

# Supervision of Pupils Policy



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Date of next review:	August 2024
Responsible person:	Deputy Head (Co-curricular and Logistics)
References:	Health and Safety at Work Act 1974 National Minimum Standards for Boarding Schools (April 2015) The Education (Independent School Standards) Regulations 2014 Behaviour, Rewards and Sanctions (9a) Educational Visits Policy (14D) Health and Safety Policy (11) Safeguarding and Protecting Children Policy and Procedures (7a8a)

Policy number: 14a / A12b / B6a

[Annex A: Missing Pupil Procedure](#)  
[Annex B: Supervision during boarding activities](#)  
[Annex C: Staff Duties](#)

The purpose of this policy is to offer guidance to all teaching staff about the appropriate supervision of all pupils throughout the School day and whilst Boarding at St John's School. Our aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful, kind and positive school environment;
- promote the health, safety and well-being of pupils at the School;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

## 1. Legal obligations and the duty of care

The Governing Council and the Head have specific obligations to ensure, as far as is practicable, that St John's School is a safe place for all pupils, employees and others who enter the School when they are in our care. The School, as employer, is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare<sup>1</sup>.

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.

In order for teaching staff to carry out their duties effectively the Head 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 site 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, their contents and the school grounds.

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The School bounds are clearly indicated in the Pupil Handbook and on all House noticeboards. Pupils are regularly reminded which areas are out of bounds.
- A systematic approach to safety through risk assessments in the light of foreseeable risks.

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<sup>1</sup> Health and Safety at Work etc. Act 1974

- 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 pastoral meetings and are regularly cross referenced in assemblies and classroom discussions. The School Rules are on all house notice boards, in the Pupil Handbook and are at Annex A of the Behaviour, Rewards and Sanctions policy on the [School's website](#).
- Teachers have a responsibility to be aware of their supervisory responsibilities.
- Risks are kept under review and rules and procedures changed as necessary, to meet the needs of pupils.

In order for teachers to carry out their duties effectively, they have certain responsibilities. These include:

- Ensuring that they are aware of School policies and obtain information they need in order to carry out their professional duties effectively;
- Ensuring the maintenance of good order and discipline during the School day when pupils are present on the School premises and whenever the pupils are engaged in authorised school activities whether on the School premises or elsewhere.

The Deputy Head (Co-curricular and Logistics) has overall responsibility for supervision of pupils across the School. If he is absent the responsibility rests with the Deputy Head (Pastoral) or another member of the Senior Management Team.

## **2. Negligence**

If a claim for negligence were to be 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.

## **3. Arrangements for the Supervision of Pupils**

### **3.1 Registration, Attendance and Absence**

All pupils are registered at 8.30am in the morning and then at 2pm in the afternoon (compliance registrations). The School day for pupils runs from 8.00am to 4.25pm with activities running between 4.30pm to 5.15pm, from Monday to Thursday and day pupils should not be on site outside those hours unless part of a specific supervised school activity. School buses depart at 5.35pm on Monday to Thursday and 4.40pm on Fridays.

Parents use the parent portal to inform of absence from School which is recorded as authorised absence with an appropriate code. If any pupil fails to arrive to sign in for the 8.30am compliance registration without satisfactory explanation, a message is sent to the pupil's home by the Administration Office to establish their whereabouts.

If a pupil becomes unwell during the school day the procedure in section 6 of the Medical and First Aid Policy and Procedures must be followed.

Members of staff are asked to register all pupils in lessons using iSAMS. Use of the registration system is tracked by the Deputy Head (Co-curricular and Logistics). All efforts are made to establish the whereabouts of any missing pupil when they are due to be on school premises. If a pupil cannot be found, the School will instigate the Missing Pupil Procedure ([Annex A](#)).

Regular checks on attendance are central to the effective management and oversight of pupils whilst they are in our care. Staff must maintain an up to date register of members of all groups every lesson. All unexplained absence is followed up. Unauthorised absence during the school day is a disciplinary matter and is followed up by the Deputy Head (Co-curricular and Logistics) or Deputy Head (Pastoral).

### **3.2 Supervision during the School day**

All lessons will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically Design and Engineering, Art and Science, the classroom teacher may be supported by a technician.<sup>2</sup>

In the lunch venues there will always be two members of staff on duty assisted by a number of School prefects at lunchtime.

