



Shrewsbury School

## **PUPIL SUPERVISION POLICY**

### **Aims and Objectives**

This document should be read in conjunction with the school's Safeguarding Policy, Anti-Bullying Policy, Missing Pupil Policy and Pupil Behaviour Policy. Shrewsbury school is committed to safeguarding and promoting the welfare of pupils' in its care. The Governing Body and the Headmaster are required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. All members of staff at Shrewsbury school have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Headmaster's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

### **Kingsland Hall**

There is always a staff presence in the vicinity of Kingsland Hall during breakfast. Housemasters and matrons register and supervise pupils at lunchtime. There is a staff Duty Rota in place for the supervision of supper.

### **Houses**

In general there is always a member of staff present; either Housemaster / Housemistress (or their spouse), the House Matron, the Resident Tutor or a member of the House tutor team. At some points during the day when these staff are otherwise occupied members of the house domestic team will be on hand. There are clearly published Emergency Procedures in all Houses and important mobile phone numbers are widely available. In the evening a member of the tutor team is on duty in the House. While the precise nature of this duty may vary slightly across the Houses, their primary role is to maintain good order and to ensure that the atmosphere during Top Schools time is conducive to work.

### **Moving around the site**

All staff take an active interest in the conduct and demeanour of pupils as they move around site. Any untoward or dangerous behaviour will be challenged.

### **Break time**

There are staff in the vicinity of all major buildings throughout break time. Staff supervise key buildings such as the school shop.

## **Lessons**

Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised. Should the need arise staff may;

- Summon help from a teacher in an adjacent classroom.
- Use a mobile phone to call the Headmaster's Office (280526) or the staff Common Room (280590)
- Send the individual with another accompanying pupil to the Sanatorium

Members of the sixth form with study periods are allowed to work in their house studies (see above section 'houses'). They may also work in the ICT building or the Library (there are always members of staff available in the immediate vicinity).

## **Sport and activities**

Appropriate staffing levels are in place for all sporting activities and risk assessments will have been undertaken where appropriate. (See separate HASPEV Policy for further details) Staff involved in such activities must be aware of the relevant Health and Safety procedures and will ensure that appropriate supervision is in evidence at all times during the activity. Absences from regular 'Changes' are reported to the Housemaster via the Director of Sport.

## **Town Leave**

Housemasters and their staff supervise pupil access to Shrewsbury town centre. Pupils in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Form are required to ask permission, agree a time for return, sign out on departure and sign back in on returning. Members of the sixth form must follow the signing in and out procedures but are not normally required to seek permission. Further details for 'Town Leave', including agreed safe routes and no go areas are published on all House Boards. Town patrols are undertaken by staff on a rota basis.

## **Overnight supervision**

Overnight supervision of boarders is the responsibility of the Housemaster / Housemistress or their appointed deputy.

## **Pupil Absence**

Day pupils are registered at 'Call Over' and all absences are followed up. All staff are required to report pupil absences from lessons using the electronic system. These are then followed up by the Housemaster / Housemistress. If permission has been granted for a group of pupils to be absent from lessons, staff should post a list of absentees, with dates and times as appropriate, on the Common Room notice board. There is a separate policy document covering procedures for a missing pupil.

## **Staff Absence**

Any member of staff who wishes to be away from school must gain permission from the Headmaster's office. Cover arrangements for staff are either handled through the central cover system managed by Mr. R. Kendall or by individual Heads of Faculty.

## **Resident Staff**

As part of our wide reaching commitment to safeguarding and promoting the welfare of pupils in our care, members of staff in resident accommodation may be called upon to undertake additional supervisory duties as and when required.