



## Supervision of Pupils

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## 1. INTRODUCTION AND AIMS

All members of staff have a duty to ensure that pupils conduct themselves around the School, and when representing or identifiable as a member of the School, in a manner which is conducive to the pupil's own safety, and the safety and wellbeing of other pupils, staff, visitors and members of the public with whom they may be interacting.

As part of discharging our duty of care towards the pupils, all staff (teaching and support) must ensure they are familiar with Staff Code of Conduct (which deals with the use of force and physical restraint) and the following school policies:

- Safeguarding and Child Protection
- Anti-bullying
- Behaviour and Sanctions
- Attendance
- Educational Visits
- Staff Duties

## 2. RESPONSIBILITIES OF SENIOR STAFF

All members of the Senior Leadership team have a responsibility for the wellbeing and safety of pupils in the school, beyond their specific strategic role.

## 3. RESPONSIBILITIES OF PASTORAL LEADERS

### 3.1 PASTORAL DEPUTY HEAD

The **Pastoral Deputy Head** takes overall responsibility for pastoral care in the school and is also the **Designated Safeguarding Lead**. She is therefore responsible for the welfare of all pupils in the school.

### 3.2 HEADS OF SECTION

There are two **Heads of Section**: the **Head of Lower and Middle School** (Junior to Fifth Year) and a **Head of Sixth Form** (Lower and Upper Sixth Forms).

Heads of Section are responsible for the welfare, academic progress and conduct of the pupils in their section. Both are members of the Senior Management Team.

### 3.3 DEPUTY HEADS OF SECTION

There is a Deputy Head of Sixth Form and a Deputy Head of Lower and Middle School. They work with the relevant Head of Section, and support Heads of Year in that part of the school.

### 3.4 HEADS OF YEAR

There are Heads of Year for: Junior; First; Second; Third; Fourth; Fifth; Lower Sixth; Upper Sixth. Together, they are responsible for overall supervision of the welfare, morale, conduct and academic progress of their pupils.

The Head of Year organises year group assemblies, and takes an active interest in each pupil's extra-curricular activities and academic option choices.

Parents are advised to contact the relevant Head of Year in the first instance if they have any concerns about the operation of the pastoral system.

## 4. RESPONSIBILITIES OF TUTORS

Tutors' responsibilities fall into three main areas: administrative, pastoral and disciplinary.

Tutors are expected to

- undertake routine administration on a daily basis, including registering their Form twice each day
- act as a conduit between parents and the school, keeping all parties concerned aware of any problems
- monitor the academic progress of tutees, to write reports on them when required and, in the Sixth Form, draft their UCAS references
- be concerned for the welfare of all pupils in the Form and to offer guidance and advice when required;
- assist pupils with being fully involved in the extra-curricular life of the school
- pass on concerns about bullying to Head of Year and Head of Section
- discussing bullying issues with the whole tutor group at least termly
- to take initial responsibility for all disciplinary matters concerning pupils, unless advised otherwise by pastoral leaders.

The priorities are (a) that pupils are happy and that there is no bullying going on (discuss bullying issues with the whole group at least termly) and (b) that there should be regular monitoring of academic progress and discussing problems as soon as they emerge.

All Tutors are responsible to their respective Head of Year.

## 5. OTHER MEMBERS OF STAFF WITH RELEVANT RESPONSIBILITIES:

- The **Designated Safeguarding Lead** is the named person responsible for safeguarding children in the school. The role includes ensuring staff are appropriately trained in understanding the signs of abuse and neglect and know how to raise safeguarding concerns, referring any concerns to social care appropriately and maintaining accurate and secure records of safeguarding concerns. There are three **Deputy Safeguarding Leads**, trained to the same standard.
- **School Nurses** are responsible for first aid and general medical cover for pupils.

- The **School Counsellor** is available to listen to pupils' concerns and personal problems.
- The **School Psychologist** visits once a fortnight to work with students referred to her by Pastoral Leaders, with parental consent.

