



SEDBERGH SCHOOL

Pupil Supervision Policy	
Version	2020.2
Effective from	October 2020
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
Review by	September 2021
Frequency of Audit	Annual
Circulation	All Employees Parents by request
Publication	Website Staff Handbook

Principles

Sedbergh International Summer School seeks to ensure that pupils are properly supervised at all times.

It is important to recognise that a child going missing from an educational setting is a potential indicator of abuse or neglect. (See Child Protection and Safeguarding Policy.) Staff should follow the procedures as set out in this policy regarding missing pupils and refer to the Child Protection and Safeguarding Policy if appropriate.

1. Registration

Pupils are registered during the following periods:

	Morning roll call	Lesson 1	Lesson 2	Lesson 3	Lunch	Language Activities	Lesson/ Activity	Free time	Dinner	Evening roll call	Evening activities	Chocolate time	Bedtime
Mon	0800-0815	0900-1000	1015-1115	1145-1245	1245-1345	1345 - 1430	1445-1650	1700-1730	1800-1900	1900-1915	1930-2050	2100-2130	2140-2345
Tue	0800-0815	0900-1000	1015-1115	1145-1245	1245-1345	1345 - 1430	1445-1650	1700-1730	1800-1900	1900-1915	1930-2050	2100-2130	2140-2345
Wed	0800-0815	0900-1000	1015-1115	1145-1245	1245-1345	1345 - 1430	1445-1650	1700-1730	1800-1900	1900-1915	1930-2050	2100-2130	2140-2345
Thu	0800-0815	0900 as departing for excursion			1230 lunchtime			1730 as departing for summer school			1930-2130 dinner and chocolate time		2140-2345
Fri	0800-0815	0900-1000	1015-1115	1145-1245	1245-1345	1345 - 1430	1445-1650	1700-1730	1800-1900	1900-1915	1930-2050	2100-2130	2140-2345
Sat	0800-0815	0900-1000	1015-1115	1145-1245	1245-1345	1345 - 1430	1445-1650	1700-1730	1800-1900	1900-1915	1930-2050	2100-2130	2140-2345
Sun	0845-0900	1000 as departing for excursion		1230 during activity and 1330 at lunchtime			1730 as departing for school		1800-2100	1900-1915	1930-2050	2100-2130	2140-2345

- (i) In free time, students are expected to be in the Boarding Houses, on the bus returning from an activity or walking between activities.
- (ii) Outside of these periods, pupils are expected to be in Boarding Houses, in the main school building (dining hall or library) or on the lawn for breaktimes.
- (iii) From bedtime to breakfast, pupils are expected to be in their bedrooms.
- (iv) SMT will periodically review attendance registers to identify any trends or patterns of absence and to take appropriate steps to deal with these.

2. Unauthorised absence from lessons

- (i) If a pupil is unauthorised absent from lessons then teachers must contact the Course Director, House Parent or Welfare Officer (Matron) via phone or the group email.
- (ii) As soon as a satisfactory reply is received, then this information should be recorded in the register and the matter is closed.
- (iii) If no reply is received during the lesson, then teachers should **speak** to the above member(s) of staff as a matter of priority.
- (iv) If the pupil still cannot be located then the House Parent must be consulted immediately.
- (v) If House Parent cannot immediately locate the pupil then he or she must inform the Course Director/Operation Director and the pupil search protocol below will be actioned.

3. Unauthorised absence from House roll calls

- (i) If a pupil is unauthorised absent from House roll calls duty staff should initially enquire of friends, roommates and House Parents to investigate the location of the pupil.

- (ii) As soon as the pupil is located, then this information should be recorded in the register and the matter is closed (unless the House Parent wishes to take further action).
- (iii) If the pupil still cannot be located then the Course Director/Operations Director must be consulted immediately.
- (iv) If Course Director/Operations Director cannot immediately locate the pupil then the pupil search protocol below will be actioned.

