



MARLBOROUGH COLLEGE

Marlborough College Supervision Policy

NMS Standard 15 – Staffing and Supervision

15.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

15.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.

15.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

15.6 Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate.

15.7 There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.

15.8 Boarders have a satisfactory means of contacting a member of staff in each house at night.

This Policy addresses ISI Regulatory Requirements (Effective from Feb 2016), Part 3 – Welfare, Health and Safety of Pupils, para 14, which identify DfE Independent School Standards Regulations (ISSRs)

Marlborough College seeks to ensure that pupils are properly supervised at all times. Professional judgement is needed and should take into account pupils' ages, number and needs and the locations and activities in which they are engaged.

Registration

All Houses are expected to follow school procedures for attendance, registration and roll call. House registration is carried out at the following times:

- Morning Registration by 8.15 am
- Studies (Tuesdays and Thursdays) registration at 5.25pm
- Evening registration by 7.25 pm
- Bedtime registration (varies depending on age of pupil) from 9.15 – 10.00 pm

There are additional roll calls on Saturday/Sunday:

Saturday

- Morning by 8.15 am
- Evening 7.15 – 7.30 pm

Sunday

- Morning by 10 am
- Afternoon (whole House) 3.00 pm
- Evening (all year groups) by 7.25 pm

Day pupils are registered via a specifically designated signing-in book. Day pupils should register in houses on arrival at the College with their Housemaster/Housemistress by 8.15 a.m. This includes Upper School pupils who have a study period for Period 1.

Day pupil absences should be notified by a parent to the house by 8.15 a.m., and a note explaining the reason for an absence must be sent to the school at the end of the absence day or period. Absences that can be foreseen must be notified to the HM in advance with the reason.

When a day pupil is unaccountably absent the Housemaster/Housemistress must ascertain the whereabouts of the pupil, by contacting the pupil's parents in the first instance.

See also: Day Pupils – Information and Regulations (Appendix B)

Absences from Academic Lessons and afternoon activities

All teaching staff and staff leading afternoon activities, including visiting staff and Visiting Music Teachers (VMTs), are responsible for accounting for all pupils assigned to them via teaching set lists or other attendance lists. These lists are maintained on iSAMS.

Authorised absences due to sports fixtures or academic trips, university interviews or Open Days, or for medical reasons, will be recorded on iSAMS and lists are available to all staff.

All teaching staff are advised to check iSAMS at the beginning of each day and take note of pupils who will not be in their classes. Any missing pupils, who are not on an official list, should be reported as missing to the Housemaster/Housemistress at the first opportunity; and at the latest by break for periods 1 and 2, by lunchtime for periods 3 and 4, and by the start of prep for periods 5 and 6.

Absence without leave (Boarders): Procedure

When a Housemaster/Housemistress has received notification that a pupil is missing without reason or leave from a lesson or activity, or from a roll call, or overnight, they should:

1. Double check that the pupil is not absent due to a school trip or away match, or is in Sani
2. Check the House signing out book
3. Search House
4. Call pupil's mobile 'phone
5. Contact the Second Master or the Deputy Head (Boarding). Depending on the circumstances, a cascade of HMs may be initiated at this point.
6. Contact Security Office to instigate a school search.
7. If pupil is still not found, the Housemaster/Housemistress should contact parents and the member of the Management Team should contact the Master, with a view to triggering all or part of the **Critical Incident Policy**. This may involve the Police.

Please note: Parents should only be contacted when the campus and local environs have been searched. When it is considered that the absence is real and that the pupil is off site, parents must be informed and kept updated regularly. An adult must remain in the House to monitor phone calls and be on hand if the missing pupil turns up at the House.

Supervision during Educational Visits and Sporting Events

The arrangements for the supervision of pupils during educational visits and trips out of school are described in the **Offsite Activities Policy**. This follows the legislative guidance on staffing ratios for out of school visits.

Pupils sponsored under Tier 4 of the Points Based System

To comply with current legislation, the College maintains up to date ‘whereabouts forms’ for Tier 4 pupils during College Holidays. (See Appendix A).

