



SUPERVISION POLICY

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Linked Documents:	Code of Conduct, Safeguarding Policy, Supervision of 'Unchecked' staff and procedure for access to school site
Linked External Documents	Staff handbook, Pupil handbooks.

St Edward's is committed to keeping safe the pupils in its care. Safeguarding Policies are designed to protect pupils from harm. The principles and practices set out in this Supervision Policy ensure that pupils are properly supervised at all times. Professional judgement is required and should take into account pupils' ages, number and needs as well as the locations and activities in which they are engaged. All staff with supervisory and other responsibilities have undergone all statutory checks, including an enhanced DBS disclosure and have received appropriate training.

Where senior pupils have supervisory responsibilities, for example, House Prefects in a boarding house, there will always be a member of staff readily available. In addition, all House Prefects have received Child Protection and anti-bullying training as part of their induction.

Roles and responsibilities

The Sub-Warden is responsible for creating, implementing and maintaining this policy, as well as being responsible for all of the operational matters associated with this Policy.

The Sub-Warden ensures that all of the teaching staff understand the policy and their responsibilities within it and that the Policy is consistently implemented in all departments, including Identifying training needs.

All House and Teaching Staff must understand their responsibilities defined in the policy and seek to carry out the requirements, seeking support from the Sub-Warden where needed.

The Warden approves this policy.

General Principles

The general principles are outlined below, greater detail can be found in the Staff Handbook.

1. Registration

All houses are expected to follow school procedures for attendance, registration and call-overs. Formal registration takes place at the following times:

- Morning registration: 8.10 a.m.
- Lunchtime registration 1.10 p.m. for Quad Houses
2.10 p.m. for Field Houses
- Callovers take place at 6.50 p.m. and at bed-times.

There are additional call-overs on Saturday and Sunday as decided by the HM.

The whereabouts of any day pupil, unaccounted for at Morning Registration, should be ascertained by a telephone call to the parents. Staff should know the School's Missing Pupil Policy.

2. Lessons

A formal registration must be taken at the start of every lesson. It is the responsibility of the HMs to ascertain the reason for the absence. Where a pupil may be at risk, their lesson attendance is monitored by the Sub-Warden's Secretary.

Teachers are expected to be in their teaching rooms at all times.

3. Games and Activities

All teaching staff and staff leading games and activities are responsible for accounting for all pupils. All absences must be reported to HMs. Pupils must be supervised at all times by the member of staff assigned to that activity. Lower School pupils may only use the fitness area of the Sports Centre when under the direct supervision of a member of staff. The Upper School may use the fitness area during their free time.

4. Risky areas of buildings and grounds

Pupils are not allowed unsupervised access to DT rooms, Art Rooms or Science labs. These areas must be locked once a member of staff leaves the room.

Pupils should not walk over the golf course when there are players on the course. Remember to be vigilant at all times. Golfers may only hit balls on the course and not elsewhere.

Pupils may not visit the boathouse except at normal games times. The canal or river must not be used for swimming or ice skating.

5. Supervision during Education Visits and Sporting Events

The arrangements for the supervision of pupils during educational visits and trips are described in the Staff Handbook. All trips and visits must be accompanied by the correct number of staff and risk assessments must be circulated in advance of the trip leaving the School.

6. Medical Supervision

One or more qualified nurses are on duty 24 hours a day at the Medical Centre during term time. In addition, all House Matrons have been trained in first aid.

7. Supervision in the Boarding Houses

HMs are responsible for ensuring appropriate staff cover in the boarding houses. Each house has at least two resident members of staff. In addition, additional tutors are on duty in the house every evening.

There may be occasions where there is no adult physically present 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 games practices). At such times, pupils always have immediate access to an adult; for example every pupil has the Sub-Warden's mobile phone number which is also displayed in every house.

8. Summertown

All pupils have access to Summertown at times clearly defined in the Pupil and the Staff Handbooks. Duty Team patrol at break, lunch and afternoons have both supervisory and disciplinary roles with regards our pupils in Summertown.

Pupils are not allowed to cross the Woodstock Road when travelling to and from the Field Houses and School or Summertown

9. Absence without leave

If a pupil goes missing with a reason, the HM must follow the Missing Pupil policy, described in the Staff Handbook. The Sub-Warden must always be informed of any missing pupil. Naturally parents should be contacted as soon as the HM is concerned that the pupil is no longer at school.