



Supervision of Pupils Policy

Policy date:	February 2022
Date of next review:	Autumn 2023
Owner:	Deputy Master
SLT committee responsible:	N/A
Intended audience:	All staff
Location:	School portal and website

1. Introduction

- 1.1 The aim of this policy is to set out the way in which Haileybury manages the supervision of pupils in order to comply with its safeguarding duties and to ensure that pupils are properly overseen and supported in School and at other times when in the School's care (e.g. on school trips).
- 1.2 All people engaged by Haileybury are required to undergo Disclosure and Barring Services (DBS) checks before having unsupervised access to pupils. This includes all volunteers, casual staff, consultants or contractors and any other person who is employed or retained by Haileybury to carry out work which may involve contact with pupils. All members of Haileybury staff undergo annual safeguarding and child protection training. Further details of this can be found in the School's Safeguarding Children and Child Protection Policy on the School Portal.
- 1.3 As stated in the Staff Code of Conduct, all staff have a responsibility for pupils in their care, which may include supervising pupils in different settings, for example in House, sleeping areas, bathrooms and changing rooms. Staff should act sensitively and responsibly, at all times acting in accordance with the Safeguarding and Child Protection Policy and the Staff Code of Conduct.

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 meals and around the School campus, including Grubber. A separate rota of teaching staff supervises the campus in pairs after evening prep during the week.
- 2.2 Each weekend a Boarding House is allocated as the Weekend Duty House. This involves providing suitable staff supervision for the weekend activities offered to pupils.

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 Operations Assistants who patrol the campus throughout the day and night. Visitors to the School are required to sign in and obtain an identification badge on arrival from the Main School Reception or the Estates Office Reception (depending on where they have been instructed to report to) and are accompanied around the campus by a member of staff during their visit. Please see the School's Security and Site Access Policy for further information on the management of visitors. Key areas of the School site where the public have potential access (e.g. Sports Centre, Health Centre, Grubber, Dining Hall for match teas) 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 are taught between 21 and 31 lessons a week. When Sixth Form pupils are not in lessons they are permitted to work in their House study rooms or bedrooms, in the library, in a subject classroom (with prior permission from the subject teacher) or they can visit the Grubber, or be in Supervised Study in the Sixth Form Centre. The Supervised Study area, library and classroom areas are supervised by members of the academic teaching staff. Pupils in Sixth Form 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 Grubber 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 an enhanced DBS check and undertaken suitable Safeguarding and 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 teaching staff's individual co-curricular commitments is kept on Google Drive and overseen by the Deputy Head (Co-curricular). This list is updated regularly and includes information on staff assisting with the supervision of pupils during sports matches (e.g. 'Saturday Spotters Duty' - staff who may be called upon to assist if a pupil becomes distressed or injured during a match). Details of timings and locations of all sports and activities are kept on SOCS.

6. Supervision of pupils within Houses (including Highfield)

6.1 The overall supervision of pupils (day and boarding) within 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 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 that pupils are adequately supervised at all times.

6.2 The HMs in each House provide 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. Details of the member of staff on duty are clearly published in a central location, near the House entrance.

6.3 The supervision of pupils within main school Houses from 5pm is undertaken by the HM and their team of Tutors as per the published schedule. At least one member of staff will be on duty during these times. 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.

6.4 Each Senior House has a House Matron, providing additional adult supervision.

6.5 As above, details of who is on duty at any given time are clearly displayed, including how to contact them. Each House has a House mobile phone which will be held by the person on duty. The person on duty must keep this phone with them at all times when on duty and remain contactable.

7. Supervision of pupils overnight

7.1 An HM resides in each 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 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 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 is also on duty overnight for two nights per week and this is communicated to pupils.

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; pupils will also be informed verbally by the HM. HMs must know which pupils are in at the weekend and ensure that all permissions for leave at weekends are obtained and recorded (please see the School's Leave Request Policy).

- 8.2 Saturday evenings and Sundays: The HM, AHM or Resident Tutor for each House must be on site and in the House unless attending a meal in the Dining Hall or supervising an activity in the environs. Whichever member of staff is responsible must be in possession of the House mobile phone. Contact information for a member of staff on duty must be communicated clearly and prominently displayed in the House.

9. Lower School supervision

- 9.1 The Tutors and Lower School Coordinators play a key role in the day-to-day supervision of the Lower School pupils.
- 9.2 A member of staff is present in the building from 7.30 am to 6.00 pm, Monday to Friday inclusive. During the day, from 8.00 am to 4.30 pm this is one of the Lower School Coordinators.
- 9.3 The Lower School Tutor team is present to help register from 8.15 am to 8.45 am, and then one Tutor plus the Lower School Coordinator are responsible for break duty and lunch duty. Lower School Tutors register their tutees in the morning (8.15 – 8.30am).
- 9.4 The Highfield Matron supervises break and lunch duty in Highfield.
- 9.5 Pupils are expected to sign out with the Tutor on prep duty either in the Russell Dore building or in the Dining Hall after their last commitment of the day and before going home.
- 9.6 One or two Tutors, dependent on how many pupils are attending prep, are responsible for supervising Lower School prep from 4.30 pm to 6pm, with another Tutor supervising the pupils in the Dining Hall from 6pm to 6.30pm who then go on to supervise boarders in prep until 7.30pm.

Version history		
Date	Reviewed by	Notes
June 2018	ERLB & RMS	Reviewed and updated
June 2018	SLT	Reviewed and approved
September 2018		Reviewed and updated
September 2019		Reviewed and updated
January 2022	SH; PAB; CM	Reviewed and updated
February 2022	SLT	Reviewed and approved