

Supervision of Pupils and Missing Pupil Procedure

Haileybury is committed to being a welcoming, friendly school, where unkindness has no place. We aspire that all our pupils should be able to develop their skills and abilities to the full and that their achievements and successes be recognised and valued appropriately. Pupils should be able to develop and achieve in a secure and positive environment, free from fear or intimidation. These aims are achieved through the careful, thorough and appropriate supervision of pupils in all areas of the school campus, and whilst on school trips, to allow them to develop and flourish in a safe setting.

All people employed by Haileybury are Disclosure and Barring Services (DBS) checked before having unsupervised access to pupils. This includes all volunteers, freelancers and any other person who is paid by Haileybury, either on the payroll or through invoice. All members of Haileybury staff undergo Child Protection / Safeguarding and Safe Working Practice training. Further details of this can be found within Haileybury's Child Protection Policy <http://www.haileybury.com/about-the-school/policies>.

As stated in the Staff Handbook, staff have a responsibility to exercise close and appropriate control of the pupils under their charge which may include supervision of sleeping areas, bathrooms and changing rooms. All staff must be aware of the importance of sound relationships, sensible practices, and the danger of malicious allegations. Staff should act sensitively and responsibly to protect themselves from any misunderstandings. Staff should also remember that, as sometimes happens, a pupil can develop an unhealthy enthusiasm for a member of staff. The Children Act requires staff to be vigilant in the way they behave towards pupils whilst recognising there is room for a balance between rigid rules and natural feelings of interest in the pupils' welfare.

Supervision of Pupils during the day

Each week a boarding house is allocated as the Duty House. This involves providing tutors to supervise pupils at breakfast, after chapel, during lunchtime in the dining hall, during supper in the dining hall and around the school campus and after prep around the campus.

Each weekend a boarding house is allocated as the Weekend Duty House. This duty involves providing supervision for the evening meal on Saturday, Breakfast, Brunch and Supper on Sunday. The designated house will also provide suitable staff supervision for the weekend activities offered to pupils who are boarding.

Supervision of pupils during academic lessons

The supervision of pupils during lesson times is overseen by academic teaching staff. Pupils in years 7 to 11 are taught every period of the timetable (30 periods a week). Where a subject teacher may be absent from a lesson another member of the academic teaching staff will be allocated to cover the lesson to ensure adequate supervision is in place.

Sixth Form pupils will be taught between 22 to 24 lessons a week (Lower Sixth) and 18 to 22 periods a week (Upper Sixth). When Sixth Form are not in lessons they are able to work in their study rooms/bedrooms in their boarding house, in the library, in a subject classroom (with prior permission from the subject teacher) or they can visit the school café (known as the Grubber). Each boarding house has a House Matron and additional support staff assigned to them (domestic staff), who work during the mornings, providing additional adult supervision. The library and classroom areas are supervised by members of the academic teaching staff.

Grubber is an open-access area of the school, adjacent to three academic departments and the school dining room. A member of the catering staff will be present in the café during opening hours and the facility is supervised during the Half by members of SLT.

Supervision of Pupils during activities / sport

All activities/sports undertaken within Haileybury are staffed and supervised by a suitably qualified adult (an exception to this is on a Monday afternoon and Friday evening when Removes/Middles activities take place during which time Sixth Form pupils may assist with the supervision). During these times a member of staff will either be present or readily available and in overall charge.

All adults supervising activities/sports will have undergone a DBS check and undertaken suitable Child Protection training. If a DBS check hasn't arrived prior to the activity commencing then appropriate additional supervision will be provided to ensure the safety of all pupils.

A central rota of which members of staff are involved in which activity, the timing of the activity and location within the school campus or otherwise (if the activity is taking place off-site), is kept on the school intranet and overseen by the Deputy Head (Co-curricular). This database (J:\Teaching Staff\Extra-Curricular) is updated regularly but at least each term. This database includes information on staff assisting with the supervision of pupils during sports matches (e.g. staff at touchlines etc. who may be called upon to assist a pupil who may become injured or distressed during a match).

Supervision of Pupils within Boarding Houses

The overall supervision of pupils (day and boarding) within Boarding Houses falls under the remit of the Housemaster/Housemistress (HM). The HM teaches a reduced timetable to allow them increased time in which to be available around the Boarding House. HMs are assisted in their duties by an Assistant HM (AHM), a Resident Tutor, a House Matron and a tutor team. This team works together to ensure pupils within their care have access to appropriate pastoral supervision.

