



**HORRIS HILL
SCHOOL**

Supervision of Pupils Policy

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SUPERVISION OF PUPILS POLICY

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day and beyond, whether on the school premises or on visits away from school, to ensure that pupils are properly supervised through appropriate deployment of school staff (in accordance with the Independent School Standards Regulations Part 3 and the National Minimum Standards for Boarding Schools NMS 15). This standard is intended to ensure that staffing levels devoted to supervision, including supervision during breaks from lessons, and during pupils' leisure time, are sufficient to ensure that pupils are safe, that the school is reasonably orderly, and that emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected children. Every school has a duty of care towards its pupils and this involves, amongst other things, staff with suitable training or experience supervising pupils, including those taking part in off-site activities.

GENERAL POINTS OF GUIDANCE AND LINKS TO FURTHER READING

- A duty rota detailing the member(s) of staff on duty at any given time will be displayed in the staff room.
- Much guidance on good practice with regard to supervision at specific times is found in **A Guide to the Duty Rota** (see Appendix) and in the **Staff Code of Conduct**. All staff have access to a copy of these and should be familiar with their contents. It is essential that Duty Staff are pro-active and remain mobile throughout any supervisory duty. They need to be a visible presence and students should know where they can be found.
- Part of the induction of new staff will include an explanation of supervisory responsibilities and good practice either by their mentor or by the Head of Boarding and Pastoral.
- Duty staff should begin supervision promptly and in the most appropriate location.
- In sensitive areas such as changing rooms, showers and dormitories the emphasis should very clearly be one of supervising not watching.
- All members of staff supervising sports activities will be suitably qualified and both competent in, and conversant with, the rules of any games or sports being taught by them. They will be fully aware of appropriate safety measures.
- Supervision of pupils on visits away from school should follow the guidance within the school's Educational Visits Policy. An appropriate risk assessment form should be

produced in accordance with the 'Evolve' online procedures from Hampshire County Council's Hampshire Outdoors service and approved by the school's Educational Visits Coordinator (EVC) and headmaster. This applies to all visits, including those on weekends for boarders.

- This policy should be read in conjunction with the school's Missing Child Policy and Procedures.

Even when not officially 'On Duty', all staff should still have regard to the conduct of the pupils and be prepared to assist as necessary.

In the event that a staff member does not appear to be fulfilling a supervisory duty, any available staff member should be prepared to step in until the duty staff member is able to take over.

Horris Hill



A GUIDE TO THE DUTY ROTA

2023

GENERAL

Horris Hill is committed to providing the best possible care to its pupils. Overseeing their welfare during non-lesson time is a key part of that provision.

Members of staff are obliged to oversee various duty sessions throughout the week as allocated by the Deputy Headmaster and Head of Boarding and Pastoral Care. There is a separate rota for weekends created by the Head of Boarding. This booklet is designed to be a guide to what is required and expected. If a member of staff is going to be absent from a particular duty then he/she should inform the Head of Boarding and Pastoral Care in advance so that appropriate cover can be arranged. This might involve a swap of duty, in which case it would be left to the member of staff to organise, or covering the absence with another staff member as arranged by the Deputy Headmaster.

THE ROLE

A member of staff on duty is responsible for the smooth running of that particular time period with regard to the pupils and their activities. If the weather is such that pupils should remain indoors, then that is the decision of the member of staff on duty and clear and timely instructions should be given, with appropriate indoor areas chosen.

A key requirement of any duty session is to be visible at all times. This will involve patrolling the various areas of the school where pupils are entitled to be for that period. Staff should **not** remain static, and should be in areas where they can easily be found by pupils. Staff on duty should avoid being delayed in the staff common room. It is important that staff know where pupils are and this involves moving around. Whilst a member of staff cannot be expected to be in all places at once, they can be expected to be seen on a regular basis in those areas. That way any issues can likely be prevented in the first instance or nipped in the bud so that they don't become more serious.

