

## AIMS

1. To provide adequate supervision of pupils throughout term time
2. To ensure the security, safety and welfare of pupils in our care.
3. To provide guidelines for supervision.
4. To ensure that the School's approach to supervision is a consistent one.
5. This Policy should be read in conjunction with the anti- bullying, safeguarding, e-Safety, Pupil Code of Conduct and the Equality Policies.

## RATIONALE

Staff have a duty of care to their pupils, which is based on the principle of '*loco parentis*'. DfE guidance states during the time pupils are in school, staff have a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. This can be thought of as the standard of care expected of prudent parents in the care of their children. Adequate supervision of the pupils at Stowe School extends beyond the school day to sports matches, on-site and off-site activities and trips. For Boarding pupils, there must be adequate and appropriate supervision overnight, at weekends.

Levels of supervision across the School may differ depending according to:

The ages of the children

The number of children in a group/class

The gender of the children on specific activities and trips

Whether or not other staff/volunteers/instructors are helping to look after/supervise the children

The nature of the contact with the children

The activities involved

The duration and location of the activity

All pupils are supervised by staff, who are appropriately recruited, trained and vetted by the School.

Boarding staff must always know the whereabouts of boarders. This process is also outlined in the Boarding Staff Handbook.

When a member of staff is supervising in a remote location, a mobile phone may be advisable. Where senior pupils have supervisory responsibilities for young pupils, there must always be a member of staff readily available and in overall charge.

## RESPONSIBILITY

All members of staff are responsible on a day to day basis for ensuring that pupils at Stowe are safe.

## REGISTRATION

A register of pupils is taken at the beginning of each day (08:00) in house stance and during each lesson. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation (please see the Missing Pupils and Attendance Policy). We ensure that we know the whereabouts of pupils at all times by operating a signing in and signing out system after 19:30 (outside the timetable), and by registering attendance at 17:30 for juniors and 19:30 for all pupils. Any day children must sign out before they leave school in the boarding houses.

### **BOARDERS**

There is a rota of Matrons, HouseParents and Tutors that ensures that there is always somebody on duty in the houses. If duty tutors need to leave the house briefly, pupils know to find a member of staff in a neighbouring house, security or the medical centre. Outside timetable pupils leaving the houses must seek permission from the duty house staff and check in with a member of the staff on departure and return. There is always a member of staff on duty in the house from 15:00 onwards and pupils can easily ascertain who this is on the house noticeboard. If the pupil cannot find the person on duty they know they should report to a neighbouring house, security or the medical centre (latter two both manned 24 hours). Senior pupils can only leave site with permission from the Houseparent and Lower School pupils can only leave on group lead excursions. when leaving the School Boarders who go into town at the weekend, must travel in a group of 3 or more pupils. Boarders who wish to go away and stay with guardians/relatives, must have had approval from the Houseparent following a written request from guardians/parents. International pupils must also comply with Student Visa regulations in relation to where they are staying and the School must know their whereabouts at all times. Boarding staff have all of the boarders' mobile phone numbers, so that they can contact a boarder at any time

### **UNSUPERVISED ACCESS BY PUPILS**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design and technology rooms, sports hall etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Full induction training in the correct and safe use of the equipment must be completed before pupils are allowed to use the gym which is always supervised by a member of staff. The fitness suite is also fitted with a security camera, a phone and a first aid kit. Pupils do not have access to Maintenance and Catering areas of the school.

### **MEDICAL CENTRE**

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Pupils who feel unwell are expected to attend the Medical Centre. The Medical Centre's supervision arrangements are managed by the Nurse Manager. The School Medical Centre is permanently staffed during term time by a team of qualified nurses, and the School Doctors hold a morning surgery on an appointment system every weekday (bar Thursday) between 8.00am and 12.00pm. Boarding pupils are registered with the doctor as NHS patients based at The Brackley Medical Centre.

### **STAFF INDUCTION**

All new members of the teaching staff receive induction into the school's expectations of the appropriate levels of pupil supervision and safeguarding training. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the Staff Handbook.

### **AWAY TEAMS & TRIPS**

Trip lists must be produced on iSAMS for all away fixtures and a hard copy left at the security cabin before departure. The names of any pupils missing lessons to attend a match must be entered on iSAMS in the normal way. Any last-minute change to the team list must be notified to North Hall on departure, so that HouseParents can be informed. North Hall must also be given the mobile phone contact number for the member of staff in charge of the expedition. A mobile phone will be supplied by North Hall staff. Staff responsible should accompany the team on the coach and take responsibility for their behaviour, ensuring that on return to school the coach is left tidy. Staff should check names and numbers on the coach before departure from the away venue. See in conjunction with the off-site policy.

### **EXEAT AND HOLIDAY SUPERVISION**

Boarding House Staff will ensure they have a written/electronic record of where all pupils are going and who will be taking responsibility for the pupils from parents and/or legal guardians. This covers those Stoics on a Student Visa. We ensure we know where they are going and do check. We organise transport to homes, railway stations and airports as requested by parents with checked companies.

### **SUPERVISION OF PUPILS TRAVELLING TO AND FROM SCHOOL**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. The School will, however, always investigate complaints about poor behaviour on journeys to and from school. Staff supervision is provided when boarders return with staffed coaches meeting pupils at Milton Keynes station.

