



Rugby School

## Supervision Policy

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September 2020

**Responsibility for updating this policy: Deputy Head Pastoral**

**1 Policy statement**

**1.1 Scope:**

This policy applies to all full-time and part-time teaching staff. This policy can be read with the School's "Guidelines for Life at Rugby School", "Medical Care Policy", Sports Department Handbook, "Educational Visits Manual", Staff Handbook and Manual and staff Job Descriptions.

**1.2 Policy aims:**

Through the operation of this policy we aim to:

- protect the health and safety of students at the School; and
- ensure that staff at the School are aware of how staff are deployed to ensure the proper supervision of students.

**2 Responsibility**

2.1 All members of staff are responsible on a day to day basis for ensuring that students at the School are safe. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

**3 During the School Day**

3.1 During the School day, staff are deployed as follows:

3.1.1 In Houses, there will always be at least one member of staff on duty in a supervisory capacity.

3.1.2 There is a CO ("Call over" or Register) taken three times a day and attendance and reasons for absence are recorded on the School database (iSAMS).

3.1.3 All classes will be supervised by the relevant teacher or by a cover teacher if necessary. In certain subjects, typically design technology, art and science, the classroom teacher may be supported by a technician.

3.1.4 There will be a member of the SMT on whole School duty every day. He/she has overall responsibility for supervision/discipline/welfare of students across the entire School.

3.1.5 In assembly and Chapel, the Head Master or Deputy Head will operate in a supervisory capacity supported by a School Levee and Heads of Houses. In the absence of the Deputy Head, another Deputy or Assistant Head will supervise.

3.1.6 At cultural events such as plays or music concerts there will be a designated member of staff in charge of the event.

3.1.7 During evening prep, the library, sports centre and the music schools are all supervised by a duty member of staff.

#### **4 Day Students: Before and After School**

4.1 On a day to day basis day students are expected to arrive at School from 08.10am; on arrival they should go directly to their House where they will be supervised by the duty member of staff and a CO taken.

4.2 At the end of the School day, day students are required to sign out of their House. Day students will be supervised in the same way as boarders during School hours (see "Guidelines for Life at Rugby School").

#### **5 Boarding students: outside School hours**

5.1 All Boarding Houses have a resident Hm and Matron and either a resident Deputy Hm (DHm) or Tutor who provide night cover between them.

5.2 If an Hm is ill, the day time duties should be covered by the DHm or Resident Tutor and staff attached to the House. The Matron should also assist in an emergency.

5.3 If one of the deputies or attached staff is ill, members of the House team should try to provide cover between them. In emergencies help may be available from other staff not attached to Houses (e.g. SMT or a "Bank Matron".) In any event of this kind the Head Master or a member of SMT should be contacted.

5.4 If a House duty clashes with another unavoidable commitment the person concerned should discuss the matter with the Hm so that alternative cover can be arranged.

5.5 **At no time should a boarding House containing students be left without proper arrangements having been made for adult supervisory cover.**

5.6 On a Saturday evening, in addition to the duty member of SMT, a rota of members of staff will help supervise social activities.

5.7 At all times, every boarding House will have a member of staff available who is capable of driving a motor vehicle. On Saturday evenings, the duty SMT member will not consume alcohol until all students are safely back in Houses and accounted for.

#### **6 Educational Visits**

6.1 Details of the ratios for educational visits are contained in the School's Educational Visits Policy.

**7 Communication**

7.1 Teachers or staff who are supervising in remote areas, such as Springhill, should take a fully charged mobile phone with them.

**8 PE**

8.1 Academic PE is supervised by a member of the teaching staff, with enhanced supervision when necessary, e.g. when swimming. In the case of an emergency, the San can be contacted by telephone.

8.2 When students are changing or showering, supervising staff should take into account the need for students' privacy.

**9 Games, Swimming and other Hazardous Activities**

9.1 Supervision ratios for games, swimming and hazardous activities are contained in the Sports Department Handbook.

**10 The San**

10.1 Students who feel unwell should follow procedures set out in the "Medical Care Policy" and "Guidelines for Life at Rugby School"

10.2 Students who are placed "off games" are supervised during games sessions as outlined in the "off games" procedures in the "Medical Care Policy" and "Guidelines for Life at Rugby School".

**11 Students' Responsibilities (including School Levée and House "Sixths")**

11.1 School Levée, Heads of Houses and House "Sixths" regularly supervise younger students in the Boarding Houses and occasionally during the School day. Students in supervisory roles receive appropriate training prior to and post appointment. All students in supervisory roles must be able to make contact easily with a member of staff.

**12 Access by Students to Hazardous Areas**

12.1 Hazardous areas of the School campus have been identified by the Estates Manager and maps showing these areas are displayed in boarding houses. The areas are clearly defined and appropriately risk assessed.

12.2 Students are not allowed to access these areas without adult supervision and measures have been taken to prevent unauthorised access, such as fencing, locked gates and warning signs.

<b>Authorised Compliance and Risk Committee:</b>	
<b>Date:</b>	<b>23 September 2020</b>