



**14a**

**SUPERVISION OF STUDENTS POLICY**

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| ISI | Part 3. Welfare, health and safety of pupils and other legislation | |
| NMS (if applicable) | 20 | |
| Policy Owner (SLT) | MGP | |
| Governor Responsible | N/A | |
| Next Gov Annual Review Due | N/A | |
| Policy Last Updated | 19.06.22 | MGP |
| On the Website | No | |

Please read in conjunction with:

* Security Policy (incorporating Access for Contractors policy
* Health & Safety Policy
* Controlling Student access to risky places Policy
* Educational Visits Policy
* Risk Assessment Policy and Generic Risk Assessment for Classrooms.
* Safeguarding Policy

**Introduction**

The Governors and the Headmaster are required to ensure, as far as is practicable, adequate supervision of students throughout the school day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that Bloxham School is a safe place of work for employees and for others who enter the site.

**Duty Of Care – Headmaster’s and Teachers’ Responsibilities**

Teachers at Bloxham have a duty of care to all students. It is the Headmaster’s responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that students are on site as well as during activities either on or off the school site. It is also his responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.

**Regular registration and Tick-In for Students**

Registration and “Tick-In” occurs as follows:

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| 8.10- 8.25am | Registration |
| 12.45 – 2.00pm | Registration |
| 5.30 – 5.55pm | Registration |
| 6.45pm | House Tick In |
| 10.00 – 10.30pm | Final Night time Tick In |

**Supervision during the School Day in Houses. As a general principle adult supervision in Houses is supplied 24/7.**

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| Before School | **Boarders**: the Housemaster/mistress (HsM) or their Assistant is responsible for the supervision of boarders in the house  **Day Boarders**: the HsM or Assistant HsM takes responsibility for the students once they have arrived at the house.  Houses will be open from 07.30am. |
| Breakfast | Students are supervised by a member of staff |
| 8.00am -6.30pm | Matrons and/or Assistant Matrons supply adult cover in Boarding Houses |
| Lunch | Students are supervised by members of staff |
| 8.00am – 6.00pm | Lower School Administrator in conjunction with Lower School HsM and Ass HsM and tutors supplies adult cover in Lower School. |
| Tea | Students are supervised by staff from the “duty house” |
| 6.30pm-10.30pm | House tutors supply Boarding House cover |
| 6.00pm - onwards | Exham House HsM, Ass HsM and Lower school tutors supply adult cover for Lower School Boarders in Exham House. |
| 10.30pm - onwards | HsM and/or Ass HsM supply adult care in Boarding Houses |
| Continual | Medical Support is available from Palmer Health Centre 24/7 |

**Supervision during the School Day around the School site.**

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| Before School | Supervision occurs within Houses |
| Breakfast | A member of staff (usually the DHP) supervises breakfast |
| 8.30am – 1.05pm | Teachers are responsible for students in their classes  Emergency support can be requested via email or phone to the Head’s PA, the Deputy Heads & PAs, the Assistant Head, or via the school switchboard (01295 720222). Palmer heath centre can be contacted on 306, and the emergency maintenance on 07715 510150. Any student sent to Palmer should be accompanied by another student if there appears to be any such need.  6th form study period in Library are supervised by Library staff  6th form study period in 6th form centre are supervised by teachers  6th form study period in Houses are supervised by Matron & assistants |
| Lunch | A member of Senior Leadership is on duty during the lunch period. |
| Afternoon lessons | Teachers are responsible for students in their classes. (see above) |
| Afternoon sports | Teachers and coaches are responsible for supervision of sports activities. Risk assessments should be carried out. |
| Afternoon activities | Teachers and activity leaders are responsible for supervision of activities and should exercise adequate care for their activity. Risk assessments should be carried out for all activities where additional risk has been identified. |
| “Down time” up to tea time | Supervision in “down time” is the responsibility of the HsM. This is delegated to adults present: i.e. Matrons and/or assistants in House, the librarians in the Library, the Music Staff in the Music School, the Chaplain in the chapel etc. |
| Tea | Tutors from the House on duty is responsible for supervision at tea. |
| “Down time” up to tea time | Supervision in “down time” is the responsibility of the HsM. This is delegated to adults present: i.e. Matrons and/or assistants in House, the librarians in the Library, the Music Staff in the Music School, the Chaplain in the chapel etc. |
| 6.45pm – 10.30pm | Supervision is in House by the tutor, HsM and/or assistant. If students visit the library then they are under supervision from the library staff. Post 6pm students may socialise within the parameters set out below Once Day Boarders have signed out they revert to being in the care of their parents. |
| 10.30pm – 8.00am | Supervision is in House by the HsM and/or the Ass HsM |
| Continual | Medical Support is available from Palmer Health Centre 24/7 |

**Post 6pm**

The schedule for prep, and post-prep time is as follows:

* + Prep will run from 6.45pm until 9.00pm each night, with a 5 minute break at 7.45pm.
  + After 8.30pm, 3rd and 4th formers who have finished their prep may socialise in their House Common room, or sign out of their House to go to another House Common Room. They may also sign out and congregate after 8.30pm in Jubilee Court (or Main field if it is light when the Headmaster approves this each year) which will be supervised.
  + 3rd form must be back in their Houses by 9.15pm and 4th formers by 9.30pm.
  + 5th and 6th formers may socialise in Common Rooms from 9.00pm or sign out to another House Common Room. They may also sign out for Jubilee Court. (or Main field if it is light when the Headmaster approves this each year)
  + 5th formers will have use of Exham House on certain nights, and the 6th form may use the 6th form centre.
  + 5th and 6th formers must return to their own Houses by 10.00pm. Prefects may stay out until 10.30pm
  + Both the school caretaker and an additional security person will be on duty each night to ensure safety for all.
  + Pupils are encouraged to stay to complete their prep in House and to take advantage of the evening activity and lecture programmes.

**Weekend Supervision**

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| Saturdays | Until 4pm as in weekday supervision.  After 4pm supervision is by HsM and/or assistants in House and at meals. If there is a school event eg House Dance then extra adult supervision is arranged |
| Sundays | Supervision is by HsM and/or assistants in House and at meals. Specific supervision for weekend activities is arranged between all the House staff for each weekend. |
| Continual | Medical Support is available from Palmer Health Centre 24/7 |

**Pupil Absence**

The responsibility to ensure that students attend school regularly is that of the parents and guardians. Parents will normally inform the boarding house and the absences@bloxhamschool.com email by 08.15 if a pupil is going to be absent. Any unexplained absences will be followed up by phone either by the HsM, Matron or by the Central Registration team. The Deputy Head (Pastoral) will check relevant Houses and classrooms for any missing student. Pupils arriving after the registration time (08.30) will have to register with the School Reception Office.

**Visitors to the School**

As part of Bloxham’s protection of the students in its care, all visitors to the school are expected to sign in and out at the School Office, where they will receive a badge which they are expected to wear for the duration of their visit. All staff should be prepared to challenge strangers on the premises, and to report concerns to the School Reception Office.

**Classrooms**

As a general rule students should not be left unsupervised in classrooms outside lesson times; there will be exceptions to this such as student access to computer rooms and areas for music practice but in such cases risks must have been duly weighed in advance.

**Supervision of Students on Trips**

The rules for supervision of students on trips and sporting fixtures are set out in the Educational Visits policy and should be followed carefully.

**Absence Cover Supervision of Students**

The Assistant Head organises cover for absent teachers. She should be contacted by 7.45am on the day in question is cover is needed because of sickness. For planned absences longer notice for the need for cover should be given.