



## **DAUNTSEY'S SCHOOL**

### **Supervision Policy**

#### **NMS Standard 15 - Staffing and Supervision**

- 15.3 The staff supervising boarders outside teaching times are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.**
- 15.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.**
- 15.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.**
- 15.6 Staff working within the School know and implement the School's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing including working with the police where appropriate.**
- 15.7 There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.**
- 15.8 Boarders have a satisfactory means of contacting a member of staff in each house at night.**

**This Policy addresses ISI Regulatory Requirements (Effective from Feb 2016), Part 3 - Welfare, Health and Safety of Pupils, para 14, which identify DfE Independent School Standards Regulations (ISSRs).**

Dauntsey's School seeks to ensure that pupils are properly supervised at all times. Professional judgement is needed and should take into account pupils' ages, number and needs and the locations and activities in which they are engaged.

## Registration

All Houses, boarding and day, are expected to follow School procedures for attendance, registration and roll call. House registration, for both day and boarders, is carried out on a daily basis (Monday to Saturday) at the following times:

- Morning Registration - 8.20am (By the Housemaster/mistress or a Tutor).
- Afternoon - Midday-2.45pm (All pupils register using fingerprint units located around the campus).

For boarders only, there is also registration as follows:

- Evening registration - 5.50pm (By the Housemaster/mistress or a Tutor)
- Bedtime (Dependent upon age)

House		
<b>Manor</b>	<b>Bed Time</b>	<b>Lights Out</b>
First Form	8.30pm	9.00pm
Second Form	8.45pm	9.15pm
Third Form	9.00pm	9.30pm
<b>Main Campus</b>	<b>Time back in House</b>	<b>Bed Time</b>
Fourth Form	9.30pm	10.00pm
Fifth Form	9.45pm	10.15pm
Lower Sixth	10.00pm	10.30pm
Upper Sixth	10.15pm	10.45pm

Main Campus Houses include: Evans, Fitzmaurice, Jeanne and Mercers.

On Sundays the House Staff hold registrations at the following times:

- Morning at 9.50 am (if morning service) or 10.20 am (if no service).
- Evening at 5.50pm (if evening service) or 6.20pm (if no service).

Registration during the week includes Upper School pupils who have a study period for Period 1, when they are expected to work in a designated study venue such as the Library or in the House. Separate arrangements for late arrival on a regular basis on certain days will have been agreed in advance between House Staff and the parents of the pupil involved.

Absences of day pupils should be notified by a parent to Reception by 8.15 am, and a note explaining the reason for an absence must be sent to the School at the end of the absence day or period. Absences that can be foreseen must be notified to the Housemasters/mistresses in advance with the reason.

When a pupil is unaccountably absent the Housemaster/mistress must ascertain the whereabouts of the pupil by following the procedure as set out in the Missing Child Policy.

## **Absences from Academic Lessons and Afternoon Activities**

Staff are required to register pupils in every lesson using the lists on the School's Information System (ISAMS).

Authorised absences due to academic trips, university interview or Open Days, or for medical reasons or other personal commitments, will be recorded on ISAMS. Lists showing pupils on academic trips are posted on the Common Room noticeboard in advance of the trip and are available to all staff.

All teaching staff are advised to check the ISAMS at the beginning of each day and take note of pupils who will not be in their classes. Any missing pupils who are not on an official list, should be reported as missing to Mrs Haywood (Registration Administrator) and Reception as detailed in the Missing Child Procedures.

## **Supervision during Educational Visits and Sporting Events**

The arrangement for the supervision of pupils during educational visits and trips out of School are described in the Educational Visits Policy.

## **Pupils Sponsored under Tier 4 of the Points Based System**

As a licensed UKVI sponsor under Tier 4 of the Points Based System, the School has an obligation to report certain events/absences of Tier 4 sponsored pupils to UKVI within 10 working days. This is done via the Human Resources Manager.

To comply with current legislation, the School maintains up to date information for the Tier 4 pupils during School holidays; this is provided by parents/guardians through Boardingware.

## **Library Supervision**

During the working day and in the evenings (until 10.00 pm) the librarian(s) are on duty in the Library. A duty member of staff is present for each academic lesson during the day when pupils in the 1st to 5th Form need to be registered and supervised. During the evenings the duty member of staff is contactable by the staff duty mobile.

## **Medical Supervision**

One or more nurses are on duty 24 hours a day at the Medical Centre during term time. In addition, each of the Boarding and Day Houses has its own First Aid Box in the event of an accident. The Manor is provided with nurse coverage from 7.00 am to 8.15 am and 7.00 pm to 9.00 pm on a daily basis during term time.

