



## Supervision of Pupils (Senior School)

February 2025

### SECTION 1: Aims and Objectives

- 1.1 This document should be read in conjunction with the School's Safeguarding and Child Protection Policy, Anti-bullying Policy, Boarding Handbook, Missing Child Policies and Attendance and Digital Registration Policy.
- 1.2 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.

### SECTION 2: Arrival and Morning Registration

- 2.1 St Chris is open to day students from 8.00 am each morning. Student who arrive before company time may come to the Mulberry Building, where staff are always on duty.
- 2.2 Boarding students remain in the care of house staff until after boarders' breakfast when they leave the house for school. They too may come to the Mulberry building where staff are available.
- 2.3 Morning registration takes place at 8.30 am. Further information can be found in our Attendance and Digital Registration Policy.

### SECTION 3: Lessons

- 3.1 Individual teachers are responsible for the supervision of their classes.
- 3.2 Classes will not be left unsupervised. Should the need arise staff may:
  - 3.2.1 Summon help from a teacher or Head of Department in an adjacent classroom.
  - 3.2.2 Call the Mulberry Building (The Pastoral Assistant) for a Head of Year or the Assistant Head (Pastoral).
  - 3.2.3 Call the Deputy Head or Head's PA to request the Deputy Head or Head.
  - 3.2.4 Send an individual with another pupil to the School Nurse or to The Mulberry Building
- 3.3 Students in the Sixth Form with study periods are allowed to work in the Sixth Form Centre, the Mulberry Building, or in practical departments such as Art or 3D Design with permission from their teachers in those subjects who take responsibility for them.



#### **SECTION 4: The Mulberry Building**

- 4.1 The Mulberry Building incorporates the SEMH room, library and pastoral hub of the school. During lessons the SEMH Lead is always on duty. Alternative Curriculum Lead is also present during most lessons, and a cover is set when they are absent.
- 4.2 During break, lunch, and most lessons, the Attendance Officer and Pastoral Assistant are also present.
- 4.3 The Heads of Year, Assistant Head (Pastoral) and Assistant Head (Pupil Development & Wellbeing) are also based here and will step in to cover this building as needed.
- 4.4 Pupil absence from lessons and sporting activities are followed up initially by the Attendance Officer in the Mulberry Building and with Heads of Year.

#### **SECTION 5: Sports and Activities**

- 5.1 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 any activity.
- 5.2 Appropriate staff to student ratios are in place during all sporting fixtures and staff must take a school trip phone to all away matches for emergency contact.

#### **SECTION 6: Break Times and Lunch Time**

- 6.1 Staff patrol the school site and all major buildings during break and lunch time.
- 6.2 Three members of staff are on duty each break and lunch, at least one of these is a member of SLT who manages that team.
- 6.3 Staff take an active interest in the welfare of pupils and note any issues on duty logs which are kept in the Mulberry Building and monitored by the Pastoral Assistant.
- 6.4 IT areas are open at lunchtime for students, as are other indoor areas and social hubs. (Examples of the patrol area records and routes are available).
- 6.5 SLT and Heads of Year are on duty to monitor the queue and the IG (dining room) throughout lunch.
- 6.6 Only Sixth Form may leave the School site during the School day and only during lunch times. They must sign out with Sixth Form staff and be back on site for Period 4.

#### **SECTION 7: After School**

- 7.1 Period 5 finishes at 3:55 pm.
- 7.2 Busses depart school at 4:05 pm
- 7.3 A late bus is available Tuesday-Thursday and departs at 5:30 pm
- 7.4 A member of SLT is on duty at the front and rear of school during these times each day.
- 7.5 After 3:55 pm the Mulberry Building remains for students to work or relax until they are collected and a staff member is always present.



- 7.6 Clubs run after school are registered on Evolve and overseen by the Assistant Head (Co-Curricular).
- 7.7 After 5:30 pm, any student still on site is then supervised by the boarding team. Please see the 'Procedure for Students on Site after 5:30 pm' for further information.
- 7.8 A member of SLT is also on duty each day from 4:00 pm and overnight as an emergency contact.

### **SECTION 8: Boarding**

- 8.1 There is a duty member of staff actively present in Arundale (the boarding house); either the Boarding Lead, Houseparent or Resident Tutor.
- 8.2 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 or to respond if students need to return to the house during the school day.
- 8.3 There are clearly published emergency procedures in the boarding house and important mobile phone numbers are available.
- 8.4 In the evening a member of staff is on duty from 3.55 to 11.00 pm, always available and trained in ensuring the welfare and safety of all students. Prep is supervised by members of the teaching body for the students up to IV Group (Year 10) and the duty member of staff supervises prep Arundale for V Group and Sixth Form (Years 11-13).

### **SECTION 9: Pupil Absence**

- 9.1 Day and boarding pupils are registered in Company Time by their Advisers each morning.
- 9.2 PM registration takes place by class teachers at the start of Period 4.
- 9.3 All staff should take a register in lessons and report any absences or check with the Attendance Officer located in the Mulberry Building about any unreported absences.
- 9.4 The Attendance Officer monitors lesson attendance throughout the day and follows up on unexplained absences.
- 9.5 For more information please see our Attendance and Digital Registration Policy.

### **SECTION 10: Staff Absence**

Permission for absence must be sought from the Head and the Deputy Head will be made aware for cover purposes.

<b>Responsible and Accountable Persons</b>	<b>Name</b>	<b>Position</b>
Responsible	Alistair Phillips	Assistant Head (Pastoral)
Accountable	Rich Jones	Head
Date Policy Approved	February 2025	
Review Period	Three years	
Review Date	February 2028	



<b>Version History</b>	<b>Amendment Date</b>	<b>Amended by Whom</b>	<b>Previous Version Stored Where (If Applicable)</b>
Previous version	September 2017 (approved by Governors)	Rich Jones, as Deputy Head	Policy Archive Folder
Previous version	October 2016 (approved by Governors)		
Previous version	October 2015 (approved by Governors)		