All pupils (day and boarding) have access to recreational spaces, inside and out. Outside areas are designated for year groups. This includes the quad, hard courts and astros. These spaces are always supervised by teaching staff who complete a regular duty per week in accordance with the rota. See Annex C (Staff Duties) for detailed supervisory arrangements.

A member of SLT is designated "on duty" each day to oversee the supervision and duties for the day, carry out spot checks to ensure the supervision remains robust. They are also available to respond to emergencies during the day.

All pupils are aware of the school bounds and rules regarding certain year groups' permission to leave the site at certain times. These are covered in the Pupil Handbook and regular reminders provided.

[See section 4 for the procedure for pupils leaving the classroom.](#)

### **3.3 Expectations of duty staff**

Before your duty, check you have no other commitments that prevent you from carrying out your duty commitments. If there are problems, inform the Deputy Head (Co-curricular and Logistics)'s PA as soon as possible.

The Staff Duty Rota is fixed for the academic year and staff are allocated to a regular duty per week. This is communicated by email and shared in the staff group on Microsoft Teams.

In Houses, there will be at least one member of staff on duty in a supervisory capacity. During study periods, Sixth Form pupils may return to house which may be supervised remotely at these times and the Sixth Form pupils know how to summon adult assistance if required. All other year groups will be supervised directly.

In the Chapel, the Deputy Head (Co-curricular and Logistics) will operate in a supervisory capacity supported by the Senior House Staff, Tutors and School Prefects. In the absence of the Deputy Head (Co-curricular and Logistics) another member of SLT, SMT or the Chaplain will supervise.

See [Annex C](#) for staff duties / supervision timetables.

### **3.4 Supervision of Day Pupils: Before and After School**

Pupils are not expected to arrive at school before 8.00am, unless for a specified activity (such as an early departure for a school trip in which circumstances pupils will be supervised by the activity/trip leader). On arrival at school pupils should go directly to their house where they will be supervised by a member of staff. Pupils who need to arrive before 8am can only do so by special arrangement through the Senior House Staff. Those pupils should go to the Lower School Day room in the main building to be supervised. They may not arrive before 7.30am.

Most pupils are in school until 5.15pm but those who do not have an activity but need to wait for a 5.30pm bus must go to the allocated room where they will be supervised by a member of staff. Pupils who are 'off games' must go to the 'off games room' to be supervised.

If a day pupil cannot be collected until after 5.30pm on a Monday to Thursday and 4.30pm on Fridays, a specific request must be made to Senior House Staff for permission to remain in School. This will be dependent on adequate supervision being available, and it should not be assumed that requests can be accommodated.

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<sup>2</sup> Note that Sixth Form study periods are supervised remotely.

Pupils involved in activities in School from 4.30pm will be under the direct supervision of the member of staff in charge of that activity.

### **3.5 Supervision of Boarding Pupils: Outside School Hours**

At all times outside day school hours boarders are under the responsibility of an identified member of staff. This identification is the responsibility of the duty member of staff in house. The housemaster/mistress shares the rota on a termly basis. See [Annex B](#) for further detail.

This duty member of staff is able to request and receive staff back-up at all times.

At all times, each boarder must know which member of staff is responsible for them and have the means to contact them if necessary.

If a Housemaster/Housemistress is unwell, the day time duties should be covered by the Assistant Housemaster/Housemistress and Tutors attached to the house.

Where there is a resident 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.

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 Head (Co-Curricular and Logistics), Deputy Head (Pastoral) or Assistant Head (Pastoral and Boarding) should be contacted.

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.

At no time should a boarding house containing pupils be left without proper arrangements having been made for adult supervisory cover. No boarding house containing pupils should ever be left during the night without a member of the academic staff in residence.

After the end of the school day (5.15pm) pupils must sign out when leaving the boarding house, clearly stating where they are going and an expected time of return. They must take their mobile phone with them in case of an emergency.

### **3.6 Remote Supervision**

At certain times during the School day a House may be unstaffed and sixth form pupils may be supervised remotely. No other pupils should be in House when it is unstaffed.

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 should be a member of staff in the house or a member of staff available at reception between 8am and 5.30pm Monday to Thursday and 8am to 5pm Fridays. Details of how to contact the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) are displayed in all houses.

### **3.7 Supervision at fixtures (Weekdays and Weekends)**

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 duration of activity and if/when travelling on the transport provided by the School.