As a licensed UKVI sponsor under Tier 4 of the Points Based System, the College has an obligation to report unexplained absences of Tier 4 sponsored pupils to UKVI within 10 working days. This should be done through the office of the Director of Corporate Resources.

Library Supervision

During the working day the librarian(s) are on duty in the Library. On those evenings when the Library is available to pupils there is a Prefect on duty who keeps a register of who is present and when they leave.

Medical Supervision and Security

One or more nurses are on duty 24 hours a day at the Medical Centre during term time. In addition, basic first aid is available in the Boarding Houses.

The Security Team provides staffing 24 hours a day during term time, either in person at the Security Lodge or via phone contact, (number displayed at the Security Lodge) when out and about on campus.

Clear instructions are displayed on House Notice Boards indicating where and how pupils should seek assistance in an emergency.

Supervision in the Boarding Houses

Housemasters/Housemistresses are responsible for ensuring appropriate staff cover in boarding houses. Generally there is at least one adult present on duty in the House. During the day this may be the Housemaster/Housemistress, the Resident House Tutor or the Dame. On weekday evenings the Housemaster/Housemistress is assisted by a House Tutor who is on duty between 7.25 pm and 11.00 pm.

There may be occasions where there is no adult physically present in a supervisory capacity in the boarding house. Such occasions will tend to be when the majority of pupils are also not in the boarding house (such as mid-afternoons during games practices).

Pupils should always have access to the means to seek assistance in an emergency.

Staff cover by day and a list of Tutor Duty Evenings is indicated on House Notice boards, showing where and how pupils should seek assistance in an emergency.

Any overnight absence from the House by residential boarding staff (HMs and RHTs) must be agreed in advance and in writing by the Master.

Supervision of Sports Activities

All sports activities are supervised either by members of the PE department (lessons), teachers in charge (training sessions) or by Sports staff (pool, fitness gym). The shooting range is only used when there is a suitably qualified person in charge.

Senior pupils may use the bouldering/climbing facility within the Kempson Centre, or the free weights/fitness suite without direct adult staff supervision, **IF** they have received appropriate induction and training, and have specific permission to do so at **specific** and **designated times**.

General Guidance

- HMs, at the beginning of each term will maintain up to date records of pupil mobile phone numbers, to better aid the security and safety of pupils. Such records are also maintained on iSAMS.
- Morning and late evening registration **must** be done by a member of staff. Registration for prep and Studies, and bed-time supervision may generally be done by a Captain on Duty, under adult staff supervision (Tutor or HM)
- When a member of staff is supervising pupils on an educational trip they are required to carry a mobile phone with detailed base contact details. The arrangements and detail of this is laid out in the **Offsite Activities Policy**.
- Where senior pupils have supervisory responsibilities for younger pupils, there must always be a member of staff readily available and in overall charge. Responsibility lies with the adult in charge at all times.
- No pupil should have access to the DT rooms, Ceramics Room or Science Laboratories without staff supervision. (See information in the front of Science booklets).

Author: Management Team

Where Found: College Website, Firefly

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Appendix A: Whereabouts form



MARLBOROUGH COLLEGE

WHEREABOUTS FORM

Date absence begins:

Date of return:

Name of Student:

House:

Full address during absence:

(Home, Guardian, alternative
Address)

Contact Person:

Contact Telephone numbers:

IF GOING ABROAD

Outward Details:

Which Airport & Terminal:

How is the Pupil getting to the Airport:

(If taxi, please state company)

Date of Flight:

Time of Flight Departure:

Flight Number:

Return Details:

Which Airport & Terminal:

Date of Flight:

Time of Flight Arrival:

Flight Number:

How is the Pupil getting back to College:

(If taxi, please state company)

Declaration

I confirm that the above information is correct and undertake to inform the College if the aforementioned pupil is unable to return on the specified date or if any of the information provided has changed. The aforementioned pupil understands that absences without explanation will be reported to the UKVI.

