



SUPERVISION OF PUPILS POLICY

SENIOR SCHOOL

Governors' Committee normally reviewing:	Academic Committee
Date last formally approved by the Governors :	March 2016
Date policy became effective :	November 2010

Period of Review:	Three Yearly
Next Review Date :	March 2019

Person responsible for implementation and monitoring :	Senior Deputy Head SLT Housemasters and Housemistresses
Other relevant policies :	Safeguarding and Promoting Pupil Welfare Policy Teaching and Learning Policy Discipline and Exclusions Policy Promoting Positive Behaviour for Learning and Code of Conduct Policy Pastoral Care Plan Anti Bullying Policy Health and Safety Policy Safer Recruitment Policy

This policy sets out to support the Aims and Ethos of the school

[Aims of the School](#) Click here

[Ethos of the School](#) Click here

Mr Chris Townsend
Head, Senior School

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect

SUPERVISION OF PUPILS POLICY

1. INTRODUCTION

Proactive and vigilant supervision of students is an essential aspect of managing and running the school, in order to safeguard children's welfare at all times. Staff at Felsted who have supervisory duties over children are defined as full and part time teaching staff. Teachers from other schools or adults such as parents, may volunteer to assist in the running of activities, but their role must be discussed and agreed beforehand. All adults who have such access to pupils must be checked through the DBS at the appropriate level. Adults who are not members of staff at Felsted would not usually be included in staff-pupil ratio calculations.

2. STAFF PUPIL RATIOS (for activities)

Overall the school's staff to pupil ratio is 1: 8.5. Where appropriate, for pupils of all ages, a risk assessment should be carried out to ensure that the staffing ratio is appropriate to circumstance.

The agreed ratio will depend on factors including:

- The age, sex and ability of the pupils involved
- The numbers of pupils involved
- The standard of discipline associated with the pupils concerned
- The nature of the activity and the degree of risk involved
- Any special educational or medical needs of the pupils
- The location of the activity
- The duration of the activity
- The experience and competence of the staff associated with the activity
- In general 1: 25 would be the maximum number.

3. SUPERVISION STAFF DUTIES

a) *General Background: House supervision*

The following schedule does not set out to be comprehensive but to give the essential minimum framework around which the House Duty Staff must work. House Duty Staff should always remember that they can be **held responsible** for any accident or mishap that may occur to pupils on the school grounds during their period of duty.

It is therefore essential that they are proactive in their supervision rather than reactive, moving around the house and alert to potential problems. If pupils are aware that the member of staff on duty may appear at any moment (irregular but frequent appearances), possible misdemeanours may not be contemplated.

Breakages and vandalism usually occur when pupils can be sure that they will not be observed. For this reason, Duty Staff **should not involve themselves in any specific activity** for any length of time i.e. playing football, helping pupils in Computer Room etc. during their tour of duty, **nor should they base themselves in the Common Room or be doing photocopying, marking etc.** When in doubt it is better to err on the strict side.

Any incidents or relevant comments on particular pupils should be written down **in the House Logs**, which are kept by the Housemaster or Housemistress. **Punishments etc. should be given according to the School's Discipline and Exclusions and Promoting Positive Behaviour Policies, as well as with reference to the specific House protocol on Rewards and Sanctions.** A professional, caring and proactive approach to house supervision will usually mean that punishments are only needed occasionally. Where house duty staff are concerned about the behaviour of (a) particular pupil(s) they should seek advice and guidance from the HM.

b) *Senior Management Duties*

The Senior Management Team are 'on call' throughout the week as per the following rota:

Monday – RLF
Tuesday – FMB
Wednesday – GWSM
Thursday – MLM
Friday – SRC
Saturday – KAM
Sunday – GWSM/FMB/CJT

SLT will keep a particular eye on the lunch and supper queues. Between 6.50pm and 8.00am the following morning, pupils are under the care of their respective Houses, and the same applies at the weekend, from the end of the school day on Saturday (4pm) until Monday morning.

The SLT duty rota is published (with all contact details) in houses and in the LRH foyer.

During Evening Visiting the Senior Deputy Head or Senior HM will, by rotation, be a visible presence around the school site, checking areas such as Chapel, The Front, The Cromwell Centre, the LRH, the Astros, The Bury and the churchyard.

When there is a specific evening event, where needed a member of SLT be allocated to manage the event, including the final supervision of pupils, although the member of staff in charge of the event should take primary care of pupils attending.

During holidays, a separate rota will be published, to make clear which member of SLT is available, and in charge of the school on each day. Trips taking place during the holidays will usually have one member of SLT as their first point of contact for the duration of the trip.

c) Common Room Duties

All members of Common Room have a common duty of care as a teacher (see section 7 below). They are in charge of specific activities and events which they organise, whether in school or off site. They also have responsibility for duties such as supervising social events on Saturday evenings as per a pre-planned rota. Specific staff run, and manage, the Sixth Form bar. Graduate Resident Assistants also assist with specific duties of this kind.

d) Prefect Duties

The school is proud of the leadership and responsibility of its senior pupils and they undertake significant duties in the day-to-day management of the school. The prefect body is approximately 24 Year 13 pupils each year and the full range of their duties is outlined in the Prefects Handbook. These include:

- Chapel supervision
- Lunch and supper queue supervision and Lord Riche Hall duties
- Cromwell Centre, Tuck Shop and Bar duties
- Grignon Hall/Assembly duties
- Library duties
- Peer mentoring
- School Prefects Detention
- Village Relations

4. KEY TIMES OF THE SCHOOL DAY

These guidelines help to emphasise a consistent approach to daily and weekly routines.

b) Break

Pupils who go back to house during break time are supervised by the HM, AHM, Resident Tutor (or Matron) on a House rota.

c) Lunch

Prefects and SLT ensure that behaviour is orderly in the lunch queue. By eating in the hall with the pupils staff provide supervision and deal with any behavioural issues if they arise. Pupils who go back to house during lunch time are supervised by the HM, AHM, Resident Tutor (or Matron) on a House rota.

d) Supper

Prefects and SLT ensure that behaviour is orderly in the supper queue and SLT keep an eye on behaviour in the hall.