HMs wake pupils within the boarding house from 7:00am each weekday morning, calls/registers of all pupils (day and boarding) are taken at 8:15am, 1:05pm, 5:25pm, 7:25pm and 9:30/10pm.

Supervision of Pupils during the Evening

The HMs in each boarding house provides a clear rota of which member of the Duty House Tutor team is on duty each night of the week. This is clearly available to all pupils within that House.

The supervision of pupils within Boarding Houses during the evening (7:30-10:30pm), is undertaken by the House Duty Team. There will always be a minimum of one member of staff on duty within the Boarding House between 7:30-10:30pm. The role of the tutor on duty is to oversee the welfare of the pupils within the house as detailed in the Staff Handbook

- Tutors must arrive for duty at 7:25 p.m.
- There should be a hand-over from the HM, allowing him/her to give the tutor information about the house and the pupils in it for the evening ahead.
- During the evening, the tutor will act in the place of the HM, so decisions should be a matter for the tutor without the need to refer to the HM. As the tutor is responsible for the House, he/she should be in the building or in its immediate vicinity throughout the evening unless an emergency intervenes. The tutor should handle incoming phone calls unless otherwise agreed with the HM.
- Tutors should ensure that study period begins promptly and effectively throughout the House.
- During the study period, tutors should be out and about in the House and should visit the Dormitory and all pupils in their rooms twice, to ensure that study is continuing in the proper way. A walk of the corridors in the last ten minutes of study is advisable to ensure that pupils do not stop work early.
- After study period (8:30pm) tutors should be about in House and interact with pupils to check on their wellbeing.
- Tutors need to be present to remind pupils to sign out after study if they leave the House.
- Tutors should take Call in House at the time when pupils are due back after their evening activities/free time. Latecomers should be noted.

- Prefects may assist the Tutor on duty in House (see the Prefect section in the Staff Handbook on Prefects).
- At the end of the evening, tutors should ensure that all pupils are accounted for (either as present in House or as absent ill, on a play trip or on an educational visit). The tutor should then hand over to the HM and report briefly on the events in the House during the evening. A written record may be expected in the House Day Book.
- The duty evening ends between 10:30pm and 10:45pm unless agreed otherwise with the HM.

Please refer to the Whole School Policies Pastoral for additional information on the role and specific duties of the HM, AHM, Resident Tutor and House Tutor.

Supervision of Pupils Overnight

- An HM resides in each boarding house overnight to ensure pupils have adequate and appropriate supervision. A resident tutor is also attached to each house and is available to cover, as the responsible adult in a boarding house, if the HM is away in an emergency – e.g. accompanying a pupil to hospital. The resident tutor is available to cover, as the responsible adult in a boarding house, for the period of time after 10:30pm if the HM is away on school duty – e.g. accompanying a visit to a theatre. The resident tutor takes full responsibility for the House one evening a week, from 7:25pm (if he/she is on duty), or 10:30pm (if not), until 8:35am the following day. This includes taking morning registration. The resident tutor also takes responsibility for the running of the House from 10:30pm on a Saturday until 9:00am on the Sunday, for one weekend in the Autumn and Summer term and two weekends in the Spring term. The Saturday and Sunday day duty for these weekends resides with the AHM.
- The AHM can also act in a supervisory capacity to provide occasional cover on exeat weekends by mutual agreement with the HM. The AHM is available in House to support the HM and keep an eye open for problems and watch over the welfare of particular groups or individuals. The resident tutor is also available to provide cover in House on a Saturday afternoon if the HM is away on a school fixture or other school business and the resident tutor is not.

Please refer to the Whole School Policies Pastoral for additional information on the role and specific duties of the HM, AHM, Resident Tutor and House Tutor.

Supervision in Areas Accessible to the Public

Haileybury is an open campus and as such is accessible to the public. CCTV is in place around the campus to ensure the safety of the pupils at all times and security is managed centrally by the Porters who patrol the campus throughout the day and night. Visitors to the school are required to obtain an identification badge from reception upon arrival at the school and are accompanied around the campus by a member of staff during their visit. Key areas of the school site where the public have open access, (Sports Centre, Health Centre, Grubber), are supervised by members of the school staff.

