



Rugby School

## Supervision Policy

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September 2022

**Responsibility for updating this policy: Assistant Head, Houses**

**1 Policy statement**

**1.1 Scope:**

This policy applies to all full-time and part-time teaching staff, Matrons, sports staff and music teachers.

**1.2 Associated policies and procedures:**

Guidelines for Life at Rugby School

Student Manual

Medical Care Policy

Student Missing Procedure

Sports Department Handbook

Educational Visits Manual

Staff HR policies

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. Should that member of staff be required to leave the House for a short period of time on School business, there will be a clear notice for students about how to contact a member of staff. In general this will be either via the nearest House, or the San, depending on the nature of what is required.

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

- 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 Members of SMT are available throughout each day. They have overall responsibility for supervision/discipline/welfare of students across the entire School.
- 3.1.5 In assembly and Chapel, the Executive Head Master or the Head Master or another member of SMT will operate in a supervisory capacity supported by the School Levée and Heads of Houses.
- 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 evenings, the library, sports centre, music schools and Collingwood Centre 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 07.30am; 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” and the “Student Manual”).

#### **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. Notices in Houses give information about who is on duty and when.
- 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 Matrons 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 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 Manual.

## **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 Sports Science**

- 8.1 Academic Sports Science 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 Sport, Swimming and other Hazardous Activities**

- 9.1 Supervision ratios for sport, 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 "Student Manual"
- 10.2 Students who are placed "off games" are supervised during sports sessions as outlined in the "off games" procedures in the "Student Manual".

## **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 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.

## **13 Missing Students**

- 13.1 A situation in which a student has gone missing will be dealt with under the Student Missing Procedure.

<b>Authorised Risk, Compliance and Safeguarding Committee:</b>	
<b>Date:</b>	