

## Supervision of Pupils Policy

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school term.

### Legal Obligations and the Duty of Care

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Headteacher has certain responsibilities.

These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day (including breaks) when pupils are present on the school campus and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

DfE guidance states during the time pupils are in school, staff are under a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents will happen and pupils will occasionally abscond, even in the best-regulated schools. However, Stanbridge Earls School demonstrates:

- Regard for the ages and capabilities of their pupils.
- A systematic approach to safety in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and these rules are known to all pupils. Pupils are made aware of these rules during tutor meetings and are regularly cross referenced in assemblies and classroom discussions.
- Staff aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and that staff are appropriately trained.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.
- Where there has been an accident/incident which had not been foreseen, the risk of a repetition is considered.

### Negligence

If a claim for negligence is brought against the school it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

### Safeguarding Measures

With this guidance in mind, the Stanbridge Earls has the following measures in place to safeguard its students:

- Students register three times a day, twice in boarding houses and at the start of the academic day in tutor meetings. Further, staff register all students in lessons through their mark books and absences are immediately communicated to Reception for investigation. If any student fails to arrive to sign in for the first registration without explanation, an urgent call is made home by the school receptionist to establish the student's whereabouts. A similar practice is

observed throughout afternoon registrations of lessons. All efforts are made to establish the whereabouts of any missing student urgently when they are due to be on school premises. See the school's attendance and registration policy.

- Students are not allowed to leave school premises without prior permission from their parent/guardian, and Housemaster or SMT member. Generally, sixth form can leave campus according to the published pupil travel policy document, however, we expect such off site visits to be relatively infrequent and of a fairly urgent nature, i.e. visits to the bank, doctor, urgent personal shopping. See the school's pupil travel policy.
- Copies of student timetables are live on the school's PASS system, so that all staff are aware of the student's whereabouts.
- When students are not in timetabled lessons during the teaching day, i.e. excluding breaks and lunchtime, they are to be in the library or IT Suite where they will be supervised and their attendance monitored. Student attendance at supervised study periods in the library is recorded throughout the day by the Librarian and cover staff. The only exception to this is the privilege to study in dormitories given to school officers in the sixth form. See the school officers' policy.
- If any lesson has to be cancelled or moved for any reason, i.e. staff illness, special regard must be paid to any students in the group. Lessons may only be moved with the permission of the Deputy Headmaster Pastoral and arrangements must be made for any student to be supervised. See the school's staff absence and cover policy documents.
- Similarly if a student has to be sent home unwell, they will not be allowed to leave the school premises until their parent, guardian or host family is aware of the situation. In the unlikely event of a student needing to be taken to hospital in an emergency, a member of staff will accompany the student until the parent, guardian or host family arrive and assume responsibility.
- If there are any changes to the student's normal timetable, for example during mock or final examinations, the school liaises with the UK parents/ guardian or host family with the amended details.
- If a student is too unwell to attend school, or cannot attend for any other reason, the school must be informed by the UK parents/ guardian/ host family by 10.00 am at the latest on the first morning of any absence. There is a 24 hour answer phone on 01794 529400 to make out of hours contact easier. If the school is notified of the absence of a student, this information is promptly entered in the PASS system so that all staff are aware of the reason for the absence.

A letter outlining these arrangements is sent to the parent(s)/guardian of all school students before the beginning of the academic year, which includes a tear off section to be signed and returned indicating parent(s)/guardian understand and will comply with these arrangements. The signed forms are collated and are checked by the Deputy Headmaster's Secretary.

### **School Visits**

When children are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the children at the end of the visit.

Staff should use the guidance in the staff handbook for organising off-site school visits, available from the staff intranet. Agreement and signing by the Headmaster or EVC ensures that all visits are fully risk assessed.

If children are being transported by parents to school activities using their own vehicles they must complete the parental declaration form to state that they have appropriate insurance and that their vehicle is road worthy. The parents of children being transported by other parents must be notified and permission given, details of which are kept by Housemasters.

Staff must make sure that they are adequately insured to transport children on school activities if they intend to use their own vehicle.

### **Staff Duties Supervising Pupils**

There are staff duty rotas for pastoral, prep and boarding supervision throughout the academic year when staff are on duty to ensure as far as possible that there is a visible staff presence around the campus during these times and that there is some extra support and supervision for the students as necessary. These rotas are placed on the working common room notice board, the staff intranet and are published to all staff at the start of each academic year.

Details of the staff on duty each day are published in the Dining Room entrance so that students are aware.

### **Duty Resident Houseparents, Resident Assistant Houseparents and Daytime Matrons**

Each boarding house has resident Houseparents, resident Assistant Houseparents and non-resident daytime Matrons so that a member of staff is on duty throughout the school day. They also reside in separate staff accommodations and are on-call to the children throughout the night.

### **Duty Master**

The Duty Master is responsible for the School from 08.40 until prep starts at 19.00 hours. The Duty Checklist Report Form should be filled in during the day and then handed to the Housemaster/mistress on duty. Duty Master duties include:

- 12.55 Senior Lunch.
- 17.30 Supper along with the Duty Housemaster/mistress – it is here that the pupils' mail is given out in person by the Duty Master.
- 18.00 Patrols of the grounds until the start of senior preps at 18.30 hours.

### **Duty Report Forms**

The Duty Report Form should include any noteworthy incidents that occur during the day, which other staff should be made aware of. The Duty Report Form, started by the Duty Master, is completed by the Duty Housemaster/mistress and either handed in person or placed in the pigeon hole of the Deputy Headmaster Pastoral by the end of that same evening. The Deputy Headmaster Pastoral will refer to appropriate staff, action any specific points requiring attention and will pass photocopies on to relevant parties when appropriate.

Urgent issues should be referred to the on-call Senior Management Team (SMT) as soon as possible.

### **Duty Housemaster/mistress**

Each weekday, a Housemaster/mistress is on duty from breakfast at 07.45 through until 22.30. Staff requiring additional support with disciplinary situations, particularly after supper, should call the Duty Housemaster/mistress. This is especially relevant if a pupil's own Housemaster/mistress is unavailable. Each evening the duty Housemaster/mistress visits each of the boarding houses in turn to liaise with students and their Houseparents ensuring strong lines of communication and support throughout.

### **On-Call Senior Management Team**

Every day there is a published member of the SMT on call for issues of a serious nature, requiring urgent attention. Note, it should be the Duty Housemaster/mistress calling for SMT assistance where they feel the need for an additional presence.

All of the above mentioned duties are reviewed on an ongoing basis.

**R J Bailey**  
**June 2011**