SUPERVISION OF PUPILS

1. Aims and Objectives

1.1   This document should be read in conjunction with the School's child protection policy, anti-bullying policy, boarding handbook and missing child policy in the Early Years. The development of the individual pupil is at the centre of the School's ethos and staff must show concern for the safety and welfare of pupils in their care. All members of staff have a duty of care to all pupils and this responsibility covers all aspects of the school day, including lessons and activities. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in.

2. Boarding

2.1   In general there is always a member of staff present; either Houseparent or resident tutor or a duty member of staff. At some points during the day when these staff are otherwise occupied some members of the support staff may be present in the house to follow an emergency procedure. There are clearly published emergency procedures in all houses and important mobile phone numbers are available. In the evening a member of staff is on duty in each boarding house and always available. While the precise nature of this duty may vary across the houses their primary role is to ensure the welfare and safety of the pupils. Prep is supervised by academic staff.

3. Lessons

3.1   Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised. Should the need arise staff may:

3.1.1   Summon help from a teacher or Head of Department in an adjacent classroom

3.1.2   Use a mobile phone to call Room 12 (The Pastoral Assistant) for a Head of Year or The Director of Pastoral Care or to the Curriculum Administrator or Head's PA to request the Deputy Head or Head.

3.1.3   Send an individual with another pupil to the School Nurse or to Room 12.

3.2   Members of the Sixth Form with study periods are allowed to work in the sixth form centre or their study carrel. Students on study periods are also allowed to work in the library (there are always members of staff available in the immediate vicinity).

4. Sports and Activities

4.1   Appropriate staffing levels are in place for all sporting activities and risk assessments have been undertaken where appropriate. Staff involved must be aware of the relevant health and safety procedures and will ensure that appropriate supervision is in evidence at all times during the activity.

4.2   Pupil absence from lessons and sporting activities is followed up initially in Room 12 and with Heads of Year.

5. Break Times and Lunch Time

5.1 Staff are present in the vicinity of all major buildings and staff take an active interest in the welfare of pupils. At lunch time a rota is drawn up to allocate staff to areas each day. There are several staff on patrol and the areas are monitored and altered according to weather conditions and reports on previous day's rota. (All staff record observations from their duties). IT areas are open at lunchtime for students, and staff patrol this too. (Examples of the patrol area records and routes are available). Senior Staff are on duty to monitor the queue for lunch and Sixth Form pupils support this and the clearing up in the IG (dining room). Staff are present in the IG throughout lunch.

5.2 Only Sixth Form may leave the School site during the School day and the details of this procedure is outlined in the Sixth Form booklet. Essentially they must sign out in Room 12 and there are variations for Lower and Upper Sixth.

6. After School

6.1 A member of the Senior Management team is on duty after school every day and they oversee the departure of day pupils on the late bus. The SMT also have a rota for emergency contact at weekends.

7. Pupil Absence

7.1 Day and boarding pupils are registered in Company Time by their Advisers before lessons start in the morning and after lunch. All staff should take a register in lessons and report any absences or check with Room 12 as the Pastoral Assistant contacts home about any unreported absences.

7.2 If permission has been granted for a group of pupils to be absent from lessons, staff should post a list of absentees with dates and times as appropriate on the notice board and/ or send out via email.

8. Staff Absence

8.1 Permission for absence must be sought from the Head and the Deputy Head will be made aware for cover purposes. Cover arrangements for staff are handled through a central cover system as outlined in the absence reporting policy.

Richard Jones
Deputy Head

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