



ST JOHN'S
SCHOOL
LEATHERHEAD

Policy Title: Supervision of pupils

Date of Issue: October 2011

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References: National Minimum Standards for Boarding Schools
Policy for Safeguarding and Protecting Children

1) Policy statement

- i. **Scope:** This policy applies to all staff at St John's School
- ii. **Publication:** This policy is provided to all staff on the School's Intranet.
- iii. **Policy aims:** Through the operation of this policy we aim to:
protect the health and safety of pupils at the School; and
ensure that staff at the School are aware of how staff are deployed to
ensure the proper supervision of pupils.

2) Responsibility

All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

3) Remote Supervision

Due to the layout of St John's School, particularly the way that seven of the eight houses are laid out around the Quad, it is not necessary for a member of staff to be in each house at all times during the day (8 a.m. – 5.30 p.m.).

However the housemaster/mistress in each House is responsible for ensuring that all pupils in his/her House are aware of the procedure for summoning adult assistance if required. This may be the duty staff in a boarding house, a member of the catering staff or the receptionist. Reception is manned from 8 a.m. – 6 p.m. Monday-Friday.

This procedure must be clearly displayed on the house notice board.

4) During the School Day

Notwithstanding paragraph 3, during the School day, staff are deployed as follows:

- i. In Houses, there will usually be at least one member of staff on duty in a supervisory capacity. During lessons they may not be in the house (but teaching) but the matrons are on duty until lunchtime.
- ii. During Study Periods only Sixth Formers may return to House. The house may be unsupervised at these times but the pupils must know how to summon adult assistance if required.
- iii. All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically design technology, art and science, the classroom teacher may be supported by a technician.
- iv. The Deputy Headmaster has overall responsibility for supervision/discipline/welfare of pupils across the entire School. If he is absent the responsibility rests with the Deputy Head (Academic) or another member of SMT.
- v. In the Dining Hall there will always be a member of staff on duty assisted by a number of School prefects at lunchtime.
- vi. In the Chapel, the Deputy Headmaster will operate in a supervisory capacity supported by SHS and Tutors, School Prefects and Heads of Houses. In the absence of the Deputy Headmaster another member of SMT or the Chaplain will supervise.

- vii. Pupils should not leave the School site without signing out, either in Reception or in House. They should sign back in on return.

5) Day Pupils: Before and After School

- i. On a day to day basis day pupils are expected to arrive at school from 8 a.m.; on arrival they should go directly to their house where they will usually be supervised by a member of staff. Pupils may only arrive before this time with the agreement of the relevant SHS.
- ii. Day pupils will be supervised in the same way as boarders during school hours.
- iii. After the end of the School Day at 5.30 p.m. day pupils should normally leave School and go straight home.
- iv. Where a day pupil cannot leave at 5.30 p.m. on a given day, he/she should inform his/her housemaster/mistress and should remain in his/her study/dayroom until he/she is able to leave. He/she should use this time to get on with prep.
- v. Where a day pupil cannot be collected until after 6.30 pm, a specific request must be made to Senior House Staff for permission to remain in School.
- vi. Where a day pupil has an activity in School after 5.30 p.m., he/she will be under the direct supervision of the member of staff in charge of that activity.
- vii. Where a day pupil wishes to return to School in the evening for a School activity, he/she must:
- viii. obtain the permission of his/her SHS
- ix. return home at the end of the School day at 5.30 p.m. and come directly to School from home for the activity unless agreed otherwise by his/her SHS.
- x. be under the specific supervision of a member of staff (usually SHS or teacher i/c activity or other person nominated by SHS), to whom he/she should report on arrival in School.
- xi. leave the School premises immediately the activity is completed.

6) Boarding pupils: outside school hours

- i. At all times boarders must be under the responsibility of an identified member of staff. This identification is the responsibility of the duty member of staff either in house during the week or overall at weekends.
- 7) This duty member of staff must be able to request and receive staff back-up at all times.
- 8) At all times, including the weekend, each boarder must know which member of staff is responsible for them and has the means to contact them if necessary.
- i. Details of how staff should supervise boarding pupils outside school hours are contained in the job descriptions of the Matron, the Housemasters/Housemistresses and other duty members of staff.
 - ii. If a Housemaster/Housemistress is ill, the day time duties should be covered by the Assistant Housemaster/Housemistress and Tutors attached to the house. Where there is a residential Assistant, the

night and early morning duties may be devolved to him or her. Providing the Housemaster/Housemistress is in residence it should not be necessary for the Assistant to sleep in. However, the night and early morning duties may have to be carried out by the Assistant. The Matron should also be prepared to assist in an emergency. At all times there must be an able bodied member of staff who is capable of supervising the members of the house.

- iii. If one of the Assistants is ill, members of the House tutor team should try to provide cover between them if required. In emergencies help may be available from other staff not attached to houses. In any event of this type the Deputy Headmaster should be contacted.
- iv. If a house duty clashes with another unavoidable commitment the person concerned should discuss the matter with the housemaster/housemistress so that alternative cover can be arranged.
- v. **At no time should a boarding house containing pupils be left without proper arrangements having been made for adult supervisory cover.**
- vi. **No boarding house containing pupils should ever be left during the night without a member of the academic staff in residence.**

9) Saturdays

- i. Pupils coming into School on Saturdays for sport or other activities are under the supervision of the team coach or the member of staff responsible for the activity. They do not need to be supervised on site at all times but the pupils must know where to go to summon adult assistance if required.

10) Educational Visits

- i. Details of the requirements for supervision (e.g. ratios for educational visits) are contained in the School's Educational Visits Policy, which is on the Intranet. The number of staff accompanying and in charge of pupils on organised trips away from the School site must satisfy DfE guidance on ratios.

11) Communication

- i. Teachers or staff who are supervising in remote areas are required to take a fully charged mobile phone with them.

12) PE

- i. Academic PE is supervised by a member of the teaching staff, with enhanced supervision when necessary, e.g. when swimming. During swimming there should be a qualified lifeguard and qualified PE teacher or swimming teacher in the pool. In the case of an emergency, the Medical Centre can be contacted by telephone.
- ii. When pupils are changing or showering, supervising staff should take into account guidance in the Policy for Safeguarding and Protecting Children, particularly with regards to the need for pupils' privacy.

13) Games, Swimming and other Hazardous Activities

- i. Supervision ratios for games, swimming and hazardous activities are contained in the relevant departmental policies and procedures.

14) The Medical Centre

- i. Pupils who feel unwell and wish to attend the Medical Centre should be accompanied by another pupil if necessary. Staff sending a pupil to the Medical Centre, for example if injured during games, should consider whether they need to send another pupil.
- ii. The Medical Centre's supervision arrangements are managed by the Senior Nurse.

15) Pupils' Responsibilities (including School and House Prefects)

- i. School Prefects, other senior pupils, Heads of Houses and House Prefects regularly supervise younger pupils. Pupils in supervisory roles must receive appropriate training prior to and post appointment. For School Prefects this training is the responsibility of the Deputy Headmaster; for all others it is the responsibility of the Housemaster/mistress. All pupils in supervisory roles must be able to make contact easily with a member of staff.