5. DUTIES IN HOUSE

Each House will have separate duty rotas involving House staff and Tutors. These duties will be carried out throughout the evening and, in particular, during prep time as well as on Sundays. During the week HMs will organise Heads of House and House Prefects to play a role in Prep supervision duties according to the layout and needs of the House. All pupils are required to sign in and out of Houses, including when they go to use the Library, or the Hunt Theatre or other activities after 7:00 pm. There are frequent House roll calls and the house-specific lock up procedures are detailed on the House duty staff rotas.

6. DUTY MOBILES

All HMs and all SLT have duty mobiles and should use these to ensure that there is swift and immediate contact as appropriate over any issue which arises. This can include accessing parents' details (on the MIS) on a smartphone and ringing immediately. All duty mobiles should have the other duty phone numbers stored in them.

7. DUTY OF CARE

All members of Common Room have a common duty of care as a teacher to manage and organise pupils to achieve courteous and orderly behaviour at all times as they move around the site. Any member of staff should immediately contact a member of Senior Leadership if they have concerns about handling a difficult situation.

8. ACCESS TO HIGH RISK AREAS WITHIN THE SCHOOL BUILDINGS OR GROUNDS:

We ensure that pupils do not have unsupervised access to potentially dangerous areas.

Science Laboratories: Laboratories are kept locked outside teaching times during the school day and are unavailable to pupils unless a member of staff is present. The Technicians Prep Rooms are locked when not being used.

Design Technology and Textiles workshops: Workshops are locked and are unavailable to pupils unless a member of staff is present. The building is protected by an intruder alarm system linked to a 'Red Care' telephone line and, in the unlikely event of a break in, the control station notifies the Head of Design Technology immediately. Machines are electrically locked off with a key switch when not in use.

Kiln Room: Is kept locked outside teaching times during the school day.

CCF (weapons, ammunition storage): Extra security is in place to protect these areas. The main outer door and inner doors to weapons and ammunition are made of 50mm thick security steel. The building is protected by motion sensor intruder alarms and linked to the Royal Military Police at the Colchester Barracks.

Sports Hall. The Sports Hall is supervised at all times by Felsted Fitness Staff during main opening hours, and is locked when not in use. At weekends, sixth form pupils can gain access to play indoor football, with the permission of HMs, but will not have any access to the Weights room, unless a member of staff is present.

Swimming Pool: The swimming pool building is accessible only by authorised staff using the Fob system.

School Boarding Houses: Roof spaces are out of bounds and loft doors are locked. Window restrictors are in place. Access to flat roofs in boarding houses is prevented with window restrictors.

Unauthorised access to roofs and other high areas: Access equipment ladders, steps etc. are removed to a secure store when not in use. Access equipment is not left unsupervised when in use, and made inaccessible when not in use. Locations and positions of bins and other mobile equipment are checked to ensure they do not create easy access to areas of height. Plants and trees are carefully selected, located and maintained to ensure they do not provide easy access to areas of height.

Cricket Pavilion Balcony: The Pavilion is locked at all times when not in use. The building is protected by intruder alarms.

Medical Centre: Is managed at all times during opening hours by the Medical Centre Staff, kept locked outside these hours and are unavailable to pupils unless a member of staff is present. The building is protected by motion sensor intruder alarms.

Ponds: School ponds are out of bounds. "Danger Deep Water" warning signs are in place around the perimeter of the pond in the Bury Gardens.

Works Department storage and workshops: All areas are secure outside normal opening hours (8.00 am - 5.00 pm Mon - Fri). Intruder alarms are fitted to all buildings.

Boiler Rooms, Plant Rooms, Electrical Switchgear, and Well Room: Are locked when not in use, keys must be signed for from the Works Department.

Cleaners Storage Cupboards: The Domestic Staff ensure that these are locked when not in use.

Mr George Masters
Senior Deputy Head

Mr Chris Townsend
Headmaster

Supervision of Pupils 2015-16

Members of SLT will be on call on the following days:

Monday	RLF
Tuesday	FMB
Wednesday	GWSM
Thursday	MLM
Friday	SRC
Saturday	KAM
Sunday	GWSM/FMB/CJT

The member of SLT will be around to help supervision of meals, as well as being around the site during the day.

In case of emergency, the following contact numbers can be used:

GWSM	07710 094842	01371 822670
KAM	07581 498930	01371 822673
FMB	07581 498884	01371 822720
MLM	07795 946320	01371 822657
SRC	07751 628363	01371 822738
RLF	07788 718404	
Deputy Heads' PA		01371 822708
Assistant Heads' PA		01371 822678

- The Headmaster remains in charge of the school, unless notices show otherwise (contact 01371 822606).
- Each house will have a named member of staff on duty and details of how to contact them in house will be displayed.
- Prefects report to the member of SLT on the rota above (or the Senior Deputy Head).
- Between 7.00 pm and 8.00 am and all day on Sundays, pupils are under the care of their houses, and must sign out to leave the house.

GWSM