

# Supervision Policy

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| <b>Policy number</b>  | PS031 / ISI 14a |
| <b>Applies to</b>     | Prep School     |
| <b>Endorsed by</b>    | Headmaster      |
| <b>Responsibility</b> | Headmaster      |
| <b>Date reviewed</b>  | September 2023  |
| <b>Next review</b>    | September 2024  |

## Supervision of Pupils during the School Day

It is the responsibility of all staff to be vigilant throughout the school day and at all times when they are in school or on school related business. There is a primary concern for pupil safety. Whilst staff on duty as well as other allocated staff (matrons at break times, for example) take primary responsibility, all staff whilst on site are expected to fulfil a duty of care towards all boys as and when need arises. Boys are encouraged to seek out the nearest member of staff in any circumstances for help and they should act as appropriate, informing medical centre, Prep School Reception and/or security as necessary.

The school day officially operates from 8.00am to 5.00pm and there will always be staff on duty at the Prep School Reception during those times as a point of central contact. The School does not take responsibility for boys outside these times except for those members of the boarding community, those in the Late Room (which closes at 5.45pm) and for those involved in legitimate school activity. The security staff will operate outside these hours and ensure that the site is secure and can always be called upon in times of need via the Security Gazebo. Details of the Medical Centre opening hours are detailed elsewhere.

Rotas exist for supervision of pupils together with guidelines for staff on duty. The Head of Operations oversees these. Occasionally, senior pupils from the Upper School will have supervisory responsibilities for younger pupils (e.g. mentoring programme); there must always be a member of staff readily available and in overall charge.

It is recognised that in the life of a busy boarding school, there will always be boys involved in other activities and they should be appropriately supervised by staff during those times. Staff must always have access to a mobile phone or equivalent when supervising in a remote location. Guidance is given within relevant sections of the staff handbook as to how various events should be organised and any trip or activity requiring a risk assessment is covered by the EVC section. Any queries should be directed towards the Deputy Head or the Educational Visits Coordinator.

Should boys find themselves in need of help within school outside the hours of the Prep Reception, or the Bell Room being manned, they are encouraged to go the Security Gazebo or to Burnaby, Talbots or Eagle House – the immediate onsite boarding houses.