



# Supervision of Pupils Policy

## Upper School

### POLICY STATEMENT

Clifton College regards the safety of pupils to be paramount at all times. We believe that only when pupils both feel safe, and are safe, can they achieve their potential at school.

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the College day. In drawing up this policy we are mindful of the age range of our pupils, who require increasingly less direct adult supervision the older they become, and we will therefore provide an environment in which there is appropriate supervision, rather than omnipresent surveillance. It is accepted that our pupils are required to behave responsibly at all times and some flexibility of supervision is needed to allow our pupils to mature into adulthood. Nevertheless all are under 18 years of age on arrival at the School and although they nearly all reach the age of 18 years old during their time at the School they are all still subject to our 'duty of care' procedures whilst in attendance at the School. This policy is based also on the need for rapid and effective communication upwards should any emergency arise.

### LEGAL OBLIGATIONS

The College has specific obligations to ensure, as far as is practicable, a safe place of work is established for all pupils, employees and others who enter the College. The College is required to ensure that the supervision of pupils throughout the College day is adequate to ensure their health, safety and welfare.

Individual members of staff have a duty of care to the pupils, which is based on the principle of 'in loco parentis'. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Head Master has certain responsibilities which they are required to exercise through their staff. These include:

- formulating the overall aims and objectives of the school and policies for their implementation;
- ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively;
- ensuring the maintenance of good order and discipline at all times during the School day and whenever the pupils are engaged in authorised activities whether on the College campus or elsewhere;
- making arrangements for the security and effective supervision of the College buildings and their contents and of the College grounds.

### NEGLIGENCE



If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the College which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of its employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

## **SUPERVISION ON AND OFF THE COLLEGE PREMISES**

The School's responsibility begins from the moment a pupil arrives on the College campus following the official opening time of the houses, having returned from a holiday break, exeat, or other leave period. Parents, or the appropriate legal guardian are responsible for the pupil for all travel between home and the College unless the pupil is on an authorised College trip. A statement to this effect is included in the Parents' Handbook.

House Staff are available for pupil supervision during the working day and at weekends according to a published rota.

## **RESPONSIBILITY DURING THE DAY**

This policy should be read in conjunction with the Attendance Policy and the Missing Pupil Policy, which detail how a pupil's attendance is monitored and absences are dealt with.

## **ILLNESS**

When pupils are taken ill during the College day, then they may be required to attend the College Health Centre. Staff at the Health Centre will notify the House staff, parents and/or legal guardian as is appropriate, taking into account medical confidentiality rules.

## **PRACTICE**

During the school day there are many adults on site, both teaching and support staff, and pupils know where to find help if needed. The Health Centre is centrally placed in the College campus; this is a pupil's first recourse in a medical emergency. The Health Centre is staffed by trained nurses from 7.30am until 6.30pm on Monday to Saturday. There is an out-of-hours service which can be contacted by calling 637 which will make contact with one of the two onsite residential nurses who can easily visit the House and assess the situation. Emergency telephone numbers, including the mobile phone numbers of Housemasters/mistresses (HoMs), the Deputy Heads and the Marshal are promulgated and there is no place in the School where an adult is not nearby. The Marshal visits all areas of the College campus on a regular basis and is also a presence in the local community.



At break and lunch times supervision makes use of members of staff and the Prefect and Praepostor system. Prefects and Praepostors have a rota of duties around the campus at key times, and are trained to look out for problems and they know to whom these should be reported. Boarding and Day Houses have staff supervision throughout the day, this assists in the creation of a secure environment. The staff involved in this supervision include the matron, domestic staff, House staff and other members of the House team. HoMs and Assistant HoMs are resident in the boarding Houses and the Head Master and Marshal also live within the College campus; the Deputy Heads (Pastoral, Academic and Co-curriculum) and Senior Deputy also live in close proximity to the campus.

In the evenings the Boarding Houses are staffed by an adult at all times on a rota, and boarding pupils are checked both at 7.10pm and again at bedtime. Overnight all the Houses have an adult in attached residential accommodation. Fire practices are carried out regularly and at least once this happens overnight.

At weekends HoMs or Assistants HoMs are on duty by rota, and pupils are made aware of how they may be contacted by mobile phone. Arrangements can be made for boarders to leave the campus under strict guidelines (see School Rules). Regular roll calls ensure that pupils are safe and accounted for.

