P9 Supervision of Students Policy

Aim

To set out clearly the procedures to ensure that all students are adequately supervised whilst on the school site.

Introduction

Duty of care is a legal requirement. The Governing Body is required to ensure, as far as is practicable, adequate supervision of students throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

All members of staff are responsible on a day-by-day basis for ensuring that students at the School are safe.

Supervision of the School Site and School Buildings (other than houses)

Students are generally well-behaved around the school. They are used to taking responsibility for themselves therefore staff should support and foster their maturity and self-awareness in this respect. General supervision of students is necessary however. In addition to daily supervision duties, staff offices and classrooms are scattered around most buildings on site, meaning that most students are in close proximity to staff during the teaching day.

As part of their safeguarding commitment, all staff are expected to:

- Keep a watchful and supportive eye on students at all times, intervening if any student appears distressed, unduly worried or appears to be in any sort of difficulty or in need of any kind of help. Liaise with house duty staff, School Nurse or others if necessary. Log any concerns on 'My Concern'.
- Intervene and deal with any student behaviour which is inappropriate, dangerous or potentially dangerous.
- Challenge any students who are / appear to be unoccupied and take necessary action so that they are engaged in purposeful and appropriate activity.
- Ensure that any student who has 'lost track of time' is redirected to the appropriate lesson / activity.
- Take a careful look when passing rooms to ensure that appropriate activity is taking place (including the Sixth Form Common Room and practice rooms).
- When passing the ICT Room, deal with any inappropriate use of the school computers – academic work / school emails / composition software should be the norm on screen.
- Assist with any Fire Alarm / Fire Drills, supporting the timely evacuation of the buildings, the orderly and quiet conduct of students, the effective completion of roll-calls and any other actions connected with the sounding of the fire-alarm to ensure the safety of students and staff and compliance with fire-related procedures.
- Keep a constant and careful look-out for any unauthorised persons in any school building or on the campus, challenging any who are not wearing an identity badge and taking immediate and appropriate action to deal with any concerns.
- Keep a general look out for anything which is hazardous, unsafe or would pose any kind of risk to students or staff (e.g. instruments left lying in inappropriate places, tripping hazards, fire

extinguishers removed, unsafe fixtures or items in need of repair, drawing pins from notices lying on floors, etc.) and act to put the matter right / report it immediately.

In addition to this adult presence, a duty rota ensures that a designated member of SLT is on general supervision duty whenever classroom lessons or Music Blocks are taking place. Their duties are detailed below (Appendix B). During weekday evenings, SLT support boarding staff in supervision of student activity around the school.

A designated duty member of each house team will supervise students in the Dining Hall and further members of staff will be allocated specific duties within the weekly duty rota.

Main reception and the School Office is located centrally within the main building and students can report problems directly to a member of staff.

A general schedule of supervision can be found at Appendix A.

School Day Supervision of Senior Houses – Ellington, Sunley

The houseparent in each House is responsible for ensuring that all students in their house are properly supervised.

A member of staff is based in the house office during the school day (8.30 a.m. – 5.00 p.m.). The houses are supervised at all times by a duty member of staff, who will carry the house phone (all students are expected to have this number in their phones and it is displayed on the house noticeboard). If for any reason it is necessary for the duty member of staff to leave the house, or they are not immediately accessible in the main office or foyer, they will be contactable by phone and a note left on the office door with the house mobile number. During periods when a large majority of students are in lessons it is acceptable to have one member of staff covering Ellington House.

School Day Supervision of Avison house

Other than lunch time when the house is staffed, Avison boarders are not allowed to return to their house during the school day, unless a member of staff is present.

Supervision of Practice Time

As a school for young musicians, all students up to Year 11 have designated times for individual practice. For students up to and including Year 9, these times will be supervised by Practice Supervisors in designated rooms. Older students are expected to practise without direct supervision. However, the layout of the school means that all rooms are near to staff offices, classrooms or houses, and all are able to summon adult assistance if required. Additionally, the staff duty rota ensures that practice-rooms are checked on a regular basis through the school day.

Duty Staff

Boarding Houses

All boarding houses are required to publish a Staff Duty Rota which sets out which staff are on duty throughout every 24 hour period. Rotas should be displayed clearly in houses and shared with relevant staff, including the School Nurse, Reception and the Senior Leadership Team.

Duty Senior Staff

A member of SLT will be on duty each day, and will be responsible for overseeing the general supervision of the main school building. He or she will be available in his / her office (or nearby) at breaks, lunchtimes and until 5.00pm.

Outside and Break-time Supervision, Monday – Friday

Classroom teaching staff are required to supervise the outside and recreational areas at breaktimes and lunchtimes each day, on a rota basis. The duty involves patrolling the field, all-weather court, and area in front of Avison House. Classroom teaching staff should ensure they are visible and can easily be found if needed by a student or member of staff. Guidance on these supervision duties is given below (appendix C).