Whilst it is expected that pupils will travel with their team to fixtures, on occasions parents may wish to take pupils or bring them home themselves; this cannot be assumed, permission is required. Please [see section 3.9 below for the Process for Managing Pupil's Independent Travel Arrangements](#).

At weekends, other non-competing pupils may come and support matches, but they should remain with spectators and will not be supervised by School staff. Much of the School site, including the Houses will be closed.

In general, pupils will not be permitted to support away fixtures during the School day or be absent from lessons. Permission must be sought from the Deputy Head (Co-curricular and Logistics) for any occasion that is deemed an unusual exception.

### **3.8 Supervision on Educational Visits**

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

### **3.9 Process for Managing Pupils' Independent Travel Arrangements**

On occasion, pupils may prefer, or find it more convenient, to travel independently to fixtures, events or School trips. It is important to note when this might be acceptable, the permissions required and who is responsible for supervision in each case.

**The Director of Safeguarding and/or Deputy Head (Co-Curricular and Logistics) reserve the right to deny any permissions for independent travel.**

#### **Sports fixtures – all pupils**

If pupils intend to travel independently to fixtures, with parents rather than with the team, parents must communicate this **in advance** by email to the member of staff in charge of the team. Parents may also wish to take their child home with them after the fixture, but it is vital that this is communicated with the member of staff at the fixture so that the pupil can be deregistered accordingly.

#### **Other off-site events and School trips:**

##### **Lower Third – Upper Fifth**

- All L3-U5 pupils are required to travel with School staff, departing from St John's, to and from all trips (i.e. they are not allowed to join trips from railway stations nearer home, or make their own way home from venues independently).
- Parents, or a named adult, will be allowed to collect pupils from venues only if the consent form is completed on Evolve.
- If required due to exceptional circumstances, younger siblings of Sixth Form pupils may be allowed to leave the venue with their older sibling in a pre-booked taxi if there is prior parental permission. A pre-booked taxi would only be for sibling groups and not friendship groups. Please note the taxi must be booked for a time before staff are due to leave the venue to ensure staff can supervise pupils into the taxi. Once in the taxi the School is no longer responsible for supervising the pupils, this transfers to the parents. The School reserves the right to decline pre-booked taxis when a trip involves large numbers of pupils, due to logistical burden.

##### **Sixth Form**

- Outbound journey for trips (by train or coach): All 6F pupils are required to travel with School staff, departing from St John's on all trips and are not allowed to join the trips at home stations, or make their own way to the venue.
- Return journey for trips (by train): 6F pupils will be allowed to leave the train at their home station, with prior consent from parents using the Evolve trip form (whereby the home stations are identified). Parents take responsibility for the pupils once they have left the staff supervised group, the pupil in effect de-registers when they leave the group.. St John's staff can only supervise those pupils accompanying them back to the School site.
- Return journey for trips (by coach): Pupils will be permitted to make their own way home from the venue but will be required to de-register with the trip leader at which point, parents will resume responsibility.
- 6F pupils can leave a venue in a taxi pre-booked by parents. Please note the taxi must be booked for a time before staff are due to leave the venue to ensure staff can supervise pupils into the taxi. Once in the taxi the School is no longer responsible for supervising the pupils, this transfers to the parents. The School reserves the right to decline pre-booked taxis when a trip involves large numbers of pupils, due to logistical burden.
- If the 6F pupil has parental consent and leaves the supervision of staff for their return journey they need to de-register first, at which point the parents will resume responsibility.
- If a 6F pupil wishes to travel independently by car, the request to drive will be considered on an individual basis by the DSL. The independent driving forms must be completed, pupils complete the Driving Regulations Form and parents complete the Vehicle Registration Form (both found on

the Portal). Pupils must also have a discussion with the Deputy Head (Pastoral) to ensure they understand the rules associated with driving and school. The School reserves the right to decline requests for independent driving and final approval to drive independently rests with the DSL. Parents take responsibility for the pupils travelling by car as staff are unable to supervise or have oversight of these journeys. The School's responsibility to supervise begins when the pupil arrives and ends once they have deregistered.

(For more detail about school trips refer to the Educational Visits Policy, and refer to: '[Transport general considerations](#)' in National Guidance [www.oeapng.info](http://www.oeapng.info))

### **3.10 Supervision during PE**

Lower School Core 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 Health Centre can be contacted by telephone.

