



SEDBERGH SCHOOL

Pupil Supervision Policy	
Version	2016.2
Effective from	July 2016
Extent of Policy	Sedbergh Senior School
Policy Owner	Deputy Head (Pastoral)
Governor	Designated Governor
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Publication	Website Teaching Staff Handbook

Principles

Sedbergh School seeks to ensure that pupils are properly supervised at all times.

It is important to recognise that a child going missing from an educational setting is a potential indicator of abuse or neglect. (See Safeguarding Policy.) Staff should follow the procedures as set out in this policy regarding missing pupils and refer to the Safeguarding Policy if appropriate.

1. Registration

Pupils are registered in iSAMS during the following periods:

	Breakfast	Period 1	Period 2	Period 3	Period 4	Lunch	Period 5	Period 6	Tea	Evening roll call	Bedtime
Mon	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410	1610-1659	1705-1754	1745-1845	1845-2000	2140-2345
Tue	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410	1610-1659	1705-1754	1745-1845	1845-2000	2140-2345
Wed	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410			1745-1845	1845-2000	2140-2345
Thu	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410			1745-1845	1845-2000	2140-2345
Fri	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410	1610-1659	1705-1754	1745-1845	1845-2000	2140-2345
Sat	0700-0815	0825-0919	0925-1019	1025-1120		1120-1325			1700-1845	1845-2000	2140-2345
Sun	0825-1000					1120-1325			1745-1845	1845-2000	2140-2345

- (i) **Changes in summer timetable (Pd 5 becomes 1410-1500 & Pd 6 becomes 1505-1555)**
- (ii) Outside of these periods, pupils are expected to be in ASPs, games, Boarding Houses or to have signed out of their Boarding House to attend an approved activity.
- (iii) From bedtime to breakfast, pupils are expected to be in their bedrooms.
- (iv) SLT will periodically review attendance registers to identify any trends or patterns of absence and to take appropriate steps to deal with these.

2. Unauthorised absence from lessons

- (i) If a pupil is unauthorised absent from lessons then teachers must contact the House residential team via phone or the group email.
- (ii) As soon as a satisfactory reply is received, then this information should be recorded in the register and the matter is closed.
- (iii) If no reply is received during the lesson, then teachers should **speak** to a member of the House residential team as a matter of priority.
- (iv) If the pupil still cannot be located then the HSM must be consulted immediately.
- (v) If HSMs cannot immediately locate the pupil then he or she must inform a member of SLT and the pupil search protocol below will be actioned.

3. Unauthorised absence from House roll calls

- (i) If a pupil is unauthorised absent from House roll calls duty staff should initially enquire of friends, House staff and Matron to investigate the location of the pupil.
- (ii) As soon as the pupil is located, then this information should be recorded in the register and the matter is closed (unless the HSM wishes to take further action).
- (iii) If the pupil still cannot be located then the HSM must be consulted immediately.
- (iv) If HSMs cannot immediately locate the pupil then he or she must inform a member of SLT and the pupil search protocol below will be actioned.

4. Missing Pupil Search Protocol

Once there is a genuine suspicion of unauthorised absence from whatever source, the following action should be taken by the pupil's HSM or specified Deputy:

- i) The Headmaster or Deputy Head informed
- ii) The last 'sighting' of the pupil ascertained
- iii) The nature of the most frequent conversations ascertained
- iv) A check made of the pupil's locker/room and enquiry made of contemporaries
- v) Establish what monies and transport methods were available
- vi) Parents informed
- vii) Police informed

During all these procedures the Headmaster or Deputy Heads should be kept informed of all developments and an incident diary recording events, action taken, and timings, should be created at an appropriate time.

5. Pupil Supervision in Boarding Houses

- (i) Staff supervising boarders outside teaching time will be sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.
- (ii) Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced and that staff member knows the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.
- (iii) There is at least one adult member of staff sleeping in each Boarding House at night, responsible for the boarders in the house. Boarders are able to contact this member of staff during the night.
- (iv) In general there is always at least one member of staff present in each Boarding House; Housemaster/Housemistress (or their spouse), Matron, Resident Tutor, member of the House tutor team or member of the domestic/catering staff.
- (v) There may be rare occasions when there is no adult physically present in a supervisory capacity in the Boarding House. Such occasions will tend to be when the majority of the pupils are also not in the Boarding House, such as mid-afternoons during games practices.
- (vi) Staff duty cover is indicated on House notice boards showing pupils who is on duty and how to contact them.
- (vii) Staff mobile numbers are freely available to pupils.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the School site.

6. Supervising Pupils with Medical Issues in Boarding Houses

- (i) Pupils who feel unwell in Boarding Houses should present themselves to Matron (or HSM/DHSM in her absence) in her office for assessment. Matron should make a brief assessment as to the nature of the illness and severity. If deemed severe the Medical Centre should be called immediately so that the Duty Nurse can advise or see the pupil if necessary.
- (ii) In accordance with the Medication Policy, Matron may decide in the case of minor illness, coughs, and colds to give over the counter remedies and then encourage the pupil to attend School as normal. If the Matron feels that attendance at School is inappropriate then the pupil should move into sick bay wherever possible or return to bed if this is not the case. In either case, pupils should not have any access to laptops/tablets etc so that they can recover as swiftly as possible.
- (iii) Matrons should endeavour to encourage pupils to return to lessons, games and activities as soon as they are able. If the pupil does not return to School within two hours then the Duty Nurse should be informed and may choose to make an assessment or arrange an appointment with the Doctor.

7. Supervising Pupils with Medical issues in Lessons, Games & Activities

- (i) Pupils who feel unwell in lessons, games or activities should present themselves to the teacher in charge. The teacher will then make a brief assessment as to the nature of the illness and severity. Full consideration must be given to any known medical conditions. If deemed severe, the Medical Centre should be called immediately so that the Duty Nurse can advise or see the pupil if necessary.
- (ii) The teacher may decide in the case of minor illness, coughs and colds, that the pupil should return to their Boarding House to see Matron. In this case, the teacher in charge must make contact with the Matron or a member of the House residential team **before** the pupil is sent back to the House. If no member of the House residential team is available then the teacher should contact the Medical Centre.

8. Supervising pupils in staff accommodation

- (i) **Boarding Houses** – Pupils should not normally enter private side accommodation unless they are in minimum groups of two. Where this absolutely cannot happen, staff must inform the pupil's HSM* as soon as is reasonably possible.
- (ii) **Non-Boarding Houses** – Pupils may only visit staff accommodation in minimum groups of two AND with the written (emailed) permission of HSMs*.
- (iii) **Alcohol** – Alcohol can only be served to pupils in accordance with the School's alcohol policy AND with the written prior permission of the HSM*.

(*Parental permission, rather than HSM permission will suffice in respect of Day pupils or Boarders who are at that time under the care of their parents.)

Pupil Supervision Policy – Action Points

9. Supervising pupils in Games, Activities and Socials.

Teachers who are responsible for games, activities or socials should know which pupils are under their care. As with lessons, teachers responsible for games, activities or socials should follow up any absences by phone or via the house residential emails and if no valid reason is forthcoming, pupils should be entered as “cut games/activity/social” and given 4 endorsements in iSAMS.