



## **Supervision Policy**

### **1. Pupils' Arrival and Departure**

- 1.1 Most day pupils may arrive at School from 8.00am and are usually expected to leave by 5.30pm unless they are staying late for a specific reason.
- 1.2 Day pupils who arrive before 8.00am in order to take part in an activity are supervised by the member of staff taking the activity. Day pupils who arrive before 8.00am should join the boarders of their age group, usually in the Dining Hall.
- 1.3 Day pupils who stay after 5.30pm must join the boarders of their age group. They are then supervised as boarders. Pupils are not allowed on site without supervision.
- 1.4 All members of the teaching staff are expected to share supervisory duties during the working day. Boarding Housemasters and Boarding Tutors supervise boarders after 5.30pm during the week and at weekends.
- 1.5 Pupils are able to call on a member of staff at any time if necessary.
- 1.6 The main duty times are:
  - Early Morning bus duty and Library Corridor Duty (8.00am – 8.25am)
  - Morning break (10.00am – 10.20am)
  - Lunchtime (12.35pm – 1.30pm)
  - After School (3.50pm – 5.30pm)
  - Evening bus duty (5.15pm – 5.30pm)
- 1.7 Arrangements are made to supervise pupils in the Day Pupil Centre from 8.00am, during morning break, lunch break and after school until 5.30pm. A member of staff is on duty over lunch time to ensure that there is supervision of pupils playing on the Astroturfs and playing fields (12 acre). Sports coaches supervise their teams for home and away matches. Specific arrangements are made to supervise pupils during a play or a musical rehearsal.

### **2. Registration**

- 2.1 All pupils are registered by their tutors in the morning between 8.20am and 8.30am and again in the afternoon during period 4a (starting at 1.35pm).
- 2.2 If a pupil fails to report for registration in the morning and it is an unexplained absence then reception will contact parents.

- 2.3 Boarding pupils are required to register in the morning and in the afternoon in the same way as day pupils. Pupils are also registered in every lesson using Lesson Monitor in SIMS.
- 2.4 Boarders need permission from their Housemaster or duty tutor to leave the school site at any time. All boarding pupils are accounted for in the evening at various 'roll call' times in designated places within the boarding house.

### **3. Medical Support**

- 3.1 There is a qualified nurse on duty in the Medical Centre from 8.15am to 5.30pm on Monday, Tuesday and Thursday (8.30am to 5.30pm on Wednesday and Friday) who is available to administer first aid, to deal with accidents or emergencies, or to help if someone is taken ill. Outside this time a designated school nurse is 'on duty' and will be able to give appropriate advice over the phone or attend to see a pupil if necessary.
- 3.2 The duty School Nurse will supervise a boarder if he/she needs to move into the medical centre over night. However, if it is in the best interest of the unwell child, nursing staff and duty house staff may contact parents/guardians to allow the pupils to be cared for in their home environment.
- 3.3 A number of the teaching staff and support staff are trained and qualified as First Aiders and are able to give emergency first aid when required. First aid boxes are located around the school site.

### **4. Supervision whilst travelling to and from School**

- 4.1 Parents are responsible for ensuring that their children travel safely to and from school.
- 4.2 Pupils are not supervised by a member of staff when travelling by train or by bus but they are expected to behave responsibly.
- 4.3 There are several senior pupils on each bus who act as 'bus monitors' with responsibility for helping younger pupils and reporting bad behaviour.
- 4.4 Complaints about poor behaviour made by either a bus driver or a parent or a pupil are investigated. A member of staff is on duty in the morning and evening when the buses arrive and depart.

### **5. Supervision during Educational Visits**

- 5.1 Arrangements for the supervision of pupils during educational visits and trips off the school site are described in our Educational Visits Policy. Details of this policy can be found in the Staff Handbook.

## **6. Unsupervised Access by Pupils**

- 6.1 Pupils in Forms 1-5 are not allowed into the swimming pool without a member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision.
- 6.2 Students in the Sixth Form can apply for a Reed's School Sports Club card and will be given an induction to the Fitness Suite. They can then use the swimming pool unsupervised (but tended by the duty pool attendant) at appropriate times on presentation of their membership card.
- 6.3 No pupils are allowed to undertake other potentially dangerous activities such as shooting and archery without appropriate supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified activity instructors.
- 6.4 We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, design and technology department, CCF Armoury etc. Doors to these areas are kept locked when not in use. All flammables are kept securely locked in appropriate storage facilities.
- 6.5 Pupils do not have access to the Ground Staff shed, Maintenance and Catering areas of the school.

## **7. Boarding**

- 7.1 All boarding pupils are expected to be in their boarding house or designated area for prep which finishes officially at 8.00pm in the Close, 8.30pm in School House and the Sixth Form House.
- 7.2 After prep, boarding pupils are allowed to play sport on the astro turf. They are allowed to use the swimming pool but this must be supervised by a member of staff (except Sixth Form, as above) as well as the pool attendant on duty.
- 7.3 All boarders are expected to return to their boarding house by a designated time. Our security staff carry out a patrol of the school buildings late at night (11.00pm) making sure that lights are out, doors are locked and the site is secure.

## **8. Security**

- 8.1 The main entrance to the School is protected by gates and CCTV. Indeed all access points to the School are covered by CCTV.
- 8.2 The Head of Security and Caretaking and his team patrol the school site in the evening and make sure it is secure. All doors that provide access to the main school buildings and/or classrooms areas are protected by digital locks and all areas are alarmed.

## **9. Staff Induction**

- 9.1 All new members of the teaching staff receive induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on

areas within the buildings and grounds that should be checked by the duty team leaders.

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