## 6. REFERRAL ROUTES

The **Tutor** needs to get to know the individuals in their tutor group. All information helps to build up a picture, and to suggest appropriate action. The Tutor will discuss welfare, bullying and discipline concerns with the Head of Year and involve parents as appropriate.

The **Head of Year** will have an overview of their year groups in his/her charge, and will deal with matters which cause persistent worries.

The **Head of Section** will have oversight of all the year groups in her/his charge and will investigate and make judgments on serious disciplinary matters arising within those year groups.

Serious pastoral / welfare concerns should be discussed with the relevant **Head of Section** and **Pastoral Deputy Head**, and, if appropriate, referred as a safeguarding matter to a member of the safeguarding team (DSL / Deputy DSLs).

Very serious matters, particularly those which may involve temporary or permanent exclusion, will be dealt with initially by the Head of Section with, where appropriate, the assistance of the **Senior Deputy Head**. Where permanent exclusion may be a likely outcome, the matter will be handled by the **Headmaster**.

## 7. STAFF DUTIES

There are specific staff duties each day to ensure good conduct and safety around the School:

- Heads of Year and Heads of Section oversee pupils using the restaurant before school starts and are present at the Addiscombe Road bus stop (toward East Croydon) at the end of the timetabled day.
- Senior Staff are on duty in the Boys' Foyer between 5.10 and 5.30pm to oversee behaviour and the departure of school transport.
- All teaching staff are assigned to a specific duty which they are expected to carry out on a weekly basis. The allocation of specific duties is intended to enhance the safety of students and ensure good conduct around the site, both indoors and outside, during morning break and lunch, as well as at the Addiscombe Road bus stops (toward East Croydon and Shirley/ West Wickham).

All staff are expected to respond appropriately at any time when they see pupils behaving thoughtlessly, without consideration for others or in defiance of stated school regulations. In particular, all staff expected to be vigilant to even small signs which indicate the possibility of bullying behaviour taking place and must act immediately and firmly to prevent bullying.

Further details and guidance on specific duties can be found in the Staff Duties Policy.

## **8. LESSONS**

Pupils below the Sixth Form should not be left unsupervised in classrooms during scheduled lessons. The teacher should be within visual or hearing contact of the class at all times during a lesson.

### **8.1 SENDING PUPILS OUT OF CLASS**

If a pupil is sent out of a lesson for unacceptable behaviour the pupil should be instructed to report to the School Office first; the office staff will establish which Head of Year, Head of Section or other Senior member of staff is available to deal with the pupil immediately. The teacher should phone the School Office and tell them that the pupil is on his or her way down; this is an essential part of the process.

### **8.2 ABSENCE FROM LESSONS**

As a general rule, pupils are not permitted to miss lessons except for the following reasons:

- music lessons (see below).
- school trips (including matches) authorised by the Headmaster.
- University interviews/Open Days.
- Medical appointments

Staff who wish to take pupils out of lessons for trips, visits or in school group activities must seek the permission of the Deputy Headmaster or the Director of Co-curricular Activities in advance, and note that it will not necessarily be given. This happens via the normal process of organising a trip or visit.

### **8.3 MUSIC LESSONS**

Over one third of pupils in the school take individual music lessons which parents have requested and for which parents pay an additional charge. Sixth Formers have their lessons during Private Study periods, but pupils in the Fifth Form and below miss academic lessons on a rota basis. Whilst it is appreciated that this causes some disruption to teaching, parents are aware of this and have clearly chosen this option in that understanding. The Headmaster therefore expects that colleagues will always allow pupils to miss their class for music lessons. The Director of Music is always happy to discuss any problems.

Any colleague intending to set a mock GCSE or A-level paper during a lesson who wishes to ensure that no pupil is simultaneously timetabled for a music lesson should send details to the Music Administrator by the Monday of the previous week.

### **8.4 PRIVATE STUDY PERIODS**

#### **8.4.1 Sixth Form**

Private Study is supervised in 6IT – the computer room in the Sixth Form Centre. Instructions for Sixth Form private study are issued by the Sixth Form Management Team.

