

Supervision of Pupils Policy

Policy number	US027 / ISI 14a
Applies to	Upper School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	September 2023
Next review	September 2024

This policy should be read in conjunction with the following policies:

- Behaviour Policy
- Missing Child Procedure Policy
- Safeguarding Children and Child Protection Policy
- School Rules
- Structure of the School Day
- Risk Assessment Policy

It is the responsibility of all staff to be always vigilant throughout the school day and when they are in school or on school-related business. There is a primary concern for pupil safety. While Housemasters and Tutors on duty as well as other allocated staff (matrons in both day and boarding houses, for example) take primary responsibility, all staff while on site are expected to fulfil a duty of care towards all pupils as and when need arises. Pupils are encouraged to seek out the nearest member of staff in any circumstances for help and they should act as appropriate, informing the medical centre, Bell Room and/or Security Cabin, as necessary.

The school day officially operates from 8.00am to 5.00pm Monday to Friday, and 8.30am to 12.45pm Saturday. There will always be staff present in the Bell Room during those times as a point of central contact. The School does not take responsibility for pupils outside these times except for those members of the boarding community and for those involved in legitimate school activity (such as the Library, Recreation Centre and Music School). Parents and pupils themselves are responsible for ensuring that their children/themselves travel safely to and from school. 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 Cabin. Security staff and porters will be responsible for opening Day Houses and locking them at the end of the day. Details of the Medical Centre opening hours are available on the website.

All pupils are registered on iSAMS. Parents inform the Bell Room of absence from School, which is recorded with an appropriate code. If pupils are late to school and miss registration, they sign in at the Bell Room. If any pupil fails to sign in for the morning registration without satisfactory explanation, a call is made to the pupil's home by the Bell Room to establish their whereabouts. All lessons up to Sixth Form will be supervised by the relevant teacher or by a cover teacher if necessary. Further information on promoting attendance are given in the Safeguarding Children and Child Protection policy.

Rotas exist for supervision of pupils in the specific contexts of breaktimes, mealtimes, as well as supervision cover for Games sessions in addition to staff coaching or overseeing sessions. Housemasters oversee the supervision rotas with the Assistant Head (Pastoral) taking lead responsibility for these and site supervision during break and lunchtimes. Occasionally, senior pupils will have supervisory responsibilities for younger pupils (e.g., mentoring programme or boarding activities); there must always be a member of staff readily available and in overall charge.

After school events, such as a concert or play, which start later in the evening and may result in significant numbers of pupils remaining on site, will be supervised either directly by the organising staff member, or delegated staff, or via the Library (which is open until 7.00pm for day pupils).

There is a systematic approach to safety through risk assessments in the light of foreseeable risks. Staff must always have access to a mobile phone or equivalent when supervising in a remote location. Where appropriate, risks to safety when supervising pupils off school site should always be assessed beforehand with strategies implemented to mitigate the risks identified. Questions or

issues regarding the risk assessment or supervision of pupils on trips or when off the school site should be directed towards the Vice Master or Educational Visits Coordinator.

Should pupils find themselves in need of help within school outside the hours of the Bell Room being open, they are encouraged to go the Security Cabin or to Burnaby, Talbots, or Eagle House – the immediate onsite boarding houses. Each Day House contains details of what to do in an emergency.

Staff are given additional instructions about duties via the Staff Handbook and other training.