Signed:

Full Name:

(Block Capitals Please)

Date:

Day Pupils

Information and Regulations

- A. It is the College's expectation that day pupils, as far as is possible, share in the school's life on equal terms with boarders, with only a few exceptions. They have access to the same facilities and opportunities, and parents are asked to encourage their children to take a full part in the life of the school and to support its rules and regulations.
- B. Day Pupils are members of boarding houses led by a housemaster/housemistress (HM) supported by a team of tutors. They register and sign out with the HM every day, and will see their tutor at least once a week, and it is to the HM or their tutor that they should turn in the first instance if any problems occur. They have their own space in the house with a desk and facilities for the storage of clothes, equipment and books, and there are usually beds available for them to stay in the house should they need to do so (for which a pro rata charge is usually made). Late night overnight stays after compulsory college trips and during compulsory Outdoor Activities courses are free of charge.
- C. Private Study: Boarders have prep in their houses, usually running from 7.15 p.m. - 9.00 p.m. on weekdays, and from 7.15 p.m. - 9.00 p.m. on Sundays, and it is important that day pupils spend the same amount of time on private study, or more, at home. Evening outings during the week in term time are therefore to be discouraged if day pupils are not to be disadvantaged.
- D. The College's rules and regulations apply equally to boarders and day pupils and are to be found posted on house notice boards and in the Almanac. There are a few exceptions which apply only to day pupils, and these are listed below:

Guardians

No day pupil may attend the school unless he/she normally resides with his/her parents. If a day pupil's parents are going away during term time the College must be informed and either (a) arrangements should be made for the pupil to board at the school for the period, for which a pro rata charge will be made or (b) the parents must inform the school as to the identity of the adult to be in charge of their child and who will stand "in loco parentis". This adult must be aware of the College's rules and requirements regarding day pupils, and more copies of this leaflet for this purpose are available on request. It is unacceptable to the College for a pupil of any age to be left unsupervised at home.

Registration

Day pupils should register in houses on arrival at the College with their HM by 8.15 a.m. This includes Upper School pupils who have a study period for Period 1, when they are expected to work in their designated and nominated areas around the College.

Absences should be notified by a parent to the house by 8.30 a.m., and a note explaining the reason for an absence must be sent to the school at the end of the absence day or period. Absences that can be foreseen must be notified to the HM in advance with the reason.

No day pupil may drive him or herself to school or use a car during the school day. Neither may any pupil drive other pupils on any occasion.

Day pupils must travel between College and home in the appropriate uniform for each day.

Departure

Day pupils must check out of houses with their HM (or his/her nominated deputy) personally on departure at 7.00 or 9.15 p.m. On Saturdays day pupils may go home at 1.00 p.m. unless they have a sporting or official College commitment in the afternoon, in which case they should go home after it is finished. They must sign out as they do on weekday evenings.

Weekends

Day pupils may attend Saturday evening events with the permission of their HM. Day pupils are not required to be in the College on Sundays unless they sing in the Chapel choir, except for whole school chapel services including those which occur on Sundays at the beginning and end of terms, Carol Services and Commemoration.

The Town

When in the Town during term-time all day pupils are subject to the same rules as boarders, irrespective of whether they are on week-end leave or under the jurisdiction of their parents.

Home Entertaining

No day pupil may invite any boarding pupil to his/her home without getting the permission of both his/her parents, and relevant HMs.

Laundry

The College expects day pupils' laundry to be done at home, with the exception of games kit, which may be sent to the College laundry and stored with the dame or in the pupil's wardrobe/chest of drawers in house.

Illness

If day pupils are taken ill while they are at school they must report to the Sani, who will contact the parents and arrange for them to go home if appropriate.

Sanctions

Wherever possible the same sanctions for the breaking of rules apply to day pupils, although these may be varied for day pupils living far away, so that minor punishments, which for boarders and local day pupils take place early in the morning, can instead occur at lunchtimes. HMs may ask parents to ensure detentions for poor quality work are completed and initialled. A Saturday evening detention in school may be set in certain cases for day pupils, for example for an upper school pupil who fails to arrive in time in the mornings when they have a study period. Fuller details of sanctions are to be found in the Almanac.

Beginnings and Ends of terms

Day pupils come to school on the first evening of term to settle themselves in, deposit their books and kit and attend house assemblies. They depart at the end of term at the same time as boarders.

Part time Employment

No day pupil may take a part time job during term time without the express permission of the Master.