Sixth Form students about whom there are academic concerns (usually low effort grades) are expected to nominate a number of their free periods for 'supervised private study' for which they must sign into the study area each week.

Sixth Form students who are off games will be supervised in Room 6 during Wednesday afternoon games sessions, after registering with their normal games teacher.

#### 8.4.2 Below the Sixth Form

Pupils below the Sixth Form who have Private Study periods are usually placed in a designated classroom and supervised by a member of staff. They should be expected to work quietly – any absence or misbehaviour should be reported to the pupil's Tutor. If a very small number of pupils is involved, the Library is sometimes used.

Pupils below the Sixth Form who are off games will register with their normal games teacher and will usually be supervised by Games staff with the rest of their group (eg on the touchline or poolside). Where this is not suitable and the pupils therefore require somewhere to work they should go to:

- Fifth Year: A designated room, published at the start of the academic year – report to the member of staff on duty.
- Fourth Year and below: Library – report to the librarian. They must do homework or read a book and may not use the computers unless they have a written note from a subject teacher giving permission.

## 9. FORM ROOMS

Pupils are permitted to use Form rooms during morning break and lunch. Only pupils from the same year group may enter each other's Form rooms, the exception being Sixth Formers who are Prefects or Mentors.

It is not necessary that pupils are supervised directly at such times but there must be clear instructions given about the acceptable use of Form rooms. Banning entire Forms when a room is not appropriately treated should only be used as a very short-term measure – perhaps for one day and no more – as this rarely achieves more than move the problem along to another colleague's room. Where a Form teacher elects to do this, he or she must actively check where and how the displaced members of his/her form are spending their break/lunchtime.

## 10. BOUNDS

The permitted bounds for pupils in terms of being on site are given below. It is important that younger pupils in particular are not permitted to roam the School unsupervised before the official opening time of 08:15, unless meeting the conditions for supervision given below.

### 10.1 BREAKFAST

Breakfast is served in the Pupils' Restaurant from 7.30 until 8am for pupils who arrive at School early. Pupils who arrive in the restaurant after 8am will not be able to buy breakfast.

### 10.2 ENTRANCES TO THE SCHOOL

Before 8.15am pupils in the Lower School and Middle School may only enter the school buildings via the Boys' Entrance. Only Sixth Form students may enter through the Mitre Entrance and no pupils,

whatever their year group, should enter at Reception unless a special arrangement has been made (eg for medical reasons, such as being on crutches).

### **10.3 BOUNDS BEFORE 8.15AM**

- Before 8.15am, pupils in Years J to 5 may wait in the Foyer by the Boys' Entrance and in the Boys' Restaurant, and Sixth Formers can be in the Mitre Foyer and Sixth Form areas (ie the Sixth Form Centre). Pupils in any section of the school may use the library from 7.45am. Lower and Middle School pupils should not be in the Mitre area at all.
- For pupils in Junior – Third Year, the Boys' restaurant and the Foyer by the Boys' Entrance are the only places they should be in school before the 8.15 bell, unless they are in a supervised activity (such as Hard Sums Club or a music lesson) or they have a pre-arranged meeting with a member of staff.
- Fourth or Fifth Year: in addition to the Boys' Restaurant and Foyer by the Boys' Entrance, they can be in the Fourth and Fifth Year Study Area from 7.30am. They can be in a supervised activity (such as Very Hard Sums Club or a music lesson) or elsewhere in school before 8.15am if they have a pre-arranged meeting with a member of staff.
- Sixth Form may enter the school from 7.30am.

Pupils wandering about unsupervised should be required to go to an area according to what is outlined above; persistent offenders should be brought to the attention of the Head of Year.

### **10.4 AFTER SCHOOL:**

Sixth Form students are welcome to remain on site unsupervised according to a time limit established by the Sixth Form Management Team. They should not, of course, conduct themselves in any way contrary to the School's normal expectations or in a manner that obstructs the normal operations of the School.

