



**ALDENHAM SCHOOL**

# **SUPERVISION OF PUPILS POLICY**

**Revised March 2020  
by the Senior School Head (AMW)**

## **Overview**

Aldenham School has a responsibility to ensure, as far as is practicable, a safe environment for all employees and for all pupils throughout the school day in order to ensure their health and safety and welfare. The School takes its duty of care very seriously and bases this on the principal of *in loco parentis*. The primary purpose of the supervision of pupils is to maintain their health, safety and welfare through good order and discipline, and it is important to be able to show that a structured supervision plan exists, is known and is understood by all staff, and that adequate care has been exercised at all times in order to avoid any potential claims of negligence against a member of staff.

The School has a responsibility to be able to account for the whereabouts of its pupils at all times and aims to ensure, when and where practicable, that pupils are appropriately supervised at all times. However, in the context of a large school site extending over 110 acres, there will inevitably be a degree of freedom and occasions when pupils are not under the direct vigilance of staff, although they maintain an active presence around the site.

Supervision of pupils extends to many areas including classrooms, changing rooms, Boarding and Day Houses, dining hall and at break times and lunchtimes during the day. There will be other occasions during the school day when supervision is required and, in general, this is provided by ensuring that staff are aware of their responsibilities both as part of the formal duty rota but also in their role as professional teachers around the School.

## **Normal School Days (Monday to Friday in term time)**

### **Supervision before 8.30am**

Day pupils arrive at school by coach or are dropped off by parents; however, pupils do not arrive simultaneously on School premises. The member of staff in charge of coaches has a mobile phone which is used by parents or the coach company in the event of transport difficulties.

Pupils should arrive between 8.00am – 8.30am and go to their Houses. The School cannot supervise pupils who arrive before 8.00am or guarantee access to their House. Day Houses (including Martineau's) will always be open and manned by 8.00 am. All pupils who arrive after 8.40am (the end of morning call) are instructed to sign in with the School Secretary in the School Office.

### **Registration**

A register of all pupils is taken at the start of the morning and afternoon sessions (8.30am and 2.00pm). This registration is completed by the tutor in the morning and by the HSM at 2:00pm in House. In addition, all teachers are required to register pupil attendance on 3SYS for every lesson. Parents are responsible for notifying the school if their child is absent for any reason. The Common Room Secretary phones those with an unaccounted absence during the course of the morning.

### **School Office**

The School Office is staffed from 8.00am to midday and from 1.00pm to 5.00pm during school term time. An answerphone will cover all other times. Students who arrive at School after 8.40am must register at the School Office where they will be issued with a paper slip noting their time of arrival which must be presented at their first lesson. Students on late buses will be given a slip without a time, but this will be logged on the specific late bus sheet.

Any student leaving the School site, other than on an organised trip or fixture, must sign out at the School Office. When it is not staffed, signing in/out sheets are available. The Headmaster's PA and the Admissions Coordinator are present in a nearby office between midday and 1.00pm as well as until 5.00pm.

## **Lessons**

Pupils should be supervised during lesson time and staff have a responsibility to maintain good control and decorum in the class. No student is allowed into a laboratory unsupervised and pupils in Years 7 and 8 are not permitted to enter classrooms unsupervised. Sixth formers may have private study periods when they are not under direct supervision, and in these cases must be working in the library, where the librarian is present, in the Sixth Form centre or back at House. In the Senior boarding Houses, a Matron or designated responsible adult is always present between the hours of 8.30am and 5.30pm. Martineau's pupils are not allowed to return to their House outside break and lunch time. The day Houses in the School House building, where teaching and non-teaching staff are present and where the Health Centre is housed. A Day House matron is present during the day to supervise both Day Houses.

## **Sixth Form Centre**

The Sixth Form building consists of a classroom (primarily for Psychology), a small Careers Area, and a Social Area for students.

Supervision of students will be provided.