In a sense the duty member of staff is merely the person taking primary responsibility for that allocated time. All staff are 'on duty' in reality, should something that requires adult intervention be reported or witnessed.

The nature of the role is such that not all eventualities can be listed in this booklet. A healthy dose of common sense is required too.

AFTER BREAKFAST

There is often a period of free time after breakfast and before registration.

Be a presence as the children are coming out of breakfast, and usher the boys to the changing room.

Go to the changing room to usher the children outside, ensuring that they dress appropriately. Once the majority are outside, go out. A gap student should get the remainder of the children out, but it is important to check regularly that no children are loitering inside.

Five minutes before registration ring the outside bell to get the children back in. You will need to go back out to check that they have heard and are responding to the bell. Ensure that children put away any coats or outdoor clothing and shoes, then usher them out of the changing room. If it is chapel, then you should ensure that children line up quietly. If necessary, check in with the Headmaster so that he knows when to start chapel.

All staff are expected to attend assemblies (normally on a Monday) and can attend Chapel on the relevant days. The presence of form tutors whenever the school or a part of the school gathers may not always be required, but is certainly welcomed.

MORNING BREAKS:

Go the changing room straight away to usher the children outside. They should be wearing tracksuit bottoms and trainers if they are going to be running around. Once most are outside, do a sweep of all the rooms to ensure that they are clear, then go outside. A gap student will help get the slower ones outside once you've gone, but you should check regularly.

The key thing here is to be seen in all those areas where the boys might be: Lower Field, Common, Astro (a gap should be on patrol too), ICT Room, changing room again and just keep going . . . In other words, there will be a lot of patrolling. Children should not be inside (Sports Hall etc.) unless the weather is poor and you have given them permission.

About eight minutes before the start of the next lesson ring the outside bell to get the children back in. Check outside that boys are coming in, particularly from the Astro, and then go to the Changing Room to get them moving to their next lesson.

If you feel that it is too wet to go outside then make that decision just **before** the bell for the start of break so that you can let the children know as they arrive from their lessons. In this instance you will need to patrol the internal spaces to which you allow the children access: common rooms, library, theatre, squash courts, sports hall or classrooms.

AFTERNOON BREAKS:

Check the Games Board to see if you have any children who are listed on the medical list as having to stay in. Off Games children are expected to be outside with their normal age group, unless the nurse has specified otherwise. Once the boys are all outside you can get on with your own things but you must remain on site and keep a check on those children who have to stay in if there are any. On Wednesdays and Saturdays it is a good idea to set up the sign-up board with activities as some games will be ending earlier than others. Once the majority of children are through the showers you need to leave the rest under the supervision of the games/staff/nurse/gaps and patrol the spaces children have access to. Ensure that children proceed to lessons, meals or their next activities promptly.

SUPPERS:

Be in place at the door to the Dining Room before the boys arrive. Make sure that the queue is orderly and children have washed their hands and are dressed smartly. Assign senior children taking tables to their positions but don't allow the school in until the caterers have finished handing the food to the tables. Children are not to wander around so you need to hand out any cutlery needed, replenish milk, bread etc. to the tables as required. One child per table should be stacking dirty plates etc. One child per table should be taking out. Please keep it to this as things can get too crowded in the passage just outside the door if too many children are there all at once and that makes things tricky for the kitchen staff in that area.

Keep a close watch on the children taking tables. They should be a help and a good example, not a hindrance. Encourage them to keep things moving along and to keep their table in good order regarding manners. If any boy persists with poor behaviour then they should be reported to you.

Circulate to ensure that children are eating their food and encourage them to finish their meals fully. If you have any concerns in this regard, report them to the school nurse, who is normally in attendance.

When it is clear that most children have finished, hurry along any table that is being slow in clearing their table. Do not ring the bell for silence too early unless it is becoming too noisy. Wait until just about everyone is ready then ring and ask the boys to stand for Grace. Nominate a senior pupil to say Grace and then there should be silence while you give any notices and dismiss the children a table at a time. Let the table takers go first, then normally oldest to youngest at your discretion.

