Policy Name: Supervision of Students – Senior School

Policy Number: 2.10

Date: May 2023

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1. Introduction

The Governing Body and Senior Leadership and Management Teams of Sidcot School recognise their responsibilities for safeguarding. Safeguarding is at the forefront of all the School's operations. Being aware of students' whereabouts is an essential element of safeguarding.

2. Scope

This student policy applies to the Senior School including boarding– a separate policy (2.10a) applies to the Junior School. This policy is available on the School's website and Firefly and all teaching and residential staff with pastoral responsibilities, are expected to be familiar with its terms and implement the policy accordingly.

3. Aims

This policy aims to set out clear arrangements for the supervision of students in the Senior School, including boarding.

4. Arrangements

4.1 All day students are deemed to be in the care of Sidcot School from the time they arrive on site until they leave or are collected.

4.2 Boarders are under the School's responsibility at all times either directly or indirectly, including when in the care of a Guardian, or other person approved by the parents and the school if the school sponsors their visa. Where leave has been granted, e.g. weekend leave, day leave for interviews/open days etc, written permission will be sought from parents/guardians. In the case of weekend leave or any overnight stay; a handover of the duty of care to a responsible adult is established and all arrangements and permissions are done in writing.

4.3 Students book into after-school events and activities using SchoolsBuddy. This information is then used to produce registers for prep, after school activities and attendance at the school evening meal. Duty staff and those taking activities will check the attendance of students and report any absences to the Duty Team Leader and the SMT on duty, who will follow up any absences.

4.4 A member of SMT is on duty at weekends and they will respond and help with any issues or absences.

4.5 In the event of the fire alarm sounding during after school provision (between 1600 and 1800), each activity has been allocated a fire line number. It is the responsibility of the activity leader to register students. Between 1600 and 1700 Boarders, who have signed into their House, follow the Boarding House Fire procedure.

4.6 Senior School students are supervised by the following staff at various times during the day

TIMES	SUPERVISION
Before school, break and lunch times (Please refer to Blue Book for timings of the School day and times when facilities are open).	Staff on duty patrol or remain in areas where students may be found. Students should not be in classrooms unsupervised. The Sports Centre is supervised by the Sports Centre staff or Sports Department Staff as appropriate. The Library is staffed when open. At lunchtime, the Refectory is supervised by members of the daily duty team at all times when food is being served.
Registration	All students must attend statutory Registration in the morning and afternoon with their tutor.
Lesson times	The class teacher should remain with their class throughout each lesson. A class register is taken at the start of each lesson on SIMS. If a student is not present in a lesson, the class teacher emails lessonabsence@sidcot.org.uk
After School 16:00-18:00	Students must complete details of what they are doing after school using SchoolsBuddy to book into activities or prep. Staff leading activities take a register using SchoolsBuddy at the start of the session. If a student is leaving school at 16:00 or 17:00, they must register this on SchoolsBuddy. Tutors check on a daily basis that SchoolsBuddy has been completed by their tutees. Prep is supervised by members of the duty team. Students sign up to the prep sessions on SchoolsBuddy. If day students (Years 7-11) are staying for late prep, in normal circumstances they should leave after evening meal, unless they are remaining for a supervised activity (please see below). Students may participate in a wide range of activities and must book into these using SchoolsBuddy. These are supervised by school staff.
Evening meal 17:35-18:00	The School evening meal is supervised by the SMT on duty and supported by staff on the duty team. Boarding staff and other staff are also present in the school refectory during the evening meal and available to provide supervision as required.
After the evening meal- 18:30 onwards	The Teacher on Duty (ToD) and Duty Graduate Assistant supervise the library and Sixth Form area from 18:45 to 21:00. All boarders must be back in Houses by 22:00. The ToD will supervise the library from 18:45 until 20:00 and patrol other areas of the campus as appropriate. The graduate assistant takes over from the ToD at 20:00 until 22:00 The School Caretaker also patrols the school site and does a final walk round and lock-up at 22:00. Sixth Form Day Students must sign in and out at the library with the member of staff on duty if they are staying beyond 18:30 and should leave the premises by 21:30.