- Deputy Head (Co-curricular) will open the building at 8.50am.
- Students should not enter the building before 8.50am. They should attend morning registration as usual.
- The Social Area may be used by sixth formers during lesson time so long as they do not cause any disturbance (ie. no music etc).
- At break and lunch time the Social Area will be attended by duty staff, catering staff running the sixth form café, the AHA or the Careers Co-ordinator.
- The Sixth Form building will be closed to students at end of lessons each day: (Monday: 4.40pm, Tuesday: 2.10pm, Wednesday, Thursday and Friday: 3.50pm).
- Any event outside these hours (eg. evening boarders' activities) must be organised and directly supervised by a member of staff.

## **Responsibility during the day**

Duty schedules are compiled by the Deputy Head. These schedules are updated each term and clearly displayed in staff work areas and are circulated electronically to all staff members. The Common Room Secretary sends a reminder to the duty staff on the school day before the duty. Each member of staff is individually responsible for ascertaining what and where their duties are at any given time of the school year.

It is incumbent on all members of staff to ensure that the system functions efficiently and smoothly by:

- arriving on time for duties;

- taking care to note that the pupils are behaving in a sensible manner;
- completing the duty at the stated time.

## **Break Time**

At morning break time (11.05 - 11.30am) there is always a member of staff in each of the Houses. In Martineau's, Riding's and Leeman's a member of the teaching staff is on duty and in the Boarding Houses, the Matrons are an active presence, often running a House tuck shop.

Break time supervision around the remainder of the site is informal due to the large site, although there is a specific duty rota for staff. In addition, staff are regularly coming and going between buildings and reminded to keep a vigilant eye on proceedings.

## **Lunchtime**

During lunchtime, there is a duty rota and two members of staff are on duty from the beginning of lunchtime until the last pupil has left the dining hall. The primary role during the first part of the lunch break is to supervise the lunch queue and ensure that pupils are well behaved and queue in an appropriate manner. The second part of the lunch duty involves a member of staff supervising the Dining Hall and ensuring that pupils are appropriately behaved. In between the two tasks there is a second rota of staff allocated to eat in the main Dining Hall so there is always a Common Room presence. The member of staff on duty should challenge any behaviour which is inappropriate or threatens the health and safety and welfare of others.

## **Tea**

During teatime (5.45pm - 6.30pm), there is a duty rota and two members of the resident staff are on duty from the beginning of tea until the last pupil has left the dining hall. The duty involves supervising the queue, the Dining Hall and ensuring that pupils are appropriately behaved.

## **General**

Pupils must remain on site at all times during the school day, unless they have parental permission to leave for an appointment. The only accepted exception to this is when pupils must cross Aldenham Road in between the main School and Kennedy's/Martineau's or the Chapel. On such a large site, pupils should not normally venture beyond the School shop, tennis courts or Astroturf except for school activities/games.

Pupils do not have access to some areas such as the Catering and Maintenance areas. Clear signs are displayed.

If pupils wish to leave site during the school day, they must have permission from their HSM and **MUST SIGN OUT AT THE SCHOOL OFFICE**. Failure to sign out will normally result in a Friday detention.

## **School Prefects (Praes)**

The School Praes have a wide range of responsibilities but, in particular, have a duty rota and support staff in supervising the lunchtime queue. They are also expected to be present at break times in the School tuck shop to maintain good order and uphold school rules.

## **Road Crossing**

There are three occasions each week when the whole school is required to assemble in the Chapel, and at these times the zebra crossing is supervised by the member of staff on duty that day to ensure that pupils cross safely and with due regard to the traffic on Aldenham Road. The member of staff on duty should assemble pupils at the side of the road and allow them to cross in groups when appropriate, with consideration of the movement of vehicles along the road.

## **Travel to and from School**

Coaches drop off and pick students at the Coach Park. McGill's and Beevor's Houses have additional parking space available for parents that can be used for drop-off and pick-up. Access to this area is via the lane opposite the entrance to the Coach Park. Parents can also use the lower car park in front of the Prep School. The members of staff in charge of coaches have a dedicated phone for contact with the coach companies and parents of coach users.

