



RUGBY SCHOOL

## Supervision Policy

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April 2024

## **1. Introduction**

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 Scope**

This policy applies to all full-time and part-time teaching staff, matrons, sports staff, music teachers, LAMDA teachers and any other member of staff who, in the course of carrying out their School responsibilities, supervises students.

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 and visible notice for students about how to contact another 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 in all boarding Houses and at least twice a day in the Day Houses. 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 Heads of Department are responsible for ensuring that students studying in the department during the School day, either in their study periods (Upper School) or outside of lesson time (all students) are supervised by a member of staff. Students must make themselves known to a member of staff in the building and only study in the designated room.

3.1.5 In Assembly and Chapel, 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 during the School day there will be a designated member of staff in charge of the event who will be responsible in ensuring appropriate supervision of students.
- 3.1.7 At enrichment activities during the School day, there will be a member of staff in charge who will be responsible for ensuring appropriate supervision of students.
- 3.1.8 At Academic Society meetings during the School day there will be a member of staff in charge who will be responsible for ensuring appropriate supervision and registration of students.
- 3.1.9 Many clubs are led by students for students. However, each club has a nominated staff sponsor who oversees the running of the club.
- 3.1.10 For all Rugby 360 activities there will be a member of staff in charge who will be responsible for ensuring appropriate supervision and registration of students. The level of supervision will vary dependent on activity. Any activity that involves primary aged pupils such as those taking place in a school setting (e.g. a Local Primary School), or where there are younger pupils attending an activity at Rugby School (e.g. after school clubs), direct supervision will always be in place. Where there are external partners involved, that are not schools, e.g. charity shops, hospitals, care homes, staff will adhere to the supervision policy as set out by the partner organisations. This is often drop-in registration during the activity. It is the responsibility of the Head of Service & CAS to ensure that staff and students are aware of the supervision requirements for any given activity.
- 3.1.11 Members of SMT are available throughout each day. They have overall responsibility for supervision/discipline/welfare of students across the entire School.

#### **4 Evening/Weekend**

- 4.1 During the evening and at weekends, outside of the Houses, staff are deployed as follows:
  - 4.1.1 When open, the Library (TRR), Sports Centre, Music Schools, Collingwood Centre and Design Centre are all supervised by a duty member of staff. Opening hours of each venue can be found in the School calendar. Students are expected to sign in to each location.
  - 4.1.2 On a Saturday evening, in addition to the SMT duty member, a rota of members of staff will help supervise student social activities.
  - 4.1.3 At cultural events such as plays, music concerts or dinners outside of the School day, there will be a designated member of staff in charge of the event who will be responsible for ensuring appropriate supervision of students.

- 4.1.4 At Club or Society meetings outside of the School day, the supervision arrangements are the same as those in place during the School day.

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

- 5.1 On a day-to-day basis day students are expected to arrive at School from 07.00am and must be in School by 8.10am; on arrival they should go directly to their House where they will be supervised by the duty member of staff and a CO taken.
- 5.2 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”). It should be noted that School hours can extend into the evening. Supervision in House is overseen by the Day House Hm and will include Matron cover until 7.00 pm and tutor and Hm/DHm supervision thereafter, until the last student signs out.

## **6 Boarding Students: Outside School Hours**

- 6.1 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.
- 6.2 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. The night cover duty will be provided by the DHm and resident Matron.
- 6.3 If the DHm or attached staff is ill, members of the House team should try to provide cover between them, as arranged by the Hm. This may include a request for “Bank Matron” cover. In emergencies, help may be available from other staff not attached to Houses (e.g. SMT). In any emergency the Head Master or a member of SMT should be contacted.
- 6.4 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.
- 6.5 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.
- 6.8 At no time should a House containing students be left without appropriate arrangements having been made for adult supervisory cover.

## **7 Educational Visits**

- 7.1 Details of the ratios for educational visits, as well as other requirements of supervising staff are contained in the School's Educational Visits Manual.

## **8 Communication**

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

## **9 Sports Science**

- 9.1 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 during opening hours. Outside of San opening hours, the member of staff should call 999 or 111 depending on the nature of the emergency.
- 9.2 When students are changing or showering, supervising staff should take into account the need for students' privacy.

## **10 Sport, Swimming and other Hazardous Activities**

- 10.1 Requirements of staff, for all sports are contained in the Sports Department Handbook.
- 10.2 When students are using the swimming pool, there is a trained lifeguard on duty.
- 10.3 If students undertake other hazardous activities, such activities are risk assessed and supervised by staff who have the appropriate level of training for the activity.

## **11. Combined Cadet Force**

- 11.1 Supervision of Combined Cadet Force (CCF) activities is undertaken in line with the requirements detailed in the Ministry of Defence JSP814 document: Policy and Regulations for Ministry of Defence Sponsored Cadet Forces.

## **12 The San and "Off games"**

- 12.1 Students who feel unwell should follow procedures set out in the "Medical Care Policy" and "Guidelines for Life at Rugby School".
- 12.2 Students who are placed "off games" are supervised during sports sessions as outlined in the "off games" procedures published by the Sports Department..

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

- 13.1 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.

**14 Access by Students to Hazardous Areas**

- 14.1 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.
- 14.2 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.

**15 Missing Students**

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

**16 Policy Owner**

This policy will be updated by the Assistant Head (Houses).

**17 Related Policies and Guidance**

This policy can be read in conjunction with the following documents:

- Guidelines for Life at Rugby School
- Medical Care Policy
- Student Missing Procedure
- Sports Department Handbook
- Educational Visits Manual
- Staff HR policies
- Staff Job Descriptions

**18 Further Information**

Please contact the Assistant Head, Houses for more information about this policy.