Pupil Missing Procedure

A pupil will be reported missing by:

- an absence on the electronic registration system.
- an absence at Call.
- word of mouth.

All staff and pupils have an obligation to report the absence of a pupil from class or games or any other supervised activity to the relevant HM.

The HM will be the person who instigates a search procedure if there is any doubt on the whereabouts of the pupil.

The following steps should be taken.

Day time

1. Email other HMs to see if the pupil is in another boarding house.
2. Email staff to see if the pupil is being supervised elsewhere.
3. Check with Health Centre to establish if the pupil is having treatment there.
4. Phone the pupil's mobile phone number.
5. Check the pupil's living area for evidence of a recent departure - or a note, perhaps.
6. Check with the Head of House/House Prefects to confirm the last sighting of the pupil.
7. Check with the pupil's close friend(s) for any further information.
8. Check with the Porters' Lodge/HM's pigeon-hole to see if any urgent message has been left.
9. Re-check with subject teacher/games coach/activity supervisor for any further information.
10. Conduct a thorough search of the area where the pupil was last seen.
11. Inform the Master, Deputy Master or Deputy Head (Co-curricular) that there is no trace of the missing pupil and discuss with them the next steps to be taken.

Then

- Phone the next-of-kin/guardian to inform and discuss.
- If no satisfactory information has been gained, inform the next-of-kin/guardian that the local Police will be notified.
- If it is not possible to contact the next-of-kin/guardian, the HM will notify the local Police immediately.

Individual cases will vary, but, having followed the steps above, the need to phone the local Police should not be more than 1-2 hours after the pupil has been reported missing.

The following information should be given to the local Police:

- Haileybury. The HM's phone number and the pupil's mobile number (if known).
- Name of the missing pupil.
- Age of the missing pupil.
- Length of time unaccounted for.
- Last known location.
- Detail of clothing worn, if known.
- Where the Police should report on arrival.

Once the local Police arrive, all relevant parties, and others if requested, will assist in any search procedure instigated by the senior Officer in charge.

All relevant information about the pupil must be given to the local Police Officer in charge at this stage.

The next-of-kin/guardian should be kept informed of all developments.

Evenings/Night time

Using discretion, the same procedure should be followed as stated above. The HM has the right to contact anyone at any time to seek information.

Pupil(s) missing from a boarding house at night

In a case where an HM or a tutor on duty discovers that a pupil is missing from his/her bed at night time, the procedure outlined below will operate.

1. Check the public areas of the boarding house – bathrooms, toilets, common rooms and kitchens.
2. Check the rooms of other pupils in the year group/friendship group of the missing pupil and establish whether anyone else is missing. Note carefully who is absent if there are other empty beds.
3. Phone the pupil's mobile phone number.

Once it is established that there is no simple explanation for the pupil's absence, the HM should ring the Deputy Master on her home telephone number (01992 706 233) and discuss the situation.

The Deputy Master will decide whether to institute a bed-check.

If a bed check is deemed necessary, a "telephone cascade" system will operate.

1. The Deputy Master will ring HM Albans, who will ring the HMs of Aby, C and M.
2. The Deputy Master will ring HM Edmonstone, who will ring the HMs of BFr, Tr and Th.
3. The Deputy Master will ring HM Batten, who will ring the HMs of K, L and H.

When a bed-check is requested, HMs should check the beds throughout their House and make careful note of any pupil who is absent.

NB the priority is to check all the beds as quickly as possible rather than to go looking for individuals.

Each HM should then report the situation in his/her house back up the telephone chain as above. Thus, HMs of Aby, C and M should ring HM Albans and report their House status; HM Albans should telephone the Deputy Master and so on.

The Deputy Master will then determine what action needs to be taken – e.g. contact the Master, contact the police, contact the night security staff, or make a search of the school/its environs.

At all stages, HMs are advised to make written notes so that they have clear information that can be referred to in case of dispute with pupils or parents after the event.

At all times, if the HM is absent, whoever is designated by the HM to be the Acting HM will be responsible for conducting the search procedure.

When a search procedure has had to be instigated, the HM should write a brief report analysing any lessons learned and any points which may help in future search procedures. The report should also make clear any reasons given by the pupil for being missing. This should be sent to The Deputy Master who will send a copy to the Bursar for the Health and Safety File.