

Supervision Policy

Independent Day / Boarding School for Boys and Girls

The Royal Hospital School

1 February 2010

1 Policy statement

- 1.1 **Scope:** This policy applies to staff (including volunteers) at the Royal Hospital School ("School"). This policy can be read with the School's Code of Conduct for Staff and staff job descriptions.
- 1.2 **Publication:** This policy is provided to all staff in the Staff Handbook which is available on the School's website.
- 1.3 **Policy aims:** Through the operation of this policy we aim to:
- protect the health and safety of pupils at the School; and
 - ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of pupils.

2 Responsibility

- 2.1 All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

3 During the School Day

- 3.1 During the School day, staff are deployed as follows:
- 3.1.1 In boarding houses, there will always be at least one member of staff on duty in a supervisory capacity. In Blake and Drake (junior houses) there will always be at least two members of staff on duty.
- 3.1.2 All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically design technology, art and science, the classroom teacher may be supported by a technician.
- 3.1.3 There will be a member of the senior management team on whole school duty every day. S/he has overall responsibility for supervision/discipline/welfare of pupils across the entire School.
- 3.1.4 In the Dining Hall there will always be a member of staff on duty assisted by a School prefect.
- 3.1.5 In assembly and chapel, the Deputy Headmaster will operate in a supervisory capacity supported by a School Prefect and Heads of Houses. In the absence of the Deputy Headmaster the Senior Master or Senior Mistress will supervise.
- 3.1.6 During evening prep, the ICT classroom, the library and the music school are all supervised by a duty member of staff.

4 Day Pupils: Before and After School

- 4.1 On a day to day basis day pupils are expected to arrive at school from 08.00; on arrival they should go directly to their house where they will be supervised by the duty member of staff.
- 4.2 At the end of the school day, day pupils are required to sign out of their house. Day pupils will be supervised in the same way as boarders during school hours.

5 Boarding pupils: outside school hours

- 5.1 Details of how staff should supervise boarding pupils outside school hours are contained in the job descriptions of the Matron, the Housemasters/Housemistresses and other duty members of staff.
- 5.2 If a Housemaster/Housemistress is ill, the day time duties should be covered by the Deputy Housemaster/Housemistress and staff attached to the house. Where there is a living-in Assistant, the night and early morning duties may be devolved to him or her. Providing the Housemaster/Housemistress is in residence it should not be necessary for the Deputy or attached staff to sleep in. However, the night and early morning duties may have to be carried out by the Deputy or the attached staff. The Matron should also be prepared to assist in an emergency. At all times there must be an able bodied member of staff who is capable of supervising the members of the house.
- 5.3 If one of the deputies or attached staff is ill, members of the House team should try to provide cover between them. In emergencies help may be available from other staff not attached to houses or from the relief matron. In any event of this type the Senior Master (boys' houses) or the Senior Mistress (girls' houses) together with the Deputy Headmaster should be contacted.
- 5.4 If a house duty clashes with another unavoidable commitment the person concerned should discuss the matter with the housemaster/housemistress so that alternative cover can be arranged.
- 5.5 **At no time should a boarding house containing pupils be left without proper arrangements having been made for adult supervisory cover.**
- 5.6 On a Saturday evening, in addition to the duty member of SMT, a member of staff attached to each of the boarding houses will help supervise activities (such as the school disco).

6 Educational Visits

- 6.1 Details of the ratios for educational visits are contained in the School's Educational Visits Policy, which is contained in the Staff Handbook.

7 Communication

- 7.1 Teachers or staff who are supervising in remote areas are required to take a fully charged mobile phone with them.

8 PE

- 8.1 Academic PE is supervised by a member of the teaching staff, with enhanced supervision when necessary, e.g. when swimming. In the case of an emergency, the Health Centre can be contacted by telephone.
- 8.2 When pupils are changing or showering, supervising staff should take into account guidance in the Code of Conduct for Staff, particularly with regards to the need for pupils' privacy.

9 Games, Swimming and other Hazardous Activities

- 9.1 Supervision ratios for games, swimming and hazardous activities are contained in the Normal Operating Procedures.

10 The Health Centre

- 10.1 Pupils who feel unwell and wish to attend the Health Centre should be accompanied by another pupil if necessary.
- 10.2 The Health Centre's supervision arrangements are managed by the Health Centre Sister.

11 Pupils' Responsibilities (including School and House Prefects)

- 11.1 School Prefects, other senior pupils, Heads of Houses and House prefects regularly supervise younger pupils. Pupils in supervisory roles receive appropriate training prior to and post appointment. All pupils in supervisory roles must be able to make contact easily with a member of staff.
- 11.2 Details about prefect duties are contained in the Staff Handbook.

Authorised by	The Headmaster on behalf of the Governors and for Resolution by the Board of Governors in March 2010
Date	February 1 2010

Effective date of the policy	February 1 2010
Circulation	Governors / all staff / parents / pupils on request
Status	Complies with requirements of paragraph 3(7) of the schedule to the Education (Independent Schools Standards) Regulations 2003