Evenings

A resident member(s) of SLT is on duty each evening overseeing general security on the school site. They assist with supervising student activity around the main buildings and on the campus, liaising with houseparents and duty staff as needed.

Evening Supervision Prep, Monday – Thursday

During evening prep, Mondays to Thursdays, prep is supervised by staff in houses and students are expected to sign in, except for Avison who are supervised by a member of the house team in the ICT room.

Supervision at Weekends

- All boarding houses are staffed throughout each weekend, and are required to publish a Staff Duty Rota which sets out which staff are on duty throughout every 24 hour period.
- Additionally, support for boarding staff in supervising students is to be made available during Saturdays and Sundays, with a staffed rota of afternoon supervision for co-curricular activities in place (see Appendix D).
- Day students are not allowed in school at weekends except for organised activities or with specific permission.
- At no time should a boarding house containing students ever be left without proper arrangements having been made for adult supervisory cover.
  No boarding house containing students should ever be left during the night without an appropriately qualified adult in residence.

Supervision of Students on Trips

Appropriate supervision of students on trips and off-site activities is decided on a risk-assessed basis. Full details are available in the EV1 Policy and documentation.

Emergency Support

The Principal, Vice-Principal and Director of Boarding (all of whom live on site) are available to provide emergency support to House staff overnight and at weekends via dedicated mobile phones (not for distribution to students).

Policy author / reviewer:	*Policy date / review date:*	*Next review due:*
C Rayfield	September 2020	Summer 2021
T.Burns/K.Cayley	September 2021	September 2022
T.Burns/K. Cayley	September 2022	September 2023
K.Cayley/J.Mitchell	September 2023	September 2024
T.Burns/J.Mitchell	September 2024	September 2025
T.Burns/J.Mitchell	September 2025	September 2026
T.Burns	September 2026	September 2027

APPENDIX A – SUPERVISION DURING THE SCHOOL DAY (MONDAY – FRIDAY)

	Boarders	Day Students
07.00-08.20	See para. 6 above. Younger students who have allocated practice time are supervised in school practice rooms by the Practice Supervisors.	Day students should not be in school before 8.00am.
08.00-09.00	Boarders are registered in houses by breakfast time (7.00-8.40), followed by Music Block, tutorial period or Assembly.	Day students should register in boarding houses by 8.40am, and then go to Music Block, tutorial period or Assembly.
Classroom lesson times (08.40-17.00)	Teachers are responsible for the supervision of their class. No class should be left unsupervised. Students who are not in lessons should be in private study in the Library (supervised by the Librarian) or in practice rooms (see para.5 above). Sixth Form students may return to their houses after break.	As for boarders
Break times	Staff duties cover this period - see Appendix C.	As for boarders
Lunch times	Staff duties cover this period - see Appendix C.	As for boarders
16.00-18.00	Avison students have supervised prep or games from 16.00-17.00 Senior students have either lessons (as above) or rehearsals (supervised). Otherwise they can return to houses. Students can sign out to go off-site, via a member of staff, and following the guidance in the Student Handbook. All students are registered by house duty-staff at evening dinner in the Dining Hall.	Day students are expected to leave the site after their last lesson or activity, or by 18.00 at the latest, unless staying for a staff organised activity. Those who remain should be in a practice room, or a scheduled rehearsal.
Supper and free time	Boarders are supervised by Duty Staff in each house. All students report to Houses for prep.	Day students should only be on site for a staff organised activity. If supper is required it should have been ordered via Boarding Houses in advance.
Prep 19.00 – 20.30pm	Boarders are registered and supervised by house Duty Staff, but may sign out to the Art Room, Music Technology Studio, Composition Studio, or to specific musical activities / rehearsals / practice if prep is up to date. All of these areas are close to the Houses and can be checked by house staff when required. A resident member(s) of SLT and the evening supervisor patrol the main buildings, practice rooms and the campus, liaising with house staff as necessary.	Day students should only be on site for a staff organised activity.
After Prep	As above, until required to be back in houses (times vary by year groups).	n/a
Overnight	Overnight supervision of boarders is the responsibility of the Houseparent (or other designated resident member of staff).	n/a

APPENDIX B – GENERAL SUPERVISION OF STUDENTS IN AND AROUND SCHOOL DURING THE HOURS OF TIMETABLED CLASSROOM AND MUSIC TEACHING, MONDAY – FRIDAY

A member of SLT has daily supervisory duties in and around school during designated classroom and music teaching times.

A member of SLT will walk around the teaching areas, supporting colleagues who are teaching with any general supervision issues.

Teaching Areas must include:

- Main Building – Ground and 1st Floor, including Library and ICT Room
- Main Building – Ground Floor PR (Harp, Double Bass etc.), First Floor UPR, West Wing PCS
- Main Building – Dining Hall, Reception, Gym, Sixth Form Common Room
- NMC – All Floors, including Ground Floor Teaching Studios, Classroom and Recording Studio
- 'SP' Practice Rooms
- T Block Drama space

When Duty Staff are not 'on their rounds', they should be based in their classroom, the Staff Common Room or office and should be logged into their school emails and thus contactable by any teaching colleague / School Office / Music Office / house staff colleague to assist with any ongoing issues.

