



## ***St. Francis' College Supervision of Pupils Policy (Senior)***

### **Introduction**

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils.

### **Legal Obligations and the Duty of Care**

The Governing Body and the Headmistress have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others entering the College premises.

The College is required to ensure that the supervision of pupils throughout the school day is adequate in order to ensure their health, safety and welfare.

Teachers 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 Headmistress has certain responsibilities.

These include:

- Formulating the overall aims and objectives of the College and policies for their implementation.
- Ensuring that teachers at the College 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 (including breaks) when pupils are present on the College premises and whenever the pupils are engaged in authorised College activities, whether on the premises or elsewhere.
- Making arrangements for the security and effective supervision of the College buildings and their contents and of the College grounds.

DFE guidance states that during the time pupils are in school, staff are under a legal duty to exercise 'reasonable' care to see that all pupils are kept safe. Staff cannot be expected to keep a constant vigil over every pupil, accidents may happen and pupils may occasionally abscond, even in the best-regulated schools. However, St Francis' College demonstrates:

- Regard for the ages and capabilities of their pupils.
- A systematic approach to safety in the light of foreseeable risks.
- College rules that have been drawn up to seek to eliminate or significantly reduce anticipated risks, and these rules are known to all pupils. Pupils are made aware of these rules during form time and are regularly cross-referenced in assemblies and classroom discussions.
- That teaching staff are aware of their supervisory responsibilities, both in lessons and when the pupils are out of class, and that staff are appropriately trained.
- Risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of particular pupils in particular circumstances.
- Where there has been an accident/incident which had not been foreseen, the risk of a repetition is considered.

## **Boarders**

Boarding House staff are required to ensure that the supervision of boarders, from the end of the school day until the start of the following school day, is adequate in order to ensure their health, safety and welfare.

The following measures are in place to safeguard the boarders:

The Boarding House has four well-qualified and experienced residential staff. The level of staffing at any time reflects the time of day or night, and the day of the week. The Boarding Staff are aware of their supervisory responsibilities during their official working hours and, when they are not on duty, in the case of the residential staff. Boarding Staff know, as do the boarders, that their whereabouts must be known to the Boarding Staff at all times so that staff can contact them easily. Boarding procedures enable this to happen.

Overnight, on any day of the week, there are at least two members of boarding staff in residence. The location of the staff accommodation provides for adequate supervision overnight. The Boarding house residential staff are supported by a Nurse who attends three evenings a week, an independent listener and three non-resident part-time staff which ensures that the boarders are full supervised and supported.

Boarders are registered by the boarding staff at breakfast and supper during the week and for additional meals at the weekend. Unauthorised absences are followed up. The Dining Room is always supervised by at least two boarding staff. The fire register is completed for the whole house, including staff, at 10pm. The Boarding Staff routinely patrol every part of the Boarding House during their shift and are vigilant about establishing the whereabouts of each boarder.

Boarders are not allowed to leave the Boarding House without permission from the duty staff and having completed the signing out procedure. Junior boarders are restricted to one town visit during the working week, between 4.00 pm and 5.45 pm, to obtain Home Economics ingredients. They are not allowed to go out on their own and they are not allowed to return on their own. At all times the boarders must be contactable and keep the boarding mobile number with them. Senior boarders, from Year 11, are not encouraged to leave the Boarding House during the week after 6.00 pm unless there is a special or urgent reason. The signing in and out procedure is followed.

Boarders who are not in school on a week day, are supervised in the Boarding House by the Housemistress and /or a member of the residential staff. The College is informed of their whereabouts.

At weekends, trips outside unrestricted areas are always accompanied by staff. The number of staff will depend on the size and age range of the group.

At weekends the Boarding House is staffed predominantly by the Resident Academic Tutors and the Head of Boarding. At least one member of staff remains in the Boarding House when boarders are out on trips.

Junior boarders up to Year 10 have supervised prep between 4.30 pm and 5.30 pm.

It is appropriate in some instances for boarders to be under remote supervision e.g. in the Library after supper. All activities on the activity schedule are supervised by a member of the Boarding Staff.

The Boarding Staff actively maintain a high profile during the evening duty shift.

In the event of a Boarder needing to be taken to hospital a member of the Boarding Staff will accompany them at all times unless a guardian or parent arrives, and assumes responsibility.

## **Negligence**

If a claim for negligence is brought against the College 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 their 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.

## Safeguarding Measures

With this guidance in mind, St. Francis' College has the following measures in place to safeguard its pupils:

- Pupils register twice a day, in rooms at the beginning of morning and afternoon sessions. Teaching staff also register all pupils in lessons through their mark books and absences are followed up. If any pupil fails to arrive or to sign in for the first registration without explanation, a call is made home by the College Receptionist to establish the pupil's whereabouts. A similar practice is observed for afternoon registrations. All efforts are made to establish the whereabouts of any missing pupil urgently when they are due to be on College premises. (See the Attendance Policy & Missing Child Policy.)
- Pupils are not allowed to leave College premises without prior permission from their parent/guardian. Generally, Sixth Form pupils can leave site according to the published Sixth Form handbook, however, we expect such off-site visits to be relatively infrequent and of a fairly urgent nature, i.e. visits to the bank, doctor, urgent personal shopping.
- When pupils are not in timetabled lessons during the teaching day, i.e. excluding breaks and lunchtime, they are to be in the library where they will be supervised and their attendance monitored. Pupil attendance at supervised study periods in the Library is recorded throughout the day by the Librarian. The privilege to study in the Sixth Form centre is given to the Sixth Form. (See the Sixth Form Handbook.) Any pupil wishing to use other facilities, e.g. ICT suites, Art room, Music practice rooms, must first report to the Librarian.
- If any lesson has to be cancelled or moved for any reason, i.e. staff illness, special regard must be paid to pupils in the group. If lessons are moved arrangements must be communicated to pupils and supervision should be ensured.
- It is appropriate in some instances for pupils to be under remote supervision e.g. in the Library or ICT suites, this helps develop independence and responsibility. Regard is taken of the age and capability of pupils under such circumstances.
- Similarly if a pupil has to be sent home unwell, they will not be allowed to leave the College premises until their parent or guardian is aware of the situation. In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany them until the parent or guardian arrives, and assumes responsibility.
- If a pupil is too unwell to attend school, or cannot attend for any other reason, the College must be informed by the parents or guardian, by 9:00 am at the latest, on the first morning of any absence. There is a 24 hour answer phone on 01462 670511 to make out of hours contact easier. If the College is notified of the absence of a pupil, this information is added to the attendance register.

## School Visits

When pupils are taken from College on organised visits the same duty of care arising from being in loco parentis exists, whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the pupils at the end of the visit.

Staff must use the procedures and guidance in the Educational Visits Policy for organising off-site College visits. Agreement and signing by the Headmistress or EVC ensures that all visits are fully risk assessed.

The parents of pupils being transported by other parents must be notified. Staff must make sure that they are adequately insured to transport pupils on College activities if they intend to use their own vehicle.

## Staff Duties Supervising Pupils

There are staff duty rotas for supervision throughout the academic year when staff are on duty to ensure, as far as possible, that there is a visible staff presence around the College during these times and that there is some extra support and supervision for the pupils as necessary. These rotas are placed on the staff room notice boards and are published to all staff at the start of each academic year.

Rotas are available for:

- Before-School supervision. (Prep only.)
- Break and lunchtime supervision.
- After-School supervision. (Prep only.)
- After-School study.

Authorised By	B Goulding
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