Missing Pupil Search Protocol

Once there is a genuine suspicion of unauthorised absence from whatever source, the following action should be taken by the pupil's House Parent or specified Deputy:

- i) The Course Director or Operations Director informed
- ii) The last 'sighting' of the pupil ascertained
- iii) The nature of the most frequent conversations ascertained
- iv) A check made of the pupil's room and enquiry made of contemporaries
- v) Establish what monies and transport methods were available
- vi) Parents informed
- vii) Police informed

During all these procedures the Course Director and Operations Director should be kept informed of all developments and an incident diary recording events, action taken, and timings, should be created at an appropriate time.

4. Pupil Supervision in Boarding Houses

- (i) Staff supervising boarders outside teaching time will be sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.
- (ii) Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced and that staff member knows the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.
- (iii) There is at least one adult member of staff sleeping in each Boarding House at night, responsible for the boarders in the house. Boarders are able to contact this member of staff during the night.
- (iv) In general there is always at least one member of staff present in each Boarding House; House Parent, Welfare Officer, Activity Staff or Teachers.
- (v) There may be rare occasions when there is no adult physically present in a supervisory capacity in the Boarding House. Such occasions will tend to be when the majority of the pupils are also not in the Boarding House, such as mid-afternoons during activities.
- (vi) Staff duty cover is indicated on staff and house notice boards, showing pupils who is on duty and how to contact them.
- (vii) Staff mobile numbers are freely available to pupils.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the School site.

5. Supervising Pupils with Medical Issues in Boarding Houses

- (i) Pupils who feel unwell in Boarding Houses should present themselves to the Welfare Officer (or House Parent if they see him/her first, who will bring them to the Welfare Officer) for assessment. Welfare Officers should make a brief assessment as to the nature of the illness and severity. If deemed severe the Medical Centre should be called immediately so that the Duty Nurse can advise or see the pupil if necessary.
- (ii) In accordance with the Medication Policy, the Welfare Officer may decide in the case of minor illness, coughs, and colds to give over the counter remedies and then encourage the pupil to attend School as normal. If the Welfare Officer feels that attendance at School is inappropriate, then the pupil should move into sick bay wherever possible or return to bed if this is not the case. In either case, pupils should not have any access to laptops/tablets etc so that they can recover as swiftly as possible.
- (iii) Welfare Officers should endeavour to encourage pupils to return to lessons, games and activities as soon as they are able. If the pupil does not return to School within two hours then the Duty Nurse should be informed and may choose to make an assessment or arrange an appointment with the Doctor.

6. Supervising Pupils with Medical issues in Lessons, Games & Activities

- (i) Pupils who feel unwell in lessons, games or activities should present themselves to the teacher in charge. The teacher will then make a brief assessment as to the nature and severity of the illness. Full consideration must be given to any known medical conditions. If deemed severe, the Medical Centre should be called immediately so that the Duty Nurse can advise or see the pupil if necessary.
- (ii) The teacher may decide in the case of minor illness, coughs and colds, that the pupil should return to their Boarding House to see their House Parent or Welfare Officer. In this case, the teacher in charge must make contact with the House Parent or Welfare Officer **before** the pupil is sent back to the House. If no member of the House residential team is available then the teacher should contact the Course Director, who will make contact with the Medical Centre.

7. Supervising pupils in staff accommodation

- (i) **Boarding Houses** – Pupils should not enter private side accommodation unless given permission by a member of staff.
- (ii) **Non-Boarding Houses** – Pupils may not visit staff accommodation. If they feel ill in the night, they may knock on the duty staff's door and wait to be seen or call their

mobile if they are not answering. Finally, they should call the emergency number (that of the Course Director).

- (iii) **Alcohol** – Alcohol must not be served to students at any point. Any student found in possession of alcohol will be sanctioned as stated in the Alcohol and Tobacco policy.

8. Supervising pupils in Games, Activities and Socials.

Teachers who are responsible for activities or socials should know which pupils are under their care. As with lessons, teachers responsible for activities or socials should follow up any absences by phone or via the staff emails and if no valid reason is forthcoming, pupils should be searched for following the policy above.