For the pick-up at 5.30pm (4.30pm on Monday and Fridays), the members of staff in charge of coaches will be assisted by those on the daily rota, whose main task is to supervise the pupils crossing the access road to parked cars. The coach departure is orchestrated by the members of staff in charge of coaches at 5.40pm (4.40pm on Mondays and Fridays). Pupils waiting for a delayed coach will be supervised until its arrival. Pupils who miss a coach or who are waiting for parents after 5.45pm (4.45pm on Mondays and Fridays) are instructed to return to Houses or the Dining Hall.

Pupils are not supervised by a member of staff when travelling on a school coach but are expected to behave responsibly and adhere to School Rules. A number of coaches have CCTV cameras for recording pupil activity. The School would always investigate complaints about poor behaviour.

## **Staff Induction**

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Such details are available in the Staff handbook on the Aldenham T-Drive.

## **Supervision on Educational Trips**

The arrangements for the supervision of pupils during educational trips and fixtures are described in the Educational Visits Policy. Boarding pupils returning from trips to the coach park after 9.00pm will be escorted to their Houses.

## Health Centre

The School nursing team provides help for boarding pupils and for day pupils who are taken ill whilst at School. If a day pupil takes ill or has an accident at School, parents will be contacted and requested to collect their child or accompany them (if possible) to hospital.

Boarders' surgery times are as follows:

Monday to Friday: 8.00am – 8.30am; 11.00am – 11.30am; 1.00pm – 2.00pm; 5.30pm – 6.00pm.

In addition, the Health Centre is open for emergencies between 8.00am – 6.00pm and a nurse is 'on call' outside of duty hours.

The school remains committed to providing high quality care for children's wellbeing.

## Boarding Houses

There should always be an adult present in the senior boarding houses at the following times **in addition** to times after the school day.

Monday to Friday: 8.40am – 5.30pm; Morning break; 1:10pm to 2.15 pm.

Saturday and Sunday: at all times either present or nearby on site and immediately available by telephone.

Boarders' call times: Before breakfast, 5.40pm, 7.00pm and 10.00pm. (9.45pm for year 9 pupils).

This adult should either be the resident tutor on duty that day or, if unavailable, the matron, the HSM's spouse or other member of staff as arranged and agreed by the HSM. On Tuesday and Thursday afternoon activity time another member of staff may be required to be present in House. (In the case of non-teaching staff, the person or people concerned must be fully aware of their responsibilities and the actions to take in the event of certain emergencies.)

Where the commitments elsewhere of the HSM or House tutor on duty mean that they are not available at any of the times indicated above, a matron, HSM's spouse or other member of the teaching staff may fulfil the role. However, Houses must ensure pupils are fully aware of who is available in the House and where they may be located. **Notices clearly fixed to doors or on central House notice boards must clearly state which adult is available and their contact phone number.**

## Cover by staff from outside the House

It is the HSM's responsibility to ensure that a member of staff normally not on duty in the boarding house is fully briefed about procedures in general. This applies to the time when he or she is working in the House and to any other information concerning pupils which may become relevant.

Very exceptionally, staff in one boarding House may be asked to take responsibility for another House whilst remaining on duty on their own. This sort of arrangement should only be applied when the number of pupils resident in the House is six or fewer, all of sixth form age and when none of these pupils is expected to cause a particular problem in terms of their health or general demeanour. This sort of arrangement should be cleared in advance with the Deputy Head (Pastoral).

Where such an arrangement is necessary, in an emergency (such as an HSM needing to be absent to take care of a member of his own family), a member of SMT should be contacted immediately to be notified of the difficulty and for help.

<b>Staff Member</b>	<b>Home Number</b>	<b>Mobile number</b>
JCF	01923 851600	07986 804829
AMW	07894 108992	07971 094903
SHW	07767 740786	07990 838134
EEM		07958 533746
PJR		07557 008543

Arrangements for boarding pupils seeking time away from school are dealt with specifically in the Boarding Pupils out at Weekends Policy.