor, Junior School Hall and North West staircase. Staff should check behaviour in rooms, enforce strictly the ban on eating, and see that these areas are kept free of litter. Staff should also enforce the School's policy on mobile phone use and ensure that pupils are observing the dress code.
For Level 3 Patrol, staff should additionally check the terraces overlooking the river, and the Library.

2.6 **Café**
The Café is located on the South side of Level 3, between the Library and the Concourse. The Café is supervised by a member of staff during break time and lunchtime. The duty member of staff should ensure that pupils queue in an orderly fashion and that they do not take food away from the café except if they intend to eat on the terrace or in the Courtyard. A prefect will support this duty.

2.7 **Dining Room Patrol**
The Dining Room is supervised during lunchtime by a member of staff. For this duty it is **essential** to arrive punctually. **Check the staff duty rota carefully to see the exact time when each duty starts; ensure to arrive at that time not after it.** The member of staff

on duty should ensure good order in the Dining Room, and in particular that used trays are cleared away and pupils leave the area tidy after use. Bags are not allowed in the Dining Room and staff should instruct pupils to remove them. Member of staff undertaking this duty in the 12.45 – 13.15 should assist members of staff on Lunch Queue Patrol from 12.45 until the initial, busiest time has passed, at which point they should revert to patrolling the Dining Room.

Any member of staff eating in the main section of the Dining Room is expected to support this duty.

2.8 **Lunch Queue Patrol**

The Lunch Queue is supervised during lunchtime by a member of staff. For this duty it is **essential** to arrive punctually. **Check the staff duty rota carefully to see the exact time when each duty starts; ensure to arrive at that time not after it**. The member of staff on duty should ensure good order and a fair queueing system; the first half of the lunch hour, in particular, is a busy time in the queue. Bags must be stored on the racks not on the floor. When the queue is quiet, the member of staff may assist the member of staff on Dining Room patrol.

A prefect will support this duty by monitoring the use of Access Cards to sign in for lunch at the terminal.

2.9 **Games early-Lunch Queue supervision**

The Lunch Queue is supervised during the early lunch period (from 12.40 to 13.05) by a member of staff. For this duty it is **essential** to arrive punctually. The member of staff on duty should ensure good order and a fair queueing system; this, in particular, is a busy time in the queue as pupils attempt to take lunch promptly before departing for Games. This member of staff remains on duty until 13.05 to assist with management of the queue during what is usually its busiest time. Bags must be stored on the racks not on the floor.

Details of those year-groups which may take early lunch on a given day are given in the School Standards (Rules and Regulations) and are displayed prominently in the Dining Room and queue areas.

2.9 **OG and First Form Lunch Queue then Dining Hall supervision**

The lunch queue is supervised as Old Grammar and First Form pupils arrive to queue from 12.05. For this duty it is **essential** to arrive punctually. The member of staff on duty should ensure good order and a fair queueing system. Once pupils have passed through the servery, the member of staff on duty should patrol the Dining Room to ensure good order, and in particular that used trays are cleared away and pupils leave the area tidy after use. The member of staff should ensure that pupils have left the Dining Room no later than 12.35 in order to ensure a prompt start to period 5 at 12.40. Old Grammar and First Form pupils may not use the Courtyard, Café or Top Playground during the 12.05 to 12.40 lunch slot.

2.10 **Sixth Form Common Room**

The Head of Sixth Form and the Deputy Heads of Sixth Form are responsible for the supervision of the Sixth Form Common Room.

2.11 **Relief Duty**

On the day concerned, the member of staff on 'relief duty' should check for staff absences on the 'cover' section of iSAMS or the Common Room noticeboard. If another member of staff on duty that day is absent, the relief duty member of staff should cover this duty. Relief

duty members of staff may be asked to cover one morning break duty **and** one lunchtime duty, as advised by the Senior Deputy Head.

2.12 **Whole School Duty**

A member of the School's Senior Management Team will be on duty each day. They will be responsible for checking that duties are being performed and for patrolling the School, particularly in the latter part of the lunch break.

From time to time, the whole-school duty SMT member may be required to stand at the Sports Entrance before school (8.00am to 8.45am) to monitor pupils' standards of behaviour and dress.

2.13 Any problems with the nature of a duty, a member of staff on duty, or a prefect on duty, should be reported to the Senior Deputy Head.

Appendix 3: Prefect duties

3.1 All Prefects share the general responsibility for seeing that the School Standards (Rules and Regulations) are upheld at all times: this includes the specific requirements on dress, litter, food and drink as well as the overall expectation for pupils to behave with courtesy, common sense, honesty and proper consideration for person and property.

3.2 Prefects have a duty rota which complements the staff duty rota. Members of staff are encouraged to work with their duty prefects as teams but should be aware that at certain times of the year (e.g. during the public examination periods or the peak university interviewing season) many Prefects are absent, and it may not be possible to cover some duties.

3.3 **Café**
The Prefect on duty should ensure that pupils queue sensibly, that the floor is clear of bags, and that no litter is left. They should ensure that pupils do not take food from the Café for consumption elsewhere inside the building (pupils may, however, eat on the terrace or in the Courtyard).

3.4 **Lunch Queue (lunch only)**
For this duty it is **essential** to arrive punctually. The Prefect on duty should ensure good order and a fair queueing system by monitoring sign in (by PIN or fingerprint) at the payment terminal or as otherwise directed by the members of staff on duty; the first half of the lunch hour, in particular, is a busy time in the queue.

3.5 **Whole School Duty**
One member of the Senior Prefect Team will be on duty each day. They will be responsible for checking that a prefect is in place in the Café and Top Playground at break and that there are prefects in place in the Lunch queue, Café, and the Top Playground at lunch. They should liaise with the Relief Duty Prefects to ensure that any absent prefects are covered. If a Prefect is not present for his duty, the Senior Prefect Team member should make a point of speaking to that Prefect to find out where he was.

3.6 Any problems with the nature of a duty or a prefect on duty (particularly repeated absences) should be reported to the Head of Sixth Form or Senior Deputy Head.