



## Clifton College Preparatory School

### Policy for the Supervision of Pupils

#### Definition/ Rationale

It is the policy at Clifton College Preparatory School to offer the very highest levels of supervision to the pupils at all times. This area of School life is particularly important owing to the nature and geographical complexity of the Campus, as outlined below. The Preparatory School campus is centred around the main Pre teaching block and also includes two play areas – the main playground (PP) and Whatley to the north of the main building. Hartnell's House, a senior boys' day and boarding house and the Hornby Arts Centre are also in the immediate vicinity. To the north-west of the main building is 'Cambridge and Downend', which houses Tait's and Wollaston's, junior boys' day Houses - and the year 4 and 5 classrooms. The Coach House is situated just to the south and its entrance is directly onto Northcote Road, which runs from north to south and forms a westerly boundary. South Town and North Town Houses, senior day girls' and boys' respectively, the Science School and the Music School are situated on the east side of The Avenue, which runs from north to south, forming the easterly boundary. Hankey's, a senior boys' day House, Guthrie, a junior boys' day and boarding House, and Poole's, a girls' day and boarding House are situated at the furthest extremity of the Pre Campus, on Guthrie Road. In addition, the pupils use various facilities which are located within the main College Campus on the South side of Guthrie Road: these include the Sports Centre; the Dining Halls; Lower Slopes and The Close (sports fields) and the Health Centre. New Field (sports fields) and the Redgrave Theatre are situated in College Fields and Percival Road, respectively. The Beggar Bush sports complex is situated across the Suspension Bridge, near Abbot's Leigh.

#### Procedures and Practices

During 'House Time', pupils are supervised by House Staff; these will include the HoM, the Duty House Tutor and the Matron. Each House publishes a staff and Matron duty rota, which is displayed in the House, filed by the Deputy Head, Pastoral and copied to the School office.

'House Time' includes:

- 08.00 – 08.35 during which the pupils are registered in the House. (Pupils arriving before 08.00 report to the School Office in the main Pre building.)
- 10.15 – 10.45 Morning Break. (Pupils in the Pre Playground, the main Pre Building, or on Whatley are also under the supervision of the School Duty Team, a gap Tutor and a member of staff from Tait's, Wollaston's and Guthrie.)
- 12.00 – 13.10 Lunch Break. Pupils in years 4 and 5 and 6 are supervised by subject teachers (who have taught lesson 4) until handed over to House Staff in the Dining Halls. Thereafter, they are the responsibility of House Staff for the remainder of the lunch break. Please note that it is accepted that pupils in year 7 and 8 are expected to make their own way back from lunch sensibly and quickly. A Gap Tutor will always man the Guthrie road crossing during this period.

- In addition, a member of the School Duty Team will supervise general behaviour in the Upper Dining Hall.
- 14.25 – 14.45 Afternoon break – as bullet point 2, above.
- 16.00 – 19.00 After School Activities, Tea and Prep. Pupils choosing to spend this time in the House are under the supervision of the House Staff. Those attending an Activity are supervised by the member of staff in charge of the activity (Please see activity lists for names of staff and pupils involved). Pupils leaving the House for an activity ‘sign out’ with the member of staff on duty, as do pupils leaving to go home. As with lunch supervision, pupils in years 4, 5 and 6 will be supervised to and from the Dining Halls and whilst eating tea Please note that it is accepted that pupils in year 7 and 8 are expected to make their own way back from tea sensibly and quickly. A Gap Tutor will always man the Guthrie road crossing during this period.
- (Please see individual House Hand Books for specific details regarding House Supervision.)
- In addition, there is a member of the School Duty Team on duty in and around the Pre Campus from 16.00 – 18.00, Monday to Friday, and until 16.00 on a Saturday.

During ‘Academic Time’ the pupils are supervised by the Academic Staff. (For details of personnel and timings, please refer to the School Timetable.) Staff register classes at the beginning of each lesson and report missing pupils to the School Office. The Secretary will follow up the query and report back to the member of staff. If necessary, the secretary will implement the School Missing Child Policy.

During Games Sessions (Monday, Wednesday and Saturday afternoon for Upper Pre pupils and Wednesday, Friday and Saturday afternoon for Lower Pre pupils), the pupils are supervised by the team coach(es). Coaches register the children at the beginning of the session and report missing pupils to the School Office, as above. Their responsibility for the pupils remains until the end of the session and includes periods of time during which the pupils are in transit, whether on foot, by mini-bus or by coach. Supervision of pupils on away matches remains the responsibility of the team coach, but arrangements are sometimes made in liaison with staff from the host school.

During PE lessons, the pupils are supervised by the PE Staff with the assistance, on occasions, of a Gap Tutor. (Please note that the Gap Tutor is never given sole responsibility for pupils.) The pupils are registered at the beginning of each lesson and missing pupils are reported to the School Office. Their responsibility for pupils includes periods during which the pupils are using the changing rooms.

For academic or cultural visits, the member of staff with overall responsibility for the organisation of the visit will ensure that there are sufficient supervisory staff to comply with the requirements of the School Educational Trips Policy. He/She will also ensure that all supervisory staff are fully acquainted with the policy and any associated Risk Assessments, whether generic or specific.

For visits which involve an over-night stay of one night or more, the member of staff with overall responsibility for the organisation of the visit will ensure that there are sufficient supervisory staff to comply with the requirements of the School Educational Visits Policy. He/She will also ensure that all supervisory staff are fully acquainted with the Policy and any associated Risk Assessments, whether generic or specific.

For Overseas Visits, the member of staff with overall responsibility for the organisation of the visit will ensure that there are sufficient supervisory staff to comply with the requirements of the School Educational trips Policy. He/She will also ensure that all supervisory staff are fully acquainted with the policy and any associated Risk Assessments, whether generic or specific. (Please note that there are variations with regard to specific supervisory requirements depending on the nature and duration of the visit. Visits involving 'high-risk' activities, such as skiing or water-sports, for example, are subject to more stringent staff/pupil ratios. Visits on which there is a child with special medical requirements will also be subject to more stringent ratios. (For details, please refer to the School Educational Trips Policy.)

### **Links with other Policies**

- Supervision of Boarders Policy.
- Children missing in Boarding time.
- Missing Children Policy
- Parties Policy.
- The School has completed risk assessments for key areas which are deemed to present higher levels of supervisory risk: Design Technology/Science School /Swimming Pool.
- Educational Trips Policy

These are available from the school.

All staff are made aware that they have a duty of care for the pupils at all times and that, even if not specifically on duty, they have a supervisory role aimed at the wellbeing of the children.

The school has a responsibility to ensure that the pupils are free from avoidable harm. As such, risk assessments have been carried out on various aspects of Campus security and action taken if necessary. Examples include: the installation of electronic key card locks; gates of the rear of the playground; regular reminders to pupils of the importance of vigilance in and around the campus – delivered through the Houses, at School Assembly and as a part of the PSHE syllabus.

DTP – April 2012

(Review date - Termly with regular updates at SMT meetings and HoMs' Meetings)