

Pupil Supervision Policy



Policy Statement.

Ysgol Gyfun Gwynllyw is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged
- Staff ratios for supervision are within government guidelines at all times when pupils are involved in school activities on the school premises, or attending educational visits offsite

Appropriate staff duty rotas are in place which demonstrate levels of staff supervision. (see Appendix 1 and 3)

Procedures

Procedure for the Beginning of the School Day

Pupils may attend the Breakfast Club from 8.30am onwards.

Teaching staff begin their working day at 8.40am

Before the formal start of registration at 8.50am, pupils are allowed to enter the main building. Four members of staff are on duty at this time, from 8.40am onwards, to oversee behaviour, two outside the building to oversee safety when leaving the buses and to ensure that pupils remain on school premises. Pupils are not permitted to leave the school grounds once they have arrived. Inside the building there are a further two members of staff on duty (see Appendix 1).

General Procedure for the School Day

Pupils in Years 7 – 11 are not allowed off the school premises at any time during the times of the school day, unless for a school trip or off-site sporting activity, or for specifically pre-arranged appointments eg medical/dental or other appointments. Details of such appointments must be given to the pupil's Form Teacher/ Office Staff in advance. The pupil concerned must be signed out in the Reception area and signed in again, if they return before the end of the school day.

Years, 12 and 13 are allowed off site if their tutors / Head of Year has been informed and permission has been given. They are expected to sign out using the pupil signing in and out book held in the Reception area.

All classes are supervised by the relevant teacher or by a cover teacher. Teachers take a register and should alert the school office immediately for any pupils absent without notice. Each classroom has a phone and additional staff support can be summoned at short notice.

Procedure for School Break and Lunchtime

All members of staff take their share of break time supervisory duties. There are always members of staff on duty during break times, patrolling and monitoring and are placed strategically around the school buildings and grounds. (see Appendix 1) In wet weather, pupils are allowed inside the building

but should remain in the designated area for their school year. (See Appendix 2). Teachers are on duty in these areas to ensure safety and a good standard of behaviour. Pupils are expected to follow the behaviour code at all times and conduct themselves in a mature and controlled manner. (See the School Discipline Policy). Members of staff are always on duty in the refectory to maintain order.

Two members of the SLT are on duty during Lunchtime as well as at least two members of the pastoral team. Other members of staff volunteer to undertake lunchtime duties but are not obliged to do so. However, at Ysgol Gyfun Gwynllyw, sufficient members of staff are willing to undertake this duty in order to ensure the safety and wellbeing of pupils. (see Appendix 3).

The site is vast and pupils should always follow the conduct code and are expected to take responsibility for their own behaviour during lunchtime. Any incidents reported during the lunch break are fully investigated and dealt with according to the steps stated in the School Discipline Policy.

Pupils at Ysgol Gyfun Gwynllyw are encouraged to make the most of their lunchtime by taking part in the many extra curricular activities voluntarily provided by members of staff during the Lunch break.

Procedure for end of the school day.

Pupils should not leave their classes until the final bell has sounded. Five teachers are on duty every day, including one member of the SMT and staff are placed in strategic spots outside the school to ensure safety as pupils leave the building and alight the buses.

The SLT member in charge will not leave until every pupil has left the school grounds safely.

In the event of buses being late, the pupils will be asked to return to the main hall for their safety until the bus arrives or other provision is made if necessary. The SLT member on duty will stay to supervise the pupils in this situation.

Procedure in the event of the fire alarm being sounded.

Staff and pupils must leave the building in an orderly manner using the fire exits nearest to the room they are in and proceed immediately to the bus bay where they should stand in line with their tutor group to be registered. All pupils and staff are aware of the correct place to stand (see Appendix 4).

The designated fire officers will check the building and report to the Head Teacher or member of the SLT. All form tutors will notify the relevant Head of year if a pupil is missing from the register.

Permission to re-enter the building will only be given when it is certain that there is no further danger.

This Policy is reviewed annually by the Pastoral Team and SMT.

Duties 2015/2016**Morning**

	Llun	Mawrth	Mercher	Iau	Gwener
Corridor / Office Bus Bay 8.40-8.50	IL LBF	HT HW	KAP LLP	REB FFM	JLJ NFJ
8.40-8.50 Refectory /Llanofer	RHC RaJ	EL LJN	BEM TLH	GH LJN	HLH TLH
8.50-9.00 Prysuero	AW	CWL	CJ	RHWD	HR
Pupils to be outside Tutor Classrooms by 8.50. Staff on duty outside to encourage them to be on time. A megaphone is available at the school office.					

Break Time

Lleoliad	Llun	Mawrth	Merche r	Iau	Gwener
Main Hall, Sixth form bloc, Main corridor.	GM LLD	RJW GH	BTJ BEH	EHH BMM	GLC EHH
Drama Studio. Science Bloc.	DAD LLP	JBl LLD	ADJ DAD	APJ IT	MDA REB
Outside front of the school. Llanofer, Y Pentref and school playing field.	APJ MGL SHa	RJS IL ChB	KAP JLJ KaE	EL KaE NHW	OMW KTh NHW
Inside Llanofer	SWB SHJ	SHJ HLH	BGF RHR	SWB BGF	RHR BH
Refectory.	ADJ DHT RaJ	MDA BEM KTh	OMW BMM SHa	DEO GJ RHC	LT DAO ChB
Glyndwr	NLM SR	DEO BKB	RHE REH	LT NG	NLM BEH
Lillian Jones Building	REH LEE	EMJ MGL	LLR NFJ	LEE FFM	EMJ LBF

End of Day - Bus duty.

	Llun	Mawrth	Mercher	Iau	Gwener
Path from main building	RhWD	AW	CWL	CJ	HR
Gate at far end of bus bay	RhJ	LMJ	HT	DMJ	JPR
Prevent late buses from turning into the bus bay	GE	MR	GJ	AEW	DY

Stairs to the bus bay.	JBR	IT	NG	GEJ	ALD
Crossing to bus yard	DHT	HW	LJ	DAO	RD
Back up.					HEG

Appendix 2

Wet weather Procedures.

Pupils should stay in the area designated for their school year during wet weather and should always conduct themselves in an appropriate manner as is outlined in the School Discipline Policy.

Year 7	Ground floor Glyndwr Block
Year 8	Upper Floor Glyndwr Block
Year 9	Lilian Jones Block
Year 10	Ground Floor Llanofor Block
Year 11	Upper Floor Main Building

Appendix 3

Lunchtime Duties 2015/2016

Day	Week	Whole hour Refectory	Whole Hour Refectory /Llanofor	Glyndŵr Whole hour	Glyndŵr/ LMJ First 30 minutes	Refectory/ Llanofor First 30 minutes
Llun	W1	CJ	CWL	Pen Bl	LBF RhC	HW JLJ
Mawrth	W1	RhW	CJ	Pen Bl	BKB SHJ	RhR GJ
Mercher	W1	CWL	HR	Pen Bl	JPR RhE	IL BGF ALD/LLR
Iau	W1	HR	AW	Pen Bl	REH HT	OMW ADJ HLH/BH
Gwener	W1	AW	RhW	Pen Bl	LEE BEH	REB LT
Llun	W2	CJ	CWL	Pen Bl	NG BEM	DY DHT
Mawrth	W2	RhW	CJ	Pen Bl	DEO LIP	AEW NLM
Mercher	W2	CWL	HR	Pen Bl	EMJ(CLP) FfM	NFJ LID
Iau	W2	HR	AW	Pen Bl	MGL APJ	KAP SWB
Gwener	W2	AW	RhW	Pen Bl	GLC BMM	LJ LT BEH

