



## Policy on Supervision of Pupils – Senior School

- Breakfast:** All pupils are supervised by a member of staff and House Prefect teams who undertake breakfast duties on a rota basis.
- Before School:** **Boarders:** the housemaster, housemistress or designated tutor is responsible for the supervision of boarders in the house.
- Day pupils:** the housemaster or housemistress takes responsibility for the pupil once he or she has arrived at school.
- 8.30 – 8.40 am** Tutors are responsible for pupils.
- 8.40-9.00 am** All pupils attend Chapel: all staff also attend.
- Lessons:** Classes should never be left unattended by a member of staff. Should a member of staff have to leave the room for an emergency, he or she should alert a colleague who should contact the Deputy Head (Pastoral).
- Break:** Houses are supervised by Matrons and the main College campus by duty staff. The Sixth Form may go to the Bath Road during break: all other pupils remain on campus or return to their Houses.
- Lunch Time:** The Dining Hall is supervised by duty staff and Prefects. All members of the College may go to the Bath Road after lunch.
- Activities & Games:** Those doing an activity or games are under the supervision of the member of staff in charge until its conclusion.
- After Activities & Games:** Pupils return to the housemaster, housemistress or designated member of the boarding staff. The name of the member of staff on duty is displayed in the house. Matrons are also present in the house. This responsibility continues until pupils go to tea, resuming immediately after they have left the Dining Hall. The Dining Hall is supervised by duty staff and Prefects.
- Prep and Overnight:** All boarders return to their houses for Prep by 6.45pm. Pupils are not allowed to leave their boarding houses during or after prep unless they have signed out of the House. Only Upper College may leave the House after 8.45pm (except for an organised activity supervised by staff). During the Summer term, once the DHP has determined it is light enough, members of Lower College may also go out. All must return to Houses by 9.25 pm. Security staff carry out regular patrols throughout the night. Overnight supervision of boarders is the responsibility of the housemaster or housemistress (or designated tutor).

The Library, Art block and College grounds are patrolled by staff during the evening according to the staff duty rota and accompanying instruction sheet from the DHP. Staff Duty 1 runs from 7.15 am-6.45 pm, Duty 2 from 6.05 pm-9.30 pm (Monday-Friday). On Saturday Duty 1 runs from 7.15 am to 7.00 pm, Duty 2 from 7.30 pm to

10.30 pm. On Sunday Duty runs from 9.00 am until 9.00 pm. Full details are available on the weekly staff duty rota bulletin published by the DHP.

**Visitors:** As part of the School's requirement to protect the pupils in its care, all visitors to the School sign in and out at Reception, where they receive a badge, which they wear for the duration of their visit. All staff should be prepared to challenge strangers on the premises, and to report concerns to the DHP. All staff will be issued with Identity Cards (beginning Autumn Term 2010.)

**Supervision of Pupils on Trips:** For detailed guidance on the appropriate supervision of pupils on trips and off-site activities, please read the College Policy on Health & Safety For Pupils On Activities Outside School.

**Registration:** There is a register of pupils at the tutor sessions (8.30 - 8.40am) from Monday to Friday and in the Houses between 1.45pm and 1.55pm. On Saturdays, Lower College pupils register with their tutors and Upper College with HsMs. Parents of day pupils are responsible for notifying the HsM if their child is absent for any reason. The College contacts parents if a child fails to arrive at school without an explanation. Boarders' attendance is also registered at breakfast and at 6.45 pm

**Medical Support:** There is a qualified nurse on duty in the medical centre during the school day able to deal with accidents or to help if someone is taken ill. The hospital A&E is across the road. A number of the teaching staff and non-teaching staff are trained first aiders. First aid boxes are in potentially high risk areas (see the separate First Aid Policy).

**Controlling and supervising boarders' use of and access to high-risk areas within the school buildings or grounds:**

**Upper Gym:** The Upper Gym is kept secure from pupils who have not been inducted in the use of the equipment via a swipe card lock. Swipe cards are only issued to pupils once they have attended an induction session. Group gym sessions are supervised by staff.

**Swimming Pool:** Access to the pool is locked at all times unless unlocked by qualified Lifeguards who then supervise all swimming sessions.

**Lower Gym Climbing Wall:** Access is locked at all times unless there is staff supervision during organised sessions

**Science Laboratories:** Laboratories are kept locked outside teaching times during the school day. The Science Building is locked after 5pm daily Mon-Friday, after 1.00 pm on Saturday and all day Sunday.

**Estate Department storage and workshops:** All areas are secure outside normal opening hours (8.00 am-5.00 pm).

**Design Technology and Textiles workshops:** Workshops are locked and unavailable to pupils unless a member of staff is present.

**Assault Course:** All pupils are instructed that they must not use the obstacle course unless under the direct supervision of a member of staff.

Further details relating to high risk areas are contained in the College 'Book of Rules' (currently being updated).

## **Sports Hall**

**CCF (weapons, ammunition storage and rifle range):** Extra security is in place to protect these areas. The main outer door to the range is made of heavy-duty security

steel. Both the armoury and ammunition store are protected by a military alarm system directed to a permanently manned controlled station, which in turn informs the Police of any attempt to break in. The system works on a 'BT Red Care' telephone line and, in the unlikely event of a break in the line, the controlled station and College are informed. In the event of a major power cut within the CCF complex the system has its own back-up battery system in place. All those officers within the CCF who need access are security vetted to allow them full access to arms and ammunition. The keys to the armoury and ammunition store are kept separate from each other in their own blister-safe in another part of the complex.

**Pavilion Balcony:** Locked at all times.

**Main block tower:** Locked at all times.

**Thirlestaine House:** Roof space is out of bounds and window restrictors are in place. Access to flat roofs in boarding houses is prevented with window restrictors and is risk-assessed annually.

**Supervision of Day Pupils during journeys to and from the College:** Parents are responsible for ensuring that their children travel safely to and from College. Pupils are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints about poor behaviour from bus companies or members of the public are always investigated by the DHP.

### **Supervision of Boarders during journeys to and from the College**

In order to ensure safe transport to and from College the following procedures apply:

**Travel on Public Transport:** Third Form Pupils may not travel unaccompanied under normal circumstances. Fourth and Fifth Form Pupils may travel on public transport provided travel details are given by parents or guardians in writing in advance to the housemaster or housemistress. Upper College Pupils may travel on public transport: travel details must be given by parents or guardians in writing in advance to the housemaster or housemistress if not travelling to or from parents' or guardians' home.

**Taxis:** Pupils should only use pre-booked taxis from the list available from housemasters and housemistresses: these companies have put all their drivers through CRB checks. The current list of authorized taxis is: A2B, Denwells and Eagle Line. CRB checks are reviewed annually by the Payroll Manager.

**Travel in cars other than those driven by parents, guardians or by a pupil on the authorised car drivers' list:** Specific written permission is required by housemasters and housemistresses in advance from parents or guardians if a boarder is to travel in a car driven by any one other than their parent or guardian. Further details are available in the College's Car Drivers Policy.

**Airport Coach Service:** This service is organised by College at the start of half-term or the end of term (depending on demand).

**Staff Induction:** All new members of the teaching staff receive a thorough induction into the College's expectations of the appropriate levels of supervision. Written guidance is given to duty staff weekly and new staff 'shadow' existing staff when conducting duties for the first time.

**September 2010**

**Review: September 2011**