Encourage the children to offer their thanks to the kitchen team as they leave the dining room, and do so yourself!

EVENINGS:

Before children finish activities (if you can) it is a good idea to have the sign-up board set up with the activities. When it is dark, children should not be outside, but your common sense is needed here as there can be no hard and fast rule. In September it is still light so outside seems a good option. November is different. There may be floodlights set up on Lower Field so that boys can play there in the dark.

Check that the children have signed up for what they wish to do. Then you need to be on the move around all the places the boys have signed up to be. The Sports Hall, ICT Room and Common Rooms will be key places as many may well choose to be there. Children in the ICT room should be under supervision at all times, so you will need a gap student to be on duty.

You may need to sign out day boys if Reception is not being staffed. It is essential that day pupils sign out on the provided list, are wearing the correct uniform and proceed carefully across the car park to their waiting parents.

At about 7.45pm you need to start locking up the outside areas of the school. The keys are labelled and in the right order on the key ring, starting with the Sports Hall and finishing with the Music School. Check that lights and windows are closed before locking up an area. It is also a good idea to check that there are no boys in an area before locking it up

Monitors will begin to turn out lights around the corridors. Soon after 7.50pm Wood boarders will start to move towards the changing room, ready to be taken over to their houses. (The Hill pupils will have gone up at 7.15pm so they won't be around.) The Wood house staff will be in the Changing Room by 8.00pm and will take their pupils when ready. You will need to lock the changing room doors behind them and turn off the lights. Ensure that you put the keys back in the staff common room.

If you encounter any issues you must report them to the relevant person (Headmaster, bursar etc.).

DUTY ON SATURDAYS AND SUNDAYS

Saturdays

Saturdays and Sundays are working days. As pupils will be here we still need a staff duty presence. Much of the guidance applies to these days as well, especially in the need to be a constant presence around all the key areas.

Saturday duty starts formally at the end of games and runs through until the boys go to their houses in the evening (normally 7.45pm). Children can only start to wear their home clothes after all their official business, such as games/matches has been concluded. You should ensure that those pupils who are staying on for the weekend sign up for an activity once they leave the changing room.

The staff member(s) on duty must know the whereabouts of all pupils in their care at all times

Ring an outside bell at about 5.40pm (or earlier if it is dark) to get the pupils ready for supper. You will need to run supper and take a register, using the list provided in the duty folder. Pupils should be asked to change into their school shoes for the meal.

Unless a colleague has offered to take an evening activity for all the pupils who are in school after Saturday supper, you will need to provide an activity, as detailed on the term's trips and activities programme or at your discretion. Gaps will be available to help, too. Liaise with the member of staff running an activity as to what role he/she might require of you. If you are not required in the activity, you will still be required to manage the changing room and lock up for the night as for a week day. If you are running an activity it should ideally involve all of the boarders in for the weekend under your direct supervision.

Any activity should end by 7.30pm and the pupils sent to the changing room to meet their house staff. Please ensure that any areas you have used (such as the Sports Hall) are left tidy. As with a normal evening duty, you will then need to do a lock-up, including turning off lights and securing windows. See above for guidance on this.

Don't forget to check in with a relevant senior staff member if there are any issues to report. Phone numbers can be found in the weekend duty folder.

Sundays

There are two members of staff on duty for a Sunday. These duties are assigned by the Head of Boarding. How you divide the day is up to you. There are also two gap students at your disposal, who should be assigned to run on-site activities such as mini football tournaments or computer sessions and supervise specific areas, such as the Sports Hall.

Sunday duty starts straight after Sunday breakfast i.e. at about 9.00am. It is worth coming in a little bit early so you can arrange where the children should go once they come out of breakfast and to run through the programme with them at the end of breakfast.

