



## SEDBERGH SCHOOL

<b>Student Supervision Policy</b>	
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
Frequency of Audit	Annual
Publication	Staff Training Staff Handbook Website

### **Principles**

Sedbergh International Summer School seeks to ensure that Students 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.) Where a student has gone missing, staff should follow the procedures as set out in the Missing Children Policy.

### 1. Registration

Students are registered during the following periods:

1. Morning roll call in the boarding houses (between 07:30 and 8:00)
2. At the beginning of each English lesson
3. In free time following lunch (between 13:00 and 14:00)
4. Departing for and returning from any afternoon excursions (between 14:00 and 17:00)
5. At bedtime roll call (between 20:00 and 21:00)

Additional notes:

- (i) In free time, students are expected to be in the Boarding Houses or on the bus returning from an activity/walking between activities, as directed by staff.
- (ii) From bedtime to breakfast, Students are expected to be in their bedrooms.
- (iii) The Course Director will periodically review attendance registers to identify any trends or patterns of absence and to take appropriate steps to deal with these.

### Student 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 Students 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 Students who is on duty and how to contact them.
- (vii) All Students 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.**

### 3. Supervising Students with Medical Issues in Boarding Houses

- (i) Students 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 Student 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 Student to attend lessons/activities/excursions as normal. If the Welfare Officer feels that it is appropriate, then the Student should move into sick bay wherever possible or return to bed if this is not the case. In either case, Students 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 Students to return to lessons, games and activities as soon as they are able.

#### 4. Supervising Students with Medical issues in Lessons, Games & Activities

- (i) Students 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 Student if necessary.
- (ii) The teacher may decide in the case of minor illness, coughs and colds, that the Student 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 Student is sent back to the House. If no member of the House residential team is available, then the teacher should contact the Operations or Director, or Course Director.

#### 5. Supervising Students in staff accommodation

- (i) **Boarding Houses** – Students must not enter private side accommodation, as this is generally not used on the Summer School. Boarding staff should ensure there are no entry/staff only signs on doors and entrances.
- (ii) **Non-Boarding Houses** – Students 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.

#### 6. Supervising Students in Games, Activities and Socials.

Activity staff/teachers who are responsible for activities or socials should know which Students 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, Students should be searched for following the policy above.

**Student Supervision ratios**

- 1:10 for aged 8-11
- 1:15 for ages 12 and 13
- 1:20 for aged 14+
- Where Summer School groups are mixed ages, the Course Directors will strive for a general ratio of 1:10 on all trips and activities.