



# Supervision of Pupils Policy

## Upper School

### **POLICY STATEMENT**

Clifton College regards the safety of pupils to be paramount at all times. We believe that only when pupils both feel safe, and are safe, can they achieve their potential at school.

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the College day. In drawing up this policy we are mindful of the age range of our pupils, who require increasingly less direct adult supervision the older they become, and we will therefore provide an environment in which there is appropriate supervision, rather than omnipresent surveillance. It is accepted that our pupils are required to behave responsibly at all times and some flexibility of supervision is needed to allow our pupils to mature into adulthood. Nevertheless all are under 18 years of age on arrival at the School and although they nearly all reach the age of 18 years old during their time at the School they are all still subject to our 'duty of care' procedures whilst in attendance at the School. This policy is based also on the need for rapid and effective communication upwards should any emergency arise.

### **LEGAL OBLIGATIONS**

The College has specific obligations to ensure, as far as is practicable, a safe place of work is established for all pupils, employees and others who enter the College. The College is required to ensure that the supervision of pupils throughout the College day is adequate to ensure their health, safety and welfare.

Individual members of staff have a duty of care to the pupils, which is based on the principle of 'in loco parentis'. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Head has certain responsibilities which he/she is required to exercise through his/her staff. These include:

- formulating the overall aims and objectives of the school and policies for their implementation;
- ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively;
- ensuring the maintenance of good order and discipline at all times during the School day and whenever the pupils are engaged in authorised activities whether on the College campus or elsewhere;
- making arrangements for the security and effective supervision of the College buildings and their contents and of the College grounds.

### **NEGLIGENCE**

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved,



and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the College which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of its employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

## **SUPERVISION ON AND OFF THE COLLEGE PREMISES**

The School's responsibility begins from the moment a pupil arrives on the College campus following the official opening time of the houses, having returned from a holiday break, exeat, or other leave period. Parents, or the appropriate legal guardian are responsible for the pupil for all travel between home and the College unless the pupil is on an authorised College trip. A statement to this effect is included in the Parents' Handbook.

House Staff are available for pupil supervision during the working day and at weekends according to a published rota.

## **RESPONSIBILITY DURING THE DAY**

This policy should be read in conjunction with the Attendance Policy and the Missing Pupil Policy, which detail how a pupil's attendance is monitored and absences are dealt with.

## **ILLNESS**

When pupils are taken ill during the College day, then they may be required to attend the College Health Centre. Staff at the Health Centre will notify the House staff, parents and/or legal guardian as is appropriate, taking into account medical confidentiality rules.

## **PRACTICE**

During the school day there are many adults on site, both teaching and support staff, and pupils know where to find help if needed. The Health Centre is centrally placed in the College campus; this is a pupil's first recourse in a medical emergency. The Health Centre is staffed by trained nurses from 7.30am until 5.30pm on Monday, Wednesday and Friday, and from 7.30am to 4.00pm on Tuesday, Thursday and Saturday. There is an out-of-hours service which can be contacted by calling 637. Emergency telephone numbers, including the mobile phone numbers of Housemasters/mistresses (HoMs), the Deputy Heads and the Marshal are promulgated and there is no place in the School where an adult is not nearby. The Marshal visits all areas of the College campus on a regular basis and is also a presence in the local community.

At break and lunch times supervision makes use of members of staff and the Prefect and Praepostor system. Prefects and Praepostors have a rota of duties around the campus at



key times, and are trained to look out for problems and they know to whom these should be reported. Boarding Houses are regularly visited by House staff, and domestic staff, who are on duty throughout the morning to assist in the creation of a secure environment. Outside the School working day there will be a member of the House staff in the Houses, and the geography of the site means that help can be summoned very quickly if necessary. HoMs and Assistant HoMs are resident in the boarding Houses and the Head Master and Marshal also live within the College campus; the Deputy Head (Pastoral) also lives in close proximity to the campus.

In the evenings the Boarding Houses are staffed by an adult at all times on a rota, and boarding pupils are checked both at 7.10pm and again at bedtime. Overnight all the Houses have an adult in attached residential accommodation. Fire practices are carried out regularly.

At weekends HoMs or Assistants HoMs are on duty by rota, and pupils are made aware of how they may be contacted by mobile phone. Arrangements can be made for boarders to leave the campus under strict guidelines (see School Rules). Regular roll calls ensure that pupils are safe and accounted for.

## **SUPERVISION OF SPECIAL ACTIVITIES**

Please see specific individual College/Departmental handbooks and departmental rules and specific policies for supervision requirements pertaining to specialised activities. Staff should seek the advice of a member of the College SLT should there be any question as to the supervision levels required of any pupil whilst undertaking any activity which is under the control of the College.

## **MONITOR AND REVIEW**

This policy will be reviewed annually and at other times in the intervening period as necessary.