Once pupils have been released from your direct supervision they need to choose an activity or area on the sign-up board. Duty is then a question of patrolling these areas. Keep the duty folder to-hand and the duty phone (switched on) on your person at all times. It is essential that you are able to verify the whereabouts of any child at any time.

You need to ring an outside bell at about 12.45pm to get the pupils in and ready for lunch. For meals they are expected to wear their school shoes. You will need to take charge of lunch and take a register, using the list provided in the duty folder.

After lunch the children may have a quiet Rest period at your discretion. However, there is no need to insist on silence. As long as they are quiet in the Stow building or library or common rooms that is fine. This may well be a good time to offer a computer session, which should be

directly supervised by one of the two duty gap students, though you should also keep a close eye on it. After this you need to have organised, or arranged for the gaps to have organised, an activity of some sort as detailed in the term's weekend trips and activities programme. Sunday can seem a long day for some and so this will break up the afternoon well. Refer to the schedule provided in the duty folder.

In the afternoon pupils need to sign up as usual but it is also a good time to put on a DVD in the TV room or football match for them to watch in Eton. Make sure your choice of DVD is age appropriate. Encourage boys to use their sign-up time well and make suggestions if they seem unable to choose. Please do not allow boys to spend hours at a computer or watching something on a screen. Feel free to set up an activity yourself, but you will need to remain on patrol.

Keep track of the various trips happening during the day and ensure that boys are in the right place at the right time to assist the trip taker with a smooth departure. Make sure that you know exactly which pupils are leaving the school site for a trip, and when they are due to return. The trip taker may need to contact you, so ensure you have the duty phone. Also ensure that children sign up for an activity upon their return from a trip (and have not brought any contraband back with them!). The staff member(s) on duty must know the whereabouts of all pupils in their care at all times

Ring an outside bell at about 5.40pm (or earlier if it is dark) to get the pupils ready for supper. If there is an evening service (Remembrance or Carol) then all pupils who are in go to their houses to shower and change under the supervision of the housestaff/ gaps.

You will need to take supper and do a register, using the list in the duty folder as you did for lunch.

After supper there is free time indoors for half an hour so pupils need to sign up as usual. This time should also be spent tidying up any areas which pupils have used during the day. You should check that this takes place and appoint pupils to take charge of each area. You will find that some children who have been out for the weekend start returning too. All pupils will need to be in the changing room by 7.15 in order to go over to their boarding houses.

At this point you will need to lock up any rooms or buildings that have been opened during the day.

Don't forget to check in with a relevant senior member of staff if there are any issues to report. Phone numbers can be found in the weekend duty folder.

If any child is a nuisance or poorly behaved during any of these duty periods then try to deal with it then and there. Typical low level sanctions might be being made to sit quietly with a reading book in a classroom for a little spell, or removal from the activity. Doing a little job for the community, like picking up litter or tidying up the changing room, might also be appropriate.

If you feel that the matter warrants more serious consideration or if it is a situation you feel unsure about, then inform the Head of Boarding and Pastoral.

In all cases, there needs to be a record of what the child did and what sanction was given. This information should be noted on iSAMS so that the child's tutor can follow it up if required. As with so many things, communication is vital.

Special and changing circumstances

While the current COVID-19 pandemic is ongoing and schools are subject to special regulations staff may be required to undertake other duties, such as the serving of food or staggered arrival and dismissal of pupils. It is essential that staff show willingness to undertake these extra responsibilities in adherence with government guidance and school policy, for instance on the safe serving of food, the wearing of appropriate safety equipment and the maintenance of social distancing. It is acknowledged that this constitutes an added burden, but is essential for the safe and smooth running of the school.

The duties listed above may well be subject to change as the school routine is modified to fit the school's application of any government guidance or indeed as deemed appropriate by the school's senior management.

Any staff being asked to undertake duties that are not listed or explained fully in the document above will be briefed accordingly by the deputy head.