When pupils are changing or showering, supervising staff should take into account guidance in the Staff Code of Conduct, particularly with regards to the need for pupils' privacy.

### **3.11 Supervision of Games, Swimming and other Hazardous Activities**

Supervision ratios for games, swimming and hazardous activities are contained in the relevant departmental policies and procedures. Games staff must register pupils on iSAMS at the start of their session.

### **3.12 Supervision of Practical Activities**

Teachers of practical subjects: Art, Science, Design and Engineering etc. will consider the organisation of the pupils involved in practical activities. Consideration should be given to the number of pupils who can be suitably supervised when organising practical activities. Teachers will take all necessary precautions to include, where appropriate:

- Training in the carrying of glass and sharp objects
- Training in the carrying of hot substances
- Training in the use of tools and other equipment
- Use of masks and goggles.

In addition, the following guidelines will be followed:

- All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary
- Pupils should be closely supervised when using sharp equipment
- Pupils should not have unsupervised access to craft-knives or other sharp tools/blades
- Teachers should ensure that pupils are trained in the correct use of tools .

In accordance with the School's Health and Safety and Risk Management Policies, academic departments risk assess these practical activities regularly with reference to the CLEAPSS advisory service and other best practice.

### **3.13 Supervision of IT**

Please see the Online Safety policy for information on the supervision of pupil use of IT.

### **3.14 Supervision of Visitors**

All visitors must sign in and out at Reception and will be issued with a visitor's badge. If you have made an appointment to see a parent or other visitor, please inform Reception in advance. Visitors must be collected from Reception and not be allowed to move around the school unaccompanied. Staff should challenge politely any person not displaying identification and walk them back to Reception.

### **3.15 Supervision of Emergencies and Serious Incidents**

Staff should be familiar with the Medical and First Aid Policy and Procedures, the Mental Health Handbook and the Serious Incident Management Plan and aware of the steps to take in various circumstances.

### **3.16 Supervision during exams / assessments**

The School's Examinations Officer is responsible for the supervision of pupils during examinations, acting on behalf of The Head, who is the Head of Centre. Please refer to the Exam Handbook for further detail.

## **4. Procedure for pupils leaving the classroom**

This is the procedure that staff should follow when a pupil:

- asks to leave or be excused from a lesson for medical reasons
- has specific arrangements in place as part of a risk assessment or an Early Help Support Plan
- leaves a lesson without permission / reason

Pupils should notify a member of house staff, tutor or class teacher if they wish to visit the Health Centre during lesson time. Pupils do not have to give an explanation for wanting to visit the Health Centre. Any pupil who is unwell should always go directly to the Health Centre. Staff should remind the pupil that they should not return to house or sign themselves out to go home. The member of staff should email the Health Centre ([healthcentre@stjohns.surrey.sch.uk](mailto:healthcentre@stjohns.surrey.sch.uk)) (or member of staff identified in the Early Help Support Plan) to let them know that a pupil is on the way. Professional judgement should be used in deciding whether a pupil escort is required to accompany an unwell pupil to the Health Centre. In serious or urgent cases, a call should be made to the Health Centre via Microsoft Teams or on extension (x485) for assistance.

Once seen by a nurse, the pupil is given a Health Centre attendance slip to hand to the next class teacher, by way of explanation for the absence/lateness. If a pupil remains in the Health Centre for treatment or needs to go home or to seek further medical assessment, Health Centre staff will inform relevant staff via email. The Medical and First Aid Policy and Procedure and Annexes contain full procedures and guidance. The Health Centre's supervision arrangements are managed by the Nurse Manager.

Any pupil who has specific arrangements to leave lessons as part of a risk assessment will have been given permission and teaching staff will have been informed by email from the Pastoral team.

**If a pupil leaves a lesson without permission you must immediately contact the Deputy Head (Co-Curricular and Logistics) and Deputy Head (Pastoral) and notify Reception.**

## **Annex A: Missing Pupil Procedure**

This procedure must be implemented if pupils are found to be missing following 8.30am and 2pm compliance registrations.

At other times in the school day pupils missing sessions must be followed up by the SHS.

### **Introduction**

The School has a responsibility for knowing the whereabouts of pupils while they are in its care. In most circumstances, there will be a satisfactory explanation for a pupil's absence from a particular activity. It is, however, possible that a pupil will be absent without permission and it is imperative that any absence is followed up swiftly.