Pupils below the Sixth Form must be off-site by 4.15 unless

- In a supervised activity
- Working in the Library (which remains open until 5.30)

Pupils who persistently infringe this or who fail to make use of these options will be sent to their Head of Year. Contact will be made with the parents of persistent offenders and parents will be required to ensure their son or daughter is off-site if he/she has no reason to be at School beyond the end of the working day.

Staff requiring pupils to stay on in school for an evening event must ensure that there are adequate supervisory arrangements in place so that younger pupils in particular are looked after, able to eat and constructively engaged before the event begins.

## **11. SUPERVISION OF PUPILS IN CHANGING ROOMS**

When pupils are changing for sports lessons (Games, curricular PE or swimming) teachers should:

- Ensure one member of staff remains in the near vicinity of the changing room (i.e. such that you can hear noise from inside enough to be aware of anything that sounds like unacceptable behaviour)

- Give frequently reinforced announcements and expectations about how long it should take pupils to change into kit and change back to school clothes.
- Remain in the vicinity of the changing room until the last pupil has left.
- Ensure that as pupils leave, they are dressed smartly in accordance with the School's appearance regulations.
- Staff should not enter the changing room unless there is a concern that pupils are behaving badly or that someone has been injured. If a member of staff feels that he or she must enter the changing room the following advice should be taken:
  - Knock loudly and for a suitably long period of time before entering and announce equally loudly why you are entering the changing room (eg "I'm coming to see what this noise is about")
  - Do not stay in the changing room any longer than is needed to complete the purpose for entering.

It is no more acceptable for teachers to leave completely unattended a class getting changed than it would be for a teacher in a classroom based lesson to arrive late or leave a class early and staff should anticipate and make arrangements with colleagues to oversee the ends of lessons when there is a need for the teacher taking the class to leave promptly.

When pupils are changing for sports practices and fixtures, the above should be observed and in addition it should be noted that:

- We must not allow parents or other visitors to enter changing rooms and where it is absolutely necessary for them to do so, they should always and at all times be accompanied by a member of staff

## **12. RETURNING AFTER FIXTURES**

After 5.30pm, or at any time when the Sports Club is closed, staff must remain with pupils in J-3<sup>rd</sup> Year until all have been collected or dispersed. The same applies to pupils of all ages after 9.30pm. Before this, pupils can make their own way home or wait to be collected on the school site.

If parents fail to collect pupils, suitable alternative arrangements will be made. This may involve consultation with the DSL for advice.

## **13. TRIPS**

Supervision of pupils on trips is covered in the Educational Trips policy, as is guidance relating to supervision of pupils on return to the school after trips. This is as outlined above in the 'returning after fixtures' section, except that parental consent is required for those making their own way home, and for pupils in the 5<sup>th</sup> Year and below, this should be given in writing.

If parents fail to collect pupils, suitable alternative arrangements will be made. This may involve consultation with the DSL for advice.

## 14. EXTERNAL EXAMINATIONS

GCSE and A Level students are assigned Study Leave during examination periods. During this time, they are not expected to attend school, other than for exams. If pupils choose to come into school during Study Leave other than immediately before an exam they must:

- Sign in to the building
- Sign out (if they leave any time other than immediately after an exam finishes)
- Wear normal school uniform
- Keep their breaks in line with the normal school timetable

Fourth and Fifth Year pupils must not leave the school site during this time (for instance to visit local shops). They may do this on the way to or from school, as usual.

## 15. POLICY REVIEW RECORD

|   |                                     |
|---|-------------------------------------|
| Author / Reviewer:                            | Sara Ward<br>Deputy Head (Pastoral) |
| Date of last review:                          | September 2019                      |
| Policy approved by:                           | Senior Management Team              |
| Date of Approval:                             | October 2019                        |
| Date of next Review:                          | September 2021                      |
| Governor committee responsible for oversight: | Welfare Committee                   |
| Chairperson of Governor committee:            | John Crozier                        |
| Date of review by committee:                  | February 2020                       |