### **VISITORS' ACCESS TO PUPILS**

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See the School's Security policy.

### THE SCHOOL BEADLE AND SECURITY

The school Beadle patrols the school site between 17:00 – 19:30 to ensure no pupils are out of bounds. The school always has 2 members of security staff on duty 24 hours a day 365 days of the year. Security is based at the school entrance and patrol the site intermittently.

### Supervision during the School Day: Overview

#### A summary of the supervision of Lower School pupils during the school day:

|                        |  |
|------------------------|--|
| Before School          | Boarding house doors automatically unlock at 06:30. Day houses are opened by the Houseparent around 07:00.   |
| Breakfast              | Lower school pupils attend breakfast between 07:00 – 07:30 where members of teaching and catering staff monitor.   |
| 08:00                  | Stance in house common rooms with Houseparents / tutors with a register on ISAMS   |
| 08:15                  | Chapel / assembly / tutor periods supervised by teaching staff.  |
| 08:45 – 10:40          | Lessons – all lessons are registered on ISAMS.   |
| 10:40 – 11:10 (Break)  | All pupils return to houses for snacks which is supervised by matrons and a tutor rota.  |
| 11:10 – 12:05          | Lessons – all lessons are registered on ISAMS.   |
| 12:05 – 13:05 (Lunch)  | Pupils will return to houses which are supervised by matrons. Lunch is served on a rota of 5 <sup>th</sup> / 4 <sup>th</sup> / 3 <sup>rd</sup> form and supervised by a duty staff, The Beadle and Prefects. |
| 13:05 – 15:00          | Lessons – all lessons are registered on ISAMS.   |
| 15:00 – 17:15          | Games and activities registered on SOC's. Those that have activities at the Bourbon can catch school transport which is monitored by a member of staff.  |
| 17:15 – 18:30          | Register in house followed by prep supervised by the duty tutor either in house or an allocated classroom. Clinics are also available with teaching staff in classrooms.                                     |
| 18:00 – 18:45 (Supper) | Supper is served on a rota of 5 <sup>th</sup> / 4 <sup>th</sup> / 3 <sup>rd</sup> form and supervised by a duty staff, The Beadle and Prefects.  |
| 18:45 – 19:30          | Free time – The Beadle, supper duty staff and a Houseparent rota will monitor the North and South Front.   |
| 19:30                  | Stance and register in house. Beyond 19:30 pupils must stay in house unless attending an organised staffed activity.   |

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|---------------|--|
|               | Day pupils can stay in school until 21:00 if they wish and houses are staffed by a duty tutor on a rota basis. |
| 19:45 – 21:15 | Prep supervised by the duty tutor in house. (3 <sup>rd</sup> & 4 <sup>th</sup> form finish 20:45)              |
| 21:30 – 22:15 | Rota of bedtimes and lights out monitored by the duty tutor in house.  |

### **A summary of the supervision of Senior School pupils during the school day:**

|                        |  |
|------------------------|--|
| Before School          | Boarding house doors automatically unlock at 06:30. Day houses are opened by the Houseparent around 07:00.   |
| Breakfast              | Senior school pupils attend breakfast between 07:30 – 08:00 where members of teaching and catering staff monitor.  |
| 08:00                  | Stance in house common rooms with Houseparents / tutors with a register on ISAMS   |
| 08:15                  | Chapel / assembly / tutor periods supervised by teaching staff.  |
| 08:45 – 10:40          | Lessons – all lessons are registered on ISAMS.   |
| Private Study          | Private study lessons can be taken in The Library where the Librarian monitors, Sixth form centre where the Head of Sixth Forms office is based or in houses where matrons are present   |
| 10:40 – 11:10 (Break)  | All pupils return to houses for snacks which is supervised by matrons and a tutor rota.  |
| 11:10 – 13:05          | Lessons – all lessons are registered on ISAMS.   |
| 13:05 – 14:05 (Lunch)  | Pupils will return to houses which are supervised by matrons. Lunch is served on a rota of Upper 6 <sup>th</sup> followed by Lower 6 <sup>th</sup> form and supervised by a duty staff, The Beadle and prefects.                       |
| 13:05 – 15:00          | Lessons – all lessons are registered on ISAMS.   |
| 15:00 – 17:15          | Games and activities registered on SOC's. Those that have activities at the Bourbon can catch school transport which is monitored by a member of staff.  |
| 17:15 – 18:30          | Quiet time in house or attending teaching clinics.   |
| 18:45 – 19:15 (Supper) | Supper is served on a rota of 5 <sup>th</sup> / 4 <sup>th</sup> / 3 <sup>rd</sup> form and supervised by a duty staff, The Beadle and Prefects.  |
| 18:45 – 19:30          | Free time – The Beadle, supper duty staff and a Houseparent rota will monitor the North and South Front.   |
| 19:30                  | Stance and register in house. Beyond 19:30 pupils must stay in house unless attending an organised staffed activity.<br>Day pupils can stay in school until 21:00 if they wish and houses are staffed by a duty tutor on a rota basis. |
| 19:45 – 21:45          | Prep supervised in house, Library or 6 <sup>th</sup> form centre.  |

## SUPERVISION POLICY

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| 22:30 –<br>23:00 | Checked in to rooms or registered in the house common room by resident Houseparents / tutors before lights out. |
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Author: MPR  
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Next Review: 30 June 2024