



Cobham Hall

Supervision of Pupils Policy

Table of Contents

Introduction	Page 2
Supervision of Pupils	Page 3
Boarders at Weekends	Page 3
Medical Supervision	Page 5
Review	Page 5

1. Introduction

Cobham Hall is one of the Mill Hill School Foundation ("the Foundation") schools. The Foundation acknowledges that they have a duty of care to ensure that pupils who are on any part of their Schools' premises, or for whom one of their Schools have accepted responsibility, are supervised appropriately.

Safety of the Pupils is Paramount

All teaching staff, teaching support staff, Housemasters/mistresses are required to perform supervisory duties around their School in addition to their teaching commitments. All staff are effectively on duty whenever they are involved in School-related activities and are required to monitor behaviour and attitudes.

Being On Duty Takes Precedence Over All Other Commitments.

Aims:

- To keep pupils safe
- To ensure good behaviour around their School is maintained
- To observe individual pupils and pick up any pastoral care issues

Effective Supervision requires staff to:

- Be punctual
- Be constantly moving around the designated duty area
- Follow the direction given for specific duties and areas as detailed in the Staff Handbook
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
- Communicate concerns to other staff at the point of handover and to (Form) Tutors or Housemasters/mistresses if appropriate
- Communicate details of any serious incident to a member of LT immediately
- Avoid lengthy discussions with colleagues which prevent proper supervision of pupils
- Never leave an area unsupervised. If the handover person does not arrive send a pupil to tell a member of LT.

This Supervision Policy should be used in conjunction with the following school policies:

- Safeguarding and Protecting the Welfare of Pupils Policy ;
- Health and Safety Policy;
- Promoting Positive Behaviour Policy;
- Anti-Bullying Policy;
- Missing Child Policy.

2. Supervision of Pupils

2.1 Timetabled Taught Lessons

During timetabled lessons pupils are supervised by the teachers taking their classes. When a teacher is away, staff cover is arranged for students in Year 7-11 in the ILC. Students in Year 12 and 13 are able to study in the Sixth Form Centre or Brooke House Common Room (Year 13 only). Students must sign in at Brooke House or the School Office.

2.2 In Boarding Houses

Boarding Housemasters/mistresses are responsible for arranging appropriate levels of supervision in House at all times the House is open, especially at key times such as break times, during the lunch period and after school, under the leadership of the Director of Boarding and Pastoral.

Further details outlining staff responsibilities regarding supervision in boarding houses is set out in the Boarding Staff Handbook.

In addition, Housemasters/mistresses should implement the following agreed protocols relating to supervision in House:

- Protocol for pupil action in the event of an adult not being present in an emergency. The protocol should be publicised in House and clearly displayed on noticeboards and pupils should be reminded regularly of procedures via both House Meetings, Teams messaging and notice whiteboards. Bligh House and Stuart House are closed during the school day. Brooke House is open and supervision in place during the school day
- The Housemaster/mistress provide appropriate supervision in House that covers the key times identified above.
- Housemasters/mistresses should regularly review their visitors' policy and audit the signing in and out process.

2.3 In and around the School site

The Duty Rota is published at the start of the autumn term and sets out the key responsibilities of staff who are on duty as well as which staff are required to fulfil the various roles each day.

2.4 Offsite (matches and fixtures/Educational visits etc)

There are many occasions when pupils are taken offsite to take part in Educational Visits/Activities/ Work Experience or sports fixtures. It is the Group Leaders' responsibility to ensure that pupils are adequately supervised during these visits. The arrangements for the supervision of pupils who are taking part in Educational Visits is set out in the Educational Visits Policy

3. Boarders At Weekends

A programme of cultural, sporting and social activities runs throughout the year across the School.

All Students: Select a number of Saturdays in line with all students across the academic year. Most students will select 11-14 Saturdays, some of which are compulsory.

3.1 Outings/Activities

Sports fixtures are compulsory for all pupils who have been chosen to represent the School.

Social and cultural activities such as ten-pin bowling; ice skating; theatre and cinema trips; museums and galleries trips; top sports events and attractions such as Thorpe Park provide something for all boarders, but these are optional. All activities and trips are supervised by members of boarding staff.

3.2 Boarders remaining on site at the weekend

Boarders who remain on the School site for the whole weekend are under the supervision of their Housemaster/Housemistress and normal weekday rules generally apply to Bounds and the local area. This is except for "dress" and certain activities and outings, which are permitted as part of the Weekend Programme in order to enable pupils to maximise their social and cultural opportunities (see above). Sixth Form pupils are allowed out on a Wednesday (until 10pm) and into London on a Saturday evening or Sunday if parents have consented and if they have the permission of their Housemaster/mistress and if accompanied by other pupils but must return to House by 10:30pm at the latest. Pupils in Years 10 - 11 (and seniors) are able to go offsite on Saturday to Bluewater with the school minibus with their Housemaster/ mistress's permission. Younger pupils may not visit central London unaccompanied.

It is the pupil's responsibility to inform the Housemaster/mistress of their movements at all times, seeking permission where appropriate, signing out in addition to receiving verbal permission; solely signing out is never acceptable for any departure from House. Various roll-calls will be taken in House at set times during the weekend. Off-site overnight visits will not be permitted unless the correct permission request has been completed in advance by parents.

Casual clothing may be worn throughout the weekend, provided pupils are sensibly and appropriately dressed.

3.3 Boarders leaving the site at the weekend

Full boarders who choose not to remain on site at the weekend after they have met their morning activity commitment and sporting commitment if required for a fixture, are expected to stay with a parent or designated guardian who should complete the appropriate leave request, giving full details of the visit by Thursday during the week of the intended visit. Boarders may make arrangements to check out of school at the weekend, and parental / guardian consent and/or special permissions are required. Occasionally, alternative arrangements will be requested. In such cases, the Housemaster/mistress must be contacted by parents/guardians, and by the intended host parents by Thursday evening or else

permission to stay out will not be granted. Full details regarding weekend leave for boarders are contained in the Boarding Handbook.

3.4 Weekly boarders

Weekly boarders may depart from the School site on Friday afternoon once their School commitments have been fulfilled. Weekly boarders may stay in School on Friday evening, in which case they should follow the Saturday morning activities programme, as detailed on School Cloud. A Weekend Leave agreement will be made at the start of the School year indicating departure choice and travel arrangements. Occasional changes to arrangements can be made at anytime, but this must be done in good time, parents satisfying themselves that the relevant Housemaster/Housemistress understands the change. Where this is done, the Housemaster/mistress must be informed of the changed arrangements no later than noon on the preceding Thursday. All boarders are expected to return to the House on Sunday evening or in good time for registration at 8:30am each Monday morning.

Staff supervise students at break and lunch. The leadership team supervises students at the the turning circle each school day.

4. Medical supervision

Pupils who are ill at school are supervised in the Sick Bay by the School Nurse from 8am until 3:30pm, after which Boarding staff take responsibility for them in Boarding Houses as appropriate. Boarders with contagious illnesses will be confined to their boarding room if necessary and boarding staff supervise them in House. Parents of day students with contagious illnesses should collect them to provide care and supervision at home.

5. Review

This Policy should be reviewed annually by the Deputy Head who shall consider any changes to School processes that may be needed following any incidents that have arisen due to a lack of supervision during the year.

Date of Policy: November 2023

Date of next review: Autumn 2024