



Supervision of Pupils Policy

Policy number	US027 / ISI 14a
Applies to	Upper School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	March 2021
Next review	March 2022

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 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 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, Bell Room and/or security as necessary.

The school day officially operates from 8am to 5pm and there will always be staff manning the Bell Room 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 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 Cabin. Security staff 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.

Rotas exist for supervision of pupils in the specific contexts of mealtimes, as well as cover for games sessions in addition to staff coaching or overseeing sessions. The Vice Master oversees these. Occasionally, senior pupils 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.

Staff must always have access to a mobile phone or equivalent when supervising in a remote location. As far as possible, 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 boys find themselves in need of help within school outside the hours of the Bell Room being manned, 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.

Guidelines and Systems for Supervision of Pupils

Rotas/Reserves

Most staff will find themselves from time to time on various rotas and on timetabled reserve periods. The instructions vary but it is essential that those listed are prepared to be available at the times allocated.

Detention

A rota for Detentions comes up every term. Detentions occur on Monday and Fridays from 4.30 - 5.30pm. Members of staff are asked to attend in good time, let the boys in, and maintain silence and discipline. This takes place in Room A13. . There is also a rota for Saturday detentions which last from 2 – 4 p.m. in A13. Further instructions will be found in the Detention folder issued to staff in advance by the Bell Room.

Off Games & Gordon Field Duties

More detailed descriptions of duties are published in the rota document. In summary:

Off Games: Room B7 from 2.15 – 4.00 pm. Complete the register provided by the Bell Room. Please notify reception and e-mail tutors and to inform them of any absentees.

Gordon Field (weekdays): Pick up phone and IC9 key from Medical Centre before 1:30pm and, as required, be prepared to help with any casualties from Gordon Field. Be on site and always contactable from 1:30pm till 4:15pm.

Gordon Field (Saturdays): Pick up bag from Medical Centre before matches start and be at Field for duration of matches to assist as required. Please report to the Medical Centre at the end of the afternoon.

Reserve

Members of staff are generally required for one teaching Reserve period and this will be indicated on the School Timetable. They are asked to remain in the Common Room in case of need unless they have specifically contacted the Vice Master with a request to work or to remain elsewhere. They should, however, always be readily at hand in case of emergency.

Library

Members of staff may be timetabled to do a weekly cover period in the Library. It is important to establish complete silence during the time specified for work.

Short Break Supervision

Break time duty staff are timetabled to do short break cover from 10.55 to 11.15 a.m. Duty staff supervise the tuck shop and around the south tarmac area from 10.55-11.15, ensuring that behaviour is orderly and sensible and that boys return punctually to lessons once the bell goes at 11.10am.

Period Supervision and 'Reserve' Routines

It is most important that teaching Staff should arrive punctually for all periods. A planned absence from a lesson (with Head Master's consent) must be covered by arrangement with the Head of Department. If it is impossible to cover within the department, the Examinations Officer can arrange cover centrally. A 'Reserve' is allocated for every teaching period to cover any unexpected absence. The 'Reserve' must remain in the Common Room during the period unless or until called upon to deputise for an absent colleague.