### **Morning registration (8.30am)**

Administration office to run Registration report for missing registers and pupils at 08.45am and a reminder send to staff to complete as a matter of priority.

Search for missing pupils between 08.45 – 9:25am, including the following steps:

- Administration office to check My School Portal Absence Forms and update iSAMS.
- Reception to update iSAMS with any phone calls or emails from Parents but to request that they use My School Portal in future.
- Administration office to contact relevant places before Matrons start the search (Health Centre, Library, SEN, Boarders, music department).
- Matrons check timetable and search area where pupil is timetabled to be.
- Administration office to contact SHS at 9.25am regarding any missing pupils.
- Administration office to send text to parents at 9.30am and email sent to Deputy Head (Pastoral) and Deputy Head (Co-curricular and Logistics).
- Administration office to phone parents who have not responded to text at 10:00 and email Deputy Head (Pastoral) and Deputy Head (Co-curricular and Logistics) with update of any missing pupils and stage 2 of the procedure below is followed.

Additional measures in place:

- SHS and tutors should ensure that any absence requests that are emailed directly to them are forwarded on to the Administration office and should also email parents before 08:45 to ask for them to complete a My School Portal absence request.
- All registers to be checked between 10:45am – 11.15am to check for any irregularities, e.g. pupil marked as present for AM Reg but as [N] or left blank for P1 – P2/P3.
- If a pupil is likely to be late for P1 due to a meeting with SHS or SMT/SLT, an email must be sent to the Administration office to inform them.
- If a pupil arrives late to a lesson, the member of staff must update this as soon as is possible but before the end of the lesson.
- DSL provides a list of pupils to the Administration office who are higher risk medical/pastoral.
- If a pupil is hard coded as off-site but is on-site, the member of staff taking the register must contact the Administration office to inform them they are present.
- Any blank registers, check if the whole set is missing the register or just a specific pupil.
- Contact SHS and Matron to check regarding the pupil, as well as Health Centre and Reception to check signing in sheet.
- Contact teachers to follow up on missing registers.
- Email Deputy Head (Pastoral) and Deputy Head (Co-curricular and Logistics) if pupil is not located and stage 2 of the procedure below is followed.

Any information given which is “hearsay” should not be accepted, e.g. friends say they are off sick etc.

### **Afternoon registration (2pm)**

- Missing Pupil Report will be run at 14.10 and emailed to “Academic” staff as a reminder of any [N] and blank registers to complete before 14.15 when Matrons will start to search for pupils.



- Administration office to check My School Portal Absence Forms and update iSAMS.
- Reception to update iSAMS with any phone calls or emails from Parents but to request that they use My School Portal in future.
- Administration office to contact relevant places before Matrons start the search (Health Centre, Library, SEN, Boarders, music department).
- Missing Pupil Report run again at 14.15 and missing pupils to be sent as a list to the "Registration" Teams Group – including pupil name, year group and classroom number
- Matrons search at 14.15 in the pupils Period 6 classroom/games session and update on Teams "Registration" group. The teacher of the lesson where the pupil should be is also contacted directly.
- Administration office to update iSAMS accordingly.
- A final check of the missing pupils at 14.30 at which point the Deputy Head (Pastoral) and Deputy Head (Co-curricular and Logistics) are informed and stage 2 of the process below is followed.

#### **Absence noted during the day but outside of compliance registration procedure:**

In the first instance the member of staff noticing the unexplained absence should immediately inform the Administration office, who will check iSAMS, the absence request system, signing out sheet, trip lists and the Health Centre. If this does not resolve the absence, the relevant Senior House Staff and tutor should be informed. At this stage the Housemaster/mistress (or, in their absence, their Assistant) should assume responsibility for following up the absence and move to stage one (below). If the relevant person is not available to do this, the Deputy Head (Pastoral) or Deputy Head (Co-curricular and Logistics) (or, if unavailable, another senior member of staff) should be contacted.

In addition to a member of staff raising concern an additional check is made at morning break by the administration office who ensure that a pupil who registered as present in the morning is also marked at present periods 1, 2 and 3. If a pupil was not present in those periods stage 1 of the below is followed. All other absences from individual sessions are followed up by the Senior House staff at the end of the day.

#### **Stage One – 0 to 30 minutes - Initial checks to resolve the absence:**

- Administration office to contact Health Centre, Library, SEN, boarding areas, music department, dayroom, year group zone and other common areas in liaison with matrons and SHS.
- Call the pupil's mobile phone if the pupil has possession or via Teams.
- Speak to prefects and other pupils to ascertain whether they are aware of any reason for the absence.

