



# STONYHURST ST MARY'S HALL

## **SUPERVISION OF PUPILS POLICY**

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Person responsible for review: J Hines



## **Supervision of Pupils Policy**

### **Rationale**

The School acts in loco parentis during the time that pupils are on school premises. It is the responsibility of the parents of day pupils to ensure that pupils arrive at school safely and are collected and taken home safely at the end of the school day. The community of adults and children who make up the College have a duty of care to look out for each other and to nurture and safeguard each other.

We recognise that our staff have a duty to provide care and supervision of pupils whilst they are in professional contact with them. Duty of care is owed to each individual pupil. Each staff member exercises professional judgement about each pupil in all situations and under all circumstances. It is the policy of St Mary's Hall Stonyhurst, that each and every pupil, including Early Years (EYFS) and boarders, is given appropriate supervision and care at all times whilst they are deemed to be the responsibility of the school and the staff.

St Mary's Hall Stonyhurst is a boarding school and as such staff are present at all times whilst the school is operating.

This Policy should be read in conjunction with the Safeguarding and Child Protection Policy.

This policy refers to the Duty Rota which accompanies this policy.

### **Staff Duty Rotas**

Staff are allocated to various duty rotas to ensure that pupils at St Mary's Hall are appropriately supervised during the day. The level of supervision changes depending on the age of the students concerned and the areas in which they spend their time in. Duty rotas exist for the below areas of school life:

### **Playrooms**

All Playroom and Hodder House are staffed by the Playroom Master/Mistress from 8am till either the pupils go to assembly or to their classroom. This occurs Monday – Saturday.

In Prep Playroom there are two members of staff supervising the arrival and settlement of the pupils in the mornings.

Two Rudiments Playroom Committee Members also spend time in Prep and Elements Playroom to help with the smooth running of the school at the beginning of the day.

### **Boarding**

The boarding team take over responsibility for supervision for the children as follows:

Monday, Tuesday, Thursday and Friday from 7:15pm

Wednesday from 6pm

Saturday after lunch or games whichever is earliest

All day Sunday.

The boarding team has their own supervision rota attached.

### **Ref Duties**

In accordance with the duty rota there are members of staff in the ref and in the corridor where the children are lining up for lunch or supper. There are also a number of staff outside or in the Playrooms supervising pupils. Location being weather dependent.

### **Rec Duties**

In accordance with the rota there are staff stationed outside to supervise the drinks and snacks and staff to supervise the children playing.

### **Games Changing Areas**

Pupils getting changed for games are supervised in their designated areas by the appropriate games staff who are based in the adjacent rooms.

Staff are stationed in the vicinity of (but not in) the changing areas so that they are available in the event of any issue taking place in or around the changing areas. For the younger children in the Pre-Prep (including EYFS) staff are available to assist the children while changing, where necessary.

### **Whole Campus Senior Management on call and fire duty rota**

Every day a member of Senior Management is on duty to support staff in any supervision issues they may have across the College site

### **Health Centre**

- The College operates a fully functioning Health Centre on campus
- The Health Centre is open 24 hrs per day, 7 days per week during term time
- At least 2 nurse staff are on duty throughout the day
- Each night 1 Nurse and 1 Health Care Assistant is on duty in the Health Centre

### **Risk Assessments**

Staff recognise that there is a need to be aware of the risks that could be most prevalent in their area of work and as such annual risk assessments are carried out for the below areas:

1. Boarding
2. Playrooms / Play areas

3. Hodder House (including all areas relating to EYFS use of the building and campus)
4. Risk assessments are carried out for all trips and excursions that occur either in school, boarding or as part of the enrichment programme. These are kept and maintained by the person leading the trip or excursion and copies are given to the Headmaster.

## **Internet safety**

The School uses internet filtering which blocks inappropriate websites.

## **Access**

All external doors (apart from HH) are equipped with key-card locks. All staff at SMH are provided with individual key cards so that they can move freely around the Campus.

SMH pupils can enter using their school number on a key pad put on the external doors. Visitors have to come through reception and can only access the building if the receptionist unlocks the door.

Cars can only access the College Campus via two routes:

1. The White Gates via the Avenue
2. The back gate via the Lodge

Both these entrances are connected to security via an intercom system and cameras are positioned on these entrances.

Security staff are stationed at the Glass Doors (Reception) 24 Hrs per day 7 days a week. In addition staff are stationed at the Lodge until 10.30pm each evening and come back on duty at 6am each morning.

## **Taxi's**

It is acknowledged that Stonyhurst is a busy site with many deliveries and drop offs taking place. All Taxi's for SMH report to the reception for pickups and students are only permitted to depart SMH after the taxi driver has checked in with security. Security staff check that all taxi drivers are from a school approved taxi company.

## **Visitors**

All visitors report to SMH reception. There they are received by their host. All visitors sign in and out of the building and receive a visitor's pass. In addition, visitors are provided with information relating to safeguarding and the College fire evacuation procedure.

Resident Pastoral staff are permitted to have family and friends over to stay in their accommodation, but all guests must complete schedule 6 of the Licence to Occupy agreement and bring this to the Headmaster to sign off before a guest can stay over in boarding accommodation.

All persons over the age of 16 and resident in the SMH building are DBS checked.

## **Registration**

Day students register in reception each morning before going to the Playroom or other nominated space for morning assembly at 8.20am. Pre-Prep children are registered in Hodder House.

The receptionist on duty in rings the parents/guardian of any absent child whose absence is still unauthorised after registration has taken place.

Students who arrive late, register their arrival with reception before going to their classroom. Parents are reminded in the Family Handbook to notify reception if their child will be late, absent, being picked up early, or being picked up by another carer.

Every teacher registers all students in each class they teach. Children in the Pre-Prep are registered by their class teacher at the beginning of the morning and afternoon sessions. Pre-Prep children are also registered into each session of Tea Time club.

Evening sign out occurs in Hodder House for the Pre-Prep, in reception for KS2 and the library for KS3.

SMH (including the EYFS) uses CHQ activity management software to monitor attendance at activities. Staff members register students at their activities at each session. Tutors are then able to follow up absences using this system. Any students who is persistently absent from their activities is referred to their Head of Playroom.

If a student is missing from a sign in or registration without reason, the SMH Missing Pupil Policy will be invoked. A copy of which is held in reception. Please refer directly to this policy for further information.

## **Where to Seek Help and Advice**

In each Playroom and boarding house there are a series of laminated displays outlining information about where students can seek help and advice in all aspects of their lives at Stonyhurst. This document contains contact details for the school counsellor, health centre, independent listener, children's commissioner and child-line amongst other details. At the start of each term the

Head of Playroom and Pastoral Head will draw attention to these notices and discuss the contents of them with the Playroom.

### **Security of Personal Belongings**

Head of Playrooms and Pastoral Heads remind pupils on a termly basis, or more frequently if the need arises, about Personal Safety. Students are reminded about locking valuables in their lockers and not to bring expensive electrical equipment into school unless necessary. Students are advised not to tell others their locker codes or their pass words.

### **Additional Supervision**

At regular intervals the school invites the local police and various speakers in to school to give assemblies highlighting the various ways students can stay safe in their lives.

### **Health and Safety**

At the start of each term, Science teachers, PE, Art, and Drama teachers will remind their students of their particular subject's Health & Safety requirements.

**Policy Reviewed    September 2018**

**Next Review Date    September 2019**