APPENDIX C – GENERAL SUPERVISION OF STUDENTS AROUND AND OUTSIDE SCHOOL BUILDINGS DURING DESIGNATED DAYTIME, MONDAY – FRIDAY

A duty-rota is published each academic year by the Vice Principal which assigns members of the classroom teaching staff to supervisory duties around school and the campus during designated daytime breaks (mornings 10:20 to 10:40, lunchtime 12:40-13:40).

Staff are deployed for supervision duties around the school and campus at times when students are out and about. It is important that this supervision is in place consistently and that a general eye is kept on students' casual free-time activities.

Priority must be given to cultivating suitable behaviour and overseeing safety so that the students sense they are being supervised. Horseplay, 'messing about', unsuitable running / chasing games, unsafe casual sport, verbal bullying, name-calling, playing with water during hot weather are all examples of inappropriate behaviour which must always be challenged and dealt with immediately by duty staff. Students are forbidden to run or play in any of the designated parking areas or vehicle routes on campus.

(Resident boarding staff are not scheduled on these duty-rotas as they are involved in general supervision from their houses throughout the daytimes and evenings.)

Staff who are scheduled on the rota for supervision duties must make sure they specifically inform the Vice Principal of the need to cover a Duty Rota slot if they are away from school.

All teaching staff are reminded of their collective and individual duty to supervise students around school. Students' safety and wellbeing are a priority. Students' behaviour and conduct should be appropriate at all times – lapses must be dealt with as a priority. The Dining Hall during mealtimes and breaks requires particular vigilance.

Detail of supervision areas:

- Main playing field, grass area in front of Avison House, all-weather court, areas in vicinity of 'T' Block; outside areas in front of and around the New Boarding House. Please include a couple of supervisory strolls past the ICT Room on your rounds. Encourage suitable use of the ICT Room and deal with any inappropriate behaviour. Students must not bring food and drink into the ICT Room.
- Include indoors, top corridor and ICT Room if wet; divide indoors and outdoors whenever two colleagues are on duty at the same time in good weather.

Whilst on duty, staff should ensure that they include the Sixth Form Common Room to ensure appropriate use of the space. Inappropriate use should be challenged and reported to the Head of Sixth Form.

APPENDIX D – GENERAL SUPERVISION OF BOARDING STUDENTS AROUND AND OUTSIDE SCHOOL BUILDINGS DURING SATURDAY AND SUNDAY

During Saturday and Sunday, the Director of Boarding supports houseparents and resident members of boarding staff in providing suitable supervision of the main building, the New Music School and other key areas (including outside in summer months), such that students are able to use selected school facilities suitably and house duty staff are able to supervise residential areas appropriately.

Leisure activities (outside in summer months)

In close liaison with house duty staff, the Director of Boarding will keep a supervisory watch over students' casual free-time activities. In doing so, priority must be given to cultivating suitable behaviour and overseeing safety so that the students know they are being supervised. Horseplay, 'messing about', unsuitable running / chasing games, unsafe casual sport, verbal bullying, name-calling, playing with water during hot weather are all examples of inappropriate behaviour which must always be challenged and dealt with immediately by duty staff. Students are forbidden to run or play in any of the designated parking areas or vehicle routes on campus.
There is a staff rota for supervised co-curricular activities.

General activity including musical rehearsals and practice around the main buildings

The supervision should include walking around the main buildings regularly
Areas must include:

- Main Building – ground and first floors, including the CP Hall;
- Main Building – PR (harp, double-bass, etc);
- Main Building – Dining Hall and Reception;
- NMC – all floors, including ground floor teaching studios, classroom and recording studio

Specifically, the Director of Boarding and members of duty staff must:

- Keep a watchful and supportive eye on students at all times, intervening if any student appears distressed, unduly worried or appears to be in any sort of difficulty or in need of any kind of help. Liaise closely with house duty staff. Log any concerns on 'My Concern'.
- Intervene and deal with any student behaviour which is inappropriate, dangerous or potentially dangerous.
- Take a careful look at all practice-rooms which are open, to ensure that appropriate activity is taking place. Practice should be safe – are windows safe if open? Are students practising where they told house duty staff they would be?
- Assist if the Fire Alarm sounds, supporting the timely evacuation of the buildings, the orderly and quiet conduct of students, the effective completion of roll-calls and any other actions connected with the sounding of the fire-alarm to ensure the safety of students and compliance with fire-related procedures.
- Keep a constant and careful look-out for any unauthorised persons in any school building or on the campus, taking immediate and appropriate action to deal with any concerns.
- Keep a general look out for anything which is hazardous, unsafe or would pose any kind of risk to students or staff (e.g. instruments left lying in inappropriate places, tripping hazards, fire extinguishers removed, unsafe fixtures or items in need of repair, drawing pins from notices lying on floors, etc.).