Clear instructions are displayed on House Notice Boards indicating where and how pupils should seek assistance in an emergency.

## **Security**

All security issues are covered in the Site Security and Visitor Access Policy for the campus. A roving security patrol provides security during the silent hours throughout the year.

## **Supervision in the Boarding Houses**

Housemasters/mistresses are responsible for ensuring appropriate staff cover in boarding houses and that there is at least one adult present on duty in the House at any time. During the day this may be the Housemaster/mistress, a Resident House Tutor or the Matron. There is always one member of the House staff on duty during the evening and overnight during the period 6.00 pm to 8.00 am the following morning.

There may be occasions where there is no adult physically present in a supervisory capacity in the boarding house. Such occasions will tend to be when the majority of pupils are also not in the boarding house (such as mid-afternoon during games periods). Matrons are on duty on Saturday afternoons during term time, to ensure that an adult is present in the House in the absence of the Housemaster/mistress or Residential Tutors.

Pupils are always able to seek assistance in an emergency by contacting the Housemaster/Housemistress by email or phone.

Any overnight absence from the House during term time by residential boarding staff must be agreed in advance by the Housemaster/mistress for residential tutors or the Second Master for the absence of a Housemaster/mistress to ensure that there is adequate supervision in the House in the event of a fire or other emergency.

## **Supervision of Sports Activities**

All sports activities are supervised either by members of the PE department (lessons), teachers in charge (training sessions), Sports staff (pool, fitness gym) or by Lifeguards when using the Swimming Pool.

Upper School pupils may use the fitness suite without direct adult staff supervision provided that they have received appropriate induction and training, and have permission to do so at specific and designated times. The use of the gym is monitored through CCTV cameras that go through to the Reception desk at the entrance to the Sports Hall.

The Swimming Pool is closed to all pupils unless there is a designated swimming lesson or water activity and there is a lifeguard present in accordance with the Pool Safety Operating Procedures.

The climbing wall is out of bounds to all pupils unless supervised by a qualified climbing instructor.

Paramedics are on the Campus at all sports fixtures in the Autumn and Spring Terms.

All sports fixtures, both home and away, are supervised by a member of staff.

## **Staff Duty**

There is a team of duty staff who cover day duties each week and a designated member of staff on evening duty each week. Each Boarding House also has a dedicated member of staff to cover the evening and overnight duties specific to that boarding house. A list of duty staff is provided in the 'Glass House' and on notice boards in each of the Houses showing where and how pupils can seek assistance in an emergency.

## General Guidance

- Housemasters/mistresses, at the beginning of each term, will maintain up to date records of pupil mobile phone numbers, to ensure the security and safety of pupils. They are to provide the Database Manager with a list of all changes. Such records are also maintained on the School's Information System (ISAMS).
- Morning and late evening registration must be done by a member of staff. Registration for prep, and bed-time supervision may generally be done by a Prefect on Duty, under adult staff supervision (Tutor or Housemaster/mistress).
- When a member of staff is supervising pupils on an educational trip they are required to carry a mobile phone with detailed contact details. The arrangements and details of this is laid out in the Educational Visits Policy and each trip must have the appropriate risk assessment completed, as outlined in the Risk Assessment Policy.
- Where senior pupils have supervisory responsibilities for younger pupils, there must always be a member of staff readily available and in overall charge. Responsibility lies with the adult in charge at all times.
- No pupil should have access to the DT rooms, Art School Ceramics Room or Science Laboratories without staff supervision.
- The following areas are OUT OF BOUNDS to all pupils except when accompanied by a member of staff: Staff Common Room, staff studies and offices, the private accommodation of all members of staff, the gardens of staff homes, the school offices and reception area except on official business, the kitchens, the area behind Jeanne House and the Lower School Centre, The Memorial Hall lawn and all cricket squares, and all licensed premises apart from the village shop. Any exceptions to this rule are covered in the Rules, Rewards and Sanctions Policy.
- In general, unless accompanied by a member of staff or taking part in an official School activity, no pupil may leave the main School grounds during the School day (8.25am - 5.30pm Monday to Friday and 8.25am to 12.45pm on a Saturday), unless permission has been obtained from House Staff. This includes all pupils who are 'off games'. The exceptions to this rule are provided in the Rules, Rewards and Sanctions Policy.

MCBM

Second Master

Policy Review Date: May 2020

Next Review Date: May 2021