
POLICY STATEMENT ON STUDENT SUPERVISION

INTRODUCTION

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. Boarders require additional arrangements for their supervision outside the normal school day.

DAY GIRL

Pupils may arrive at school from 07:00 and have breakfast, where there is a member of boarding staff on duty. If a student is remaining after 17.45, they should sign the Late Book in Stone Corridor. Students are not allowed on site without supervision. At least one member of the teaching or boarding staff is always present on duty when students are in the School outside normal school hours. All members of the teaching staff take their share of break and lunchtime supervisory duties. All Lower School students are given the telephone number of Bligh House to use in an emergency if at School after 17:00.

OVERNIGHT SUPERVISION

For details of boarding supervision including return time to houses etc please see boarding handbook. Staff are on duty in all boarding houses in the evenings and at weekends with a member of the Leadership Team always on call and resident. Students are able to call on a member of staff at any time if necessary. Our night caretaking staff are based in reception but carry out regular patrols of the school overnight.

REGISTRATION

All students, both boarding and day, are registered at the start of the morning and afternoon sessions. 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.

We make sure that we always know the whereabouts of all boarding students by operating a signing in and signing out system when boarders leave their house, and by regularly registering attendance in the Boarding Houses. See the boarding Handbook for details.

MEDICAL SUPPORT

There is a fully qualified nurse on duty during weekdays from 08:30 until 15:30. The nurse is available to administer first aid, to deal with any accidents and emergencies, and to provide help if someone is taken ill. Several members of the teaching staff and non-teaching staff are trained and qualified as First Aiders and are able to give emergency first aid. The names of First Aiders are published on various noticeboards around the School and by all First Aid boxes. First Aid boxes are in all potentially high-risk areas, as well as in reception, and there is a defibrillator in the Stone Corridor, boarding and the PE staff also take one to sports events. (The School Nurse regularly checks and replenishes the first aid boxes).



SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not directly supervised by a member of staff when travelling on the school minibuses; but are expected to behave responsibly. The School investigates complaints about poor behaviour.

SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in the relevant documentation on Outings and Activities.

UNSUPERVISED ACCESS BY STUDENTS

Students are not allowed into the swimming pool without a qualified member of staff in charge. Students must attend a gym induction and are not allowed to use the gym equipment without supervision. Students are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the swimming pool or the science laboratories 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.

Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for safety of the entire school.

STAFF INDUCTION

All new members of staff receive induction on the school's expectations of the appropriate levels of student supervision in different settings as noted in this policy.

Related documents

- Policy Statement on Outings and Activities
- Policy Statement on Security, Access Control, Workplace Safety and Lone Working
- Policy Statement on Student Missing from School
- Boarding Handbook
- Staff Handbook

Reviewed: February 2023
Date for review: February 2025