5.   Sixth Form Students

5.1 Sixth Form students may leave the campus during lunchtime to go to the Ville but must sign in and out of school at Reception.

5.2 Year 13 students may leave school during study periods to go home as part of the Home Study Programme but only when parental permission is granted. They must sign out and back into school at Reception.

6.   Boarders

6.1 Boarders must sign in and out of houses at all times and sign in at the location on campus which they are visiting at weekends and in the evenings.

6.2 Further weekend details, and timings may be found in the Boarding Handbook.

7.   Off Site Activities

7.1 When taking students off site for any curricular or extra-curricular excursions; staff must refer to the Educational Trips and Visits Policy (2.9) and the correct procedure in terms of notification, risk assessment, safeguarding of children, staffing ratios and financing must be followed. All staff use Evolve when organising and preparing for a trip and it is approved by the EVC.

8.   Child Protection and Safeguarding

8.1 If a student is noted to be missing from the School site, the missing children procedures (policies 2.1 (Child Protection and Safeguarding) and 1.2 (Missing Children) will be followed. A child going missing from education is a potential indicator of abuse or neglect. Children who go missing may be at potential risk of abuse including child sexual exploitation, radicalisation, travel to conflict zones, female genital mutilation and forced marriage.

8.2 If there are any such concerns, the child protection procedures will be invoked as per the policy 2.1 (Child Protection and Safeguarding). All staff should be aware of this, noting the issue on CPOMS and liaising directly with the DSL or social care where appropriate.

9.   Review

This policy will be reviewed annually, by the DSL and the Pastoral Group, or sooner if change to practice, legislation or incident dictate.

10.   References

- The Independent Schools Inspectorate Regulations (2014)
- The Regulatory Handbook for Schools - a commentary - (September 2020).
- The National Minimum Standards for Boarding Schools (revised 2022)
- Statutory Framework for the Early Years Foundation Stage (effective from 2017)
- Keeping Children Safe in Education', DfE
- 'Working together to Safeguard Children', DfE, 2019
- 'What to do if you're worried a child is being abused', DfE, 2015
- Counter – Terrorism and Security Act 2015 (sections 26 and 29)

- The Prevent Duty Guidance for England and Wales (March 2015) and the Prevent Duty Guidance departmental advice for schools and childminders (June 2015).
- The use of social media for on-line radicalisation (July 2015).

11.   Related Policies

1.1 Critical Incident Management Policy and Procedures

1.2 / 1.2a Missing Child Procedures (Senior and Junior Schools)

1.4 Uncollected Child Policy and Procedure

2.1 Child Protection and Safeguarding

2.9 Educational trips and visits

2.11 Equal Opportunities (Children)

5.1. Behaviour – Senior School

5.6 Anti – Bullying

5.11 Permanent Exclusions

12.   Document Change History

Date of change	Detail significant changes and any new legislation / guidance taken into account
03.12.2016	Adopted by Board.
	Reformatted in new template.
	Inclusion of paragraphs for Introduction, Scope and Distribution, Sixth Form Students, Boarders, Off site Activities and Child Protection / Safeguarding and references.
	Minor changes made to reflect new practices around 'After School Checklists. Reference to Educational Trips and Visits Policy 2.9 (previously Health and Safety of Pupils on Activities Outside School).
	Addition of Appendix 1 – Duty rota
	Incorporation of Meadowside Additional Supervision Policy by way of Appendix 2 – formerly policy 2.16
07.10.2017	Reviewed and adopted by Board as part of Annual Safeguarding Review
06.10.2018	Reviewed in line with Keeping Children Safe in Education and Working Together 2018
05.10.2019	Reviewed and adopted by Board of Governors 05.10.2019
	Appendices removed
	References to Meadowside deleted
12.12.2019	Policy updated to reflect the use of SchoolsBuddy
05.11.2020	Policy updated to consider Covid -19 restrictions

	Insertion of a paragraph regarding review of policy.
	Reviewed and adopted by Pastoral Group
31.10.2021	Changed wording about Ville Leave as only now available to Sixth Form.
	Changed wording around prep and prep options available.
	Inserted a row about supervision in tea.
	Added the Educational Trips and Visits Policy to list of related policies.
17.05.2023	Reviewed and removed covid references.