



Supervision of pupils' policy

1. Introduction

- 1.1 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.
- 1.2 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 training. Further details of this can be found within Haileybury's Safeguarding Children and Child Protection Policy on the intranet.
- 1.3 As stated in the Staff Code of Conduct, all 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 being mindful of the Staff Code of Conduct. 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.

2. Supervision of pupils during the day

- 2.1 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.
- 2.2 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.

3. Supervision in areas accessible to the public

- 3.1 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.

4. Supervision of pupils during academic lessons

- 4.1 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 (37 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. Pupils, in those years, who have particular needs which lead them not to be in certain lessons are supervised in the Learning Support Department.
- 4.2 Sixth Form pupils will be taught between 21 and 31 lessons a week. When Sixth Form are not in lessons they are able to work in their boarding house study rooms or bedrooms, 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), or be in Supervised Study in the Sixth Form Centre. Each boarding house has a House Matron and additional support staff assigned to them (domestic staff), who work during the mornings and for part of the afternoon, providing additional adult supervision. The Supervised Study area, library and classroom areas are supervised by members of the academic teaching staff. The matron's office and the HM's door displays who is on duty and how to contact them. Each house has a house mobile phone which will be held by the person on duty. Pupils, in those years, who have particular needs which lead them not to be in certain lessons can also be supervised in the Learning Support Department.
- 4.3 The Grubber is an open-access area of the school, adjacent to the Sixth Form Centre 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.

5. Supervision of pupils during activities or sport

- 5.1 All adults supervising activities or sports will have undergone a DBS check and undertaken suitable Child Protection training. If a DBS check has not arrived prior to the activity commencing then appropriate additional supervision will be provided to ensure the safety of all pupils.
- 5.2 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).

6. Supervision of pupils within Boarding Houses (including Highfield)

- 6.1 The overall supervision of pupils (day and boarding) within Boarding Houses falls under the remit of the 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.
- 6.2 The HMs in each boarding house provides a clear rota of which member of the Duty House Tutor team is on duty in the afternoon and evening of each night of the week, and over the weekend. This is published on a notice board and clearly available to all pupils within that House. The supervision of pupils within main school Boarding Houses during the late afternoon (5:05 pm to 6:30 pm) and evening (7:30 pm to 10:30 pm) is undertaken by the House Duty Team, i.e. a Duty Adult. At least one member of staff will be on duty during these times and their role is to oversee the welfare of the pupils within the house as detailed in the policies in the Staff Handbook. The supervision of pupils within Highfield is covered by the House tutor team, including the resident matron. Two adults are on duty at all times when pupils are present in Highfield.

7. Supervision of pupils overnight

- 7.1 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.

8. Supervision of pupils in Houses at weekends

- 8.1 The HM or a member of the house tutor team (normally the AHM or Resident Tutor) is responsible for the wellbeing of the pupils over the weekend. The name of this person will be published clearly on a board in the house and the pupils will know where to find out this information. HMs must know which pupils are in at the weekend and ensure that all permissions for leave-out weekends are obtained as per the HM Handbook.
- 8.2 Saturday afternoons: Where no members of the house tutor team are available and the HM is absent, (e.g. with a sports team), the house may be placed into the care of the Duty Tutor in a neighbouring house or a member of SLT. The Duty Tutor or member of staff must be in possession of the house mobile phone and this information should be displayed prominently on the HM's door and another key location (e.g. matron's office).
- 8.3 Saturday evenings and Sundays: The HM, AHM or Resident Tutor for each house must be on site and walk around the house regularly. Whichever member of staff is responsible must be in possession of the House mobile phone. Roll calls should take place between 11.00am and 12:30pm (Sunday only), 5pm and 6pm, and 7pm and 8.45pm, plus the regulatory Final Call in the evening. Contact information for member of staff on duty must be communicated clearly and prominently displayed in the House.
- 8.4 The Deputy Master will allow two houses to be managed by one duty tutor, over a weekend, only in exceptional circumstances.

9. Responsibilities of Lower School tutors

The tutorial team play a key role in the day-to-day supervision of the Lower School pupils. The tutor is expected to:

- Register their tutees in the morning (8.15 – 8.30am) and the afternoon (1.40 to 2.00pm).
- A tutor will 'dismiss' a year group at the end of the school day (4.15pm).
- Attend Chapel / Assembly /Tutor Period on a daily basis (8.30 – 8.50am),
- To contribute to the supervision of Lower School pupils during the Half, lunch and supervised prep/bus prep (4.30 – 6.00 pm)
- Whenever possible to have lunch with the Lower School pupils in Dining Hall.
- To participate in Lower School social / cultural excursions when other school commitments allow.

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