



SUPERVISION OF PUPILS POLICY
AND PROCEDURE

| | |
|--------------------------------|------------------------|
| Written by: | Deputy Head (Pastoral) |
| Date: | September 2018 |
| Review Date: | September 2019 |
| Person responsible for review: | Deputy Head (Pastoral) |

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 students to ensure that pupils arrive at school safely and in the case of older children, make their own way home safely. Pastoral Heads and their teams ensure that boarders are supervised and cared for whilst living at school. 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 Stonyhurst College, 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.

Stonyhurst is a boarding school and as such staff are present at all time during term.

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

This policy refers to various supervision rotas. These can be found on the College firefly system at:

<https://stonyhurst.fireflycloud.net/duty-rotas-and-pastoral-staffing>

Review of Policy

The Deputy Head (Pastoral) at Stonyhurst College is responsible for this Policy. **St Mary's Hall has a separate policy relating to supervision of pupils (incorporating Early Years Foundation Stage)**

Staff Duty Rotas

Staff are allocated to various duty rotas to ensure that students at Stonyhurst 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:

Lower Line Playrooms

- All academic staff are allocated to a Playroom;
- These staff carry out one Playroom duty per week;

- The Head of Playroom is in charge of putting together a duty rota for the Playrooms

Higher Line Coffee Room

- Higher Line Pastoral Staff intermittently check the Coffee Room during the course of every day;
- The management of the Higher Line Coffee Room primarily falls to members of the College Committee with oversight from the Rhetoric and Poetry Heads of Playroom;

Boarding Houses

- The allocation of staff to Boarding Houses is initially done by the Deputy Head (Pastoral) depending on the size and needs of each boarding house in any given year;
- The Pastoral Head in charge of each boarding house subsequently produces a staff rota for all boarding duties. This rota provides 24 hrs per day, 7 days a week cover in every boarding house.

Ref Duties, including Lunch, 2nd Rec and Supper

- Staff who are not on a Playroom duty are allocated to ref duties;
- Staff manage queues into the ref at these times and ensure that there is a calm and civilised atmosphere in the ref at all times.

Lower Line Games changing areas

- The Head of Boys Games and Head of Girls Games organise a rota of lock up / opening of the games changing areas in Lower Line;
- The changing areas are locked after use and are not permitted to be left unlocked outside of games time;
- Staff are present by the changing areas for appropriate periods during games time.

Committee and Playroom Prefect Duty Rota

- Students are interviewed for positions of responsibility at the end of their Poetry year;
- These students help Pastoral Heads and other senior staff in the administration of supervision duties around the College campus. These duties include helping with ref queues and acting as a source of additional help to staff in the Playrooms;
- Students are given training for these roles by senior staff members via the Committee Retreat day and other in house training sessions;
- These students are all given safeguarding training so that they are aware of what they should / should not do in various situations they may encounter.

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 Houses
2. Playrooms / Social Spaces

These risk assessments can be found on the College firefly system at:

<https://stonyhurst.fireflycloud.net/playroom--house-risk-assessment>

Equally the College runs a programme of weekend trips and excursions. Risk assessments are carried out for each of these events and copies of these are held by the 2nd Master.

Students traveling off site to Clitheroe

Higher Line students are afforded the privilege of travelling off site on Saturdays after games and before evening sign in. Students are permitted to take a taxi to Clitheroe during this time, however permission is always sought from the relevant Pastoral Head before students depart the College campus.

Internet safety

The School uses internet filtering which blocks inappropriate websites.

Access

Most external doors are equipped with key-card locks. All staff and students at the College are provided with individual key cards that enable them to move freely around the College Building.

Key-cards are set to a timer so that boarders have restricted access to the College building after curfew. Out of hours is any time before 06.30 and after 22.30. Students can only access the school during these times via the Glass Doors (reception) as their key cards are inactive during these hours. The only exception to this would be in the event of a fire evacuation where all access controlled doors open automatically.

Most doors with access to the school site are monitored by CCTV. There are display screens in Reception and the Security Lodge. Staff on duty (reception or security staff) observe arrivals and departures of people / vehicles on campus using this facility.

Cars can only access the College Campus via two routes:

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

Both these entrances are connected to security via an intercom system and cameras are positioned on these entrances. The College operates an automatic number plate recognition system so that pre-approved vehicles can enter the college site automatically. Details of authorised vehicles are held with the Health and Safety Manager.

Security and reception staff are stationed at the below areas at the times specified.

Reception Staff

| | | |
|-------------------------|------------------|---------------|
| Glass Doors (Reception) | Monday to Friday | 08:00 – 18:00 |
| | Saturday | 08:00 – 14:00 |

Security

| | | |
|-------------------------|--------------------|-------------------------|
| Glass Doors (Reception) | Monday to Friday | 18:00 – 08:00 |
| | Saturday | 14:00 - Monday at 08:00 |
| Security Lodge | Monday to Saturday | 18:00 – 08:00 |

Taxis and Takeaway Deliveries

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

Higher Line students can order takeaway's to be delivered to the campus mid-week during the evening time. Deliveries are dropped off in the presence of security staff at the Security Lodge.

Takeaways during the week are delivered to the Security Lodge between 21:00 and 22:00. At the weekend, deliveries arrive between 19:00 and 22:00 to the

Glass Doors and similarly are under the supervision of security staff or Pastoral Heads.

Visitors

All visitors report to the Glass Doors. There they are received by their host. All visitors sign in and out of the building and receive a visitors 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 Deputy Head (Pastoral / DSL) to sign off before a guest can stay over in boarding accommodation.

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

Registration

Day students register with Mrs Eachus in the registration office each morning at 8.10am before going to the Playroom or other nominated space for morning assembly at 8.20am. Boarders register in their Playrooms / nominated space each morning for assembly at 8.20am. In some cases Pastoral Heads also register students in breakfast, however this is at the discretion of the Pastoral Head.

The member of staff on duty in registration 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 the Registration Office before going to their classroom. Parents are reminded in the Family Handbook to notify the Registration Office if their child will be late, absent, being picked up early, or being picked up by another carer.

Every teacher registers students in each class they teach.

Day students who become unwell during the school day are required to go to the Health Centre. Suitable arrangements are made for their safe transfer home and those staff who need to know are informed.

Evening sign ins take place in boarding houses at 19:30 each day. This is followed by a final curfew sign in later in the evening. The timing of sign ins are dependent on the boarding house students live in. Stonyhurst operates a horizontal boarding system whereby students board in their year groups. As such, the curfew time for a Lower Grammarian (Year 9) will be different from the curfew time of a student in Rhetoric (Year 13).

The College 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 student 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 College Missing Pupil Policy will be invoked. 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 passwords.

Additional Supervision

At regular intervals the school invites the local police and various speakers in to school to lead assemblies which highlight the various ways in which students can stay safe in their everyday lives.

Health and Safety

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