#### **Stage Two – 30 to 90 minutes after initial checks have failed to resolve the absence:**

From this point a log should be kept detailing the action taken at each stage.

- Liaise with the Deputy Head (Pastoral) and Deputy Head (Co-curricular and Logistics) over next steps.
- Contact parents/guardians (who may be able to provide an explanation, but in any case need to be made aware of the situation) and ask them to phone the child.
- Search the pupil's study area for any clues which might explain the absence.
- Instigate a search of the full School site and other locations in the vicinity of the School, e.g. the town centre. The sites team should be contacted to support with this at this point (or earlier if the pupil is deemed a higher risk)

#### **Stage Three – 90 minutes after further checks have failed to resolve the absence:**

- At this point the Deputy Head (Pastoral) and Deputy Head (Co-curricular and Logistics) takes over responsibility for the search and informs the Head.
- If none of the procedures in Stage Two lead to the whereabouts of the pupil being ascertained, Surrey Police should be informed on the non-emergency number – 101 – with a view to instigating a missing person's enquiry. Inform parents of action taken.

When the pupil is found, the Housemaster/Housemistress should take appropriate action. If in doubt as to whether the matter should be treated as a disciplinary issue, he/she should discuss the matter with the Deputy Head (Pastoral) and Deputy Head (Co-curricular and Logistics)

### **Absence noted during Boarding hours (between 5.30pm and 8.00am):**

Boarding Houses must have regular roll calls outside the School day (8.30am – 4.25pm.) so that there is no possibility that an absence could remain undetected over a long period of time. These take place at de-registration (4.20pm), immediately after activities (5.15pm), before prep (6.35pm) and prior to bed.

If a member of staff on boarding duty cannot locate a pupil they should undertake the following:

#### **Stage One – 0 to 30 minutes - initial checks to resolve the absence:**

- Check the signing in/out sheets in house. Call the pupil's mobile phone
- Contact staff on boarding duty in other houses and activity locations.
- Speak to prefects and other pupils to ascertain whether they are aware of any reason for the absence. Ask them to call the pupil's mobile phone.
- Check pupil's study, dayroom and other common areas on School premises.

#### **Stage Two - 30 to 90 minutes after initial checks have failed to resolve the absence:**

From this point a log should be kept detailing the action taken at each stage.

- Inform the Housemaster/mistress, Assistant Head (Pastoral and Boarding) and Deputy Head (Co-curricular and Logistics). If on site, the Housemaster/mistress will take over responsibility for the search in liaison with the Assistant Head (Pastoral and Boarding) and Deputy Head (Co-curricular and Logistics) (or another senior member of staff)
- Contact parents/guardians (who may be able to provide an explanation, but in any case need to be made aware of the situation) and ask them to phone the child.
- Search the pupil's study area for any clues which might explain the absence.
- Instigate a search of the full School site and other locations in the vicinity of the School, e.g. the town centre.

#### **Stage Three – 90 minutes after further checks have failed to resolve the absence:**

- At this point the Deputy Head (Co-curricular and Logistics) takes over responsibility for the search and informs the Head.
- If none of the procedures in Stage Two lead to the whereabouts of the pupil being ascertained, Surrey Police should be informed on the non-emergency number – 101 – with a view to instigating a missing person's enquiry. Inform parents of action taken.

When the pupil is found, the Housemaster/Housemistress should take appropriate action. If in doubt as to whether the matter should be treated as a disciplinary issue, he/she should discuss the matter with the Deputy Head (Co-curricular and Logistics) and Deputy Head (Pastoral).

**Note that the timings given above are indicative and not rigid. Missing pupil matters may be escalated to the Deputy Head (Co-curricular and Logistics) / The Head sooner if there are serious concerns about, for example, safeguarding issues.**

## **Annex B: Supervision during boarding activities**

During boarding hours pupils can engage in activities outside of the boarding houses. The boarding houses are always staffed by dedicated House staff.

Other areas are open to pupils and include: sports hall, gym, swimming pool (on designated evenings), PAC, Art Department and classrooms (during prep time).

Lower School pupils are supervised by the Lower School Boarding team throughout the evening for all activities.