## **SUPERVISION OF SPECIAL ACTIVITIES**

Please see specific individual College/Departmental handbooks and departmental rules and specific policies for supervision requirements pertaining to specialised activities. Staff should seek the advice of a member of the College SLT should there be any question as to the supervision levels required of any pupil whilst undertaking any activity which is under the control of the College.

## **MONITOR AND REVIEW**

This policy will be reviewed annually and at other times in the intervening period as necessary.



## APPENDIX

### Supervision

#### The Model

There are House teams to ensure that the level of supervision in Day and Boarding Houses meets the needs of the pupils and the requirements of the inspectorate. Within the House teams there are matrons, teaching staff, sports coaches and Graduate Resident Assistants.

#### Rationale

- Feedback from the pupils in terms of how safe and comfortable they feel on campus;
- The requirement from ISI for appropriate supervision. This sits alongside the NMS (20 - Staffing and supervision updated September 2022) for boarders.

#### House supervision

- Day Houses: We need to ensure that from 7.30am-7.15pm there is constant supervision.
- Boarding Houses: We need to ensure there is 24 hour supervision.
- Matrons cover the vast majority of the hours during the day, they have a lunch slot during either period 4a (11.55am - 12.50pm) or 4b (12.30-1.15pm).

#### Matrons

##### Day

- Mon: 8-5pm
- Tues: 8-5pm
- Wed: 8-5.15pm
- Thurs: 8-5pm
- Fri: 8-5.15pm
- Sat: 8-1 (NO lunch slot)

##### Boarding

- 7:30am-6pm Monday to Saturday. On a Monday Matron works until 6:15pm.

#### House team

A member of the House team must cover Matron's lunch slot (p4a or p4b) and once Matron leaves for the day.

#### Lunch cover

Matrons have 40 minutes for lunch. All staff should expect to take a lunch slot (period p4a or p4b) per week. If unable to cover lunchtime due to timetable restrictions then this will be recognised in the after school supervision requirements which includes Saturday afternoon.



### **Illness & other absence**

If Matron is away then the HoM needs to contact the Academic Support Administrator so a Bank matron can be requested, if they are not available then the HoM should consult the rest of the House Team to fill the schedule. If slots cannot be covered then the Academic Support Administrator needs to be informed so that the cover allocation can be utilised.

### **Expectations of House duty**

#### Day Houses

If you work in a day house then the house will need cover once Matron leaves. This will include Saturday afternoons (until 4.15pm). You should expect to be on duty once a week with a shift on a Saturday afternoon which is dependent on your Saturday co-curricular commitment.

#### Boarding Houses

If you work in a boarding house you will undertake an evening duty once a week. Matron's Saturday lunch slot (40 mins taken between 1-2pm) will also need to be covered by the House Team. Again this will be dependent on your co-curricular commitment.

### **House team induction notes (NMS 20.1)**

Expectations when on duty:

- To arrive punctually and let the HoM & Academic Support Administrator know if you are going to be late or are going to be absent
- To patrol the House, listening out for poor behaviour & challenging it
- Chatting with the students
- Update CPOMS with any relevant information while on duty
- Answer the duty and or Matron office phone
- Understand what to do in an emergency (fire, medical) and manage the situation
- Undertake reasonable requests as directed by the HoM
- Only trained staff can dispense medication, so liaise with the Health Centre

### **Supervision in other areas of the School campus**

All staff have a responsibility to challenge and deal with any poor behaviour they witness.

### **Areas requiring supervision**

- BSK & Lower dining room - staff to eat amongst the students. There are also a high number of sodexo staff that are also expected to challenge behaviour and may seek the support of teaching staff should an issue arise that they feel unable to deal with. Praeps & Marshal supervise queues. Graduate Resident Assistants cover supper duty in the evening. All staff are welcome to have supper in BSK in the evening.
- The Quad & Parapet - The Marshal supervises this space
- The Crypt - Two Sodexo staff cover during the week, Head of Sixth Form (NCM) covers Saturday breaktime.
- The main campus and Close - The Marshal during the day, boarding tutors each take 5-10 mins after prep to do a circuit.
- SLT cover a 30 minute BSK & Parapet duty at some point between 6-7pm.

**Saturday afternoon**

If the matron is at A&E on a Saturday and the house is then left unsupervised, the HoM will need to see if there is another member of residential staff that can cover. If this is not possible then a member of SLT should be contacted for advice.