



## SEDBERGH SCHOOL

### Pupil Supervision Policy

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Policy Owner	Nicky Millington
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#### **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:

1. Morning roll call in the boarding houses (between 08:00 and 08:15)
2. At the beginning of each English lesson
3. At lunchtime (between 12:15 and 14:00)
4. Departing for and returning from any afternoon excursions (between 14:00 and 17:00)
5. At dinner time (between 18:00 and 19:00)
6. At bedtime roll call (between 20:00 and 23:00)

Additional notes:

- (i) In free time, students are expected to be in the Boarding Houses, in main school or outside on school grounds for breaktimes, on the bus returning from an activity or walking between activities, or as directed by staff.
- (ii) From bedtime to breakfast, pupils are expected to be in their bedrooms.
- (iii) The Course Directors 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 Directors, House Parent or Welfare Officer via phone or teams.
- (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 Directors 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 Directors must be consulted immediately.
- (iv) If Course Directors 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 Directors 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 Directors 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 two adult members of staff sleeping in each Boarding House at night, responsible for the boarders in the house. Boarders are able to contact these members 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 Teacher.
- (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) All pupils have the emergency contact number for staff which operates 24/7.

**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 it is appropriate, 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.

#### 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 a Course Director.

#### 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. Finally, if they receive no reply, they should call the emergency number.
- (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.

Activity staff/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.