All areas are staffed by a member of on-site staff when open to pupils. Staff are briefed on the following:

- Staff must be in place for their allocated duty 5 minutes ahead of time so that pupils will never walk to an unsupervised area of school.
- Staff have been briefed by the Assistant Head (Pastoral and Boarding) as to the specific nature of their duty and the associated responsibilities.
- Staff must register all pupils on arrival (the register is automatically shared with boarding staff) and pupils must stay for the full length of the activity before returning immediately to House. If any pupil needs to leave an activity due to poor health the duty staff must call the SHS immediately, or 999 in an emergency.
- Only U5-U6 are allowed to work on projects in the Art Department with the permission of their teacher on specific projects.
- Staff must patrol their duty areas to ensure a presence and make sure that all behaviour is appropriate. i.e. the staff member on duty in the PAC must patrol the practice rooms not just remain seated in the lobby for the duration of duty.
- Staff have read any risk assessments related to the activity they are undertaking. The Assistant Head (Pastoral and Boarding) will delegate activities to appropriately qualified staff and will ensure any training gaps are filled.

## Annex C: Staff Duties

All staff have a responsibility to supervise pupils and ensure safe behaviour.

Particular duties that fall beyond the remit of an individual staff member's role exist to ensure appropriate supervision.

### Duty instructions

All duties at St John's are in place to safeguard all our pupils to ensure any inappropriate conduct is challenged, to minimise cases of bullying and to ensure all pupils feel safe and supported by an adult presence. Staff should be **proactive** when on duty and ensure that the School's behaviour policy is followed. It is also an opportunity for positive engagement with the pupil body.

### **Break and Lunch Duty in Houses**

The member of staff should supervise pupils and challenge any inappropriate conduct. Any accident or injury should be reported to the Health Centre for treatment if required. Staff should be an **active** presence visiting and checking on all areas of the house throughout the duty. Please note those on duty on a Tuesday lunchtime and Thursday breaktime will have to supervise the L5 and 4 changing.

### **Lunch outside supervision duty**

The member of staff should supervise pupils and challenge any inappropriate conduct. Any accident or injury should be reported to the Health Centre for treatment if required. Staff should be an **active** presence. Pupils are not to use any sports equipment from the storage areas or use the cricket nets. If wet break is declared then staff allocated to each year group should move to their houses and support supervision indoors. At points in the week staff are allocated to changing supervision as part of lunch supervision,

### **Lunch Door Duty**

#### **Dining Hall**

The member of staffs on duty should manage the queue and supervise inside the venue. They should monitor the seating available and hold the queue if necessary. Pupils if have finished lunch should be encouraged to clear away as soon as possible. The timings and locations of queuing below should be adhered to by the pupils.

	Haslewood side of entrance	Gloucester side of entrance
Monday	12.15: <b>U3</b> 13.00: <b>L6</b> 13.10: <b>L5</b> -	12.15: <b>L3</b> 13.00: <b>U6</b> 13.10: <b>U5</b> 13.15: <b>4F</b>
Tuesday	12.15: <b>U3</b> 13.00: <b>L5</b> 13.10: <b>L6</b> -	12.15: <b>L3</b> 13.00: <b>4F</b> 13.10: <b>U6</b> 13.15: <b>U5</b>
Wednesday	12.15: <b>U3</b> 13.00: <b>L5</b> 13.10: <b>L6</b> -	12.15: <b>L3</b> 13.00: <b>U5</b> 13.10: <b>U6</b> 13.15: <b>4F</b>
Thursday	12.15: <b>U3</b> 13.00: <b>L6</b> 13.10: <b>L5</b> -	12.15: <b>L3</b> 13.00: <b>U6</b> 13.10: <b>U5</b> 13.15: <b>4F</b>
Friday	12.15: <b>U3</b> - 13.00: <b>L6</b> 13.10: <b>L5</b>	12.15: <b>4F</b> 12.45: <b>L3</b> 13.00: <b>U6</b> 13.10: <b>U5</b>

**Lunch Detention Duty - 1.30pm to 1.55pm**

The member of staff on duty registers the pupils attending on iSAMS and ensures that silent working is taking place. They should be completing the work set by the member of staff who set the detention and this is indicated on iSAMS. No phones or headphones are permitted. Any pupil who arrives after 1.35pm should be sent away to complete the detention at a later date.

**Duty rotas are published termly and can be accessed in the Microsoft Teams “Staff Group”, Documents/General/Administration folder.**