



MARLBOROUGH COLLEGE

Supervision Policy

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1 Aims

1.1 This is the Supervision Policy for pupils of Marlborough College (the **College**).

1.2 The aims of this policy are as follows:

- 1.2.1 to ensure the proper and effective supervision of pupils through appropriate deployment of College staff;
- 1.2.2 to ensure that pupils are safe, that the College is orderly, and that emergencies can be dealt with promptly, while leaving adequate Supervisors to supervise other pupils;
- 1.2.3 to ensure that the College meets its duty to supervise pupils to the required standard of a reasonably careful or prudent parent;
- 1.2.4 to ensure that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level;
- 1.2.5 to promote a culture of safety, equality and protection;
- 1.2.6 to actively promote the well-being of pupils and ensure their health, safety and welfare at all times.

2 Scope and application

2.1 This policy applies to the whole school.

2.2 This policy applies at all times when a pupil is:

- 2.2.1 in or at school;
- 2.2.2 travelling on authorised journeys;
- 2.2.3 on College organised visits or trips.

3 Regulatory framework

3.1 This policy has been prepared to meet the College's responsibilities under:

- 3.1.1 The Education (Independent School Standards) Regulations 2014;
- 3.1.2 Boarding schools: National Minimum Standards (Department for Education (**DfE**), April 2015); *Note: this is due to be updated in early 2022*
- 3.1.3 Keeping Children Safe in Education - KCSIE (DfE, September 2021);
- 3.1.4 Education and Skills Act 2008;
- 3.1.5 Children Act 1989;
- 3.1.6 Childcare Act 2006;
- 3.1.7 Equality Act 2010; and
- 3.1.8 Data Protection Act 2018 and General Data Protection Regulation (GDPR).

3.2 The following College policies, procedures and resource materials are relevant to this policy:

- 3.2.1 First Aid Policy;
- 3.2.2 Educational Visits Policy;
- 3.2.3 Health and Safety Policy;
- 3.2.4 Safeguarding and Child Protection Policy;
- 3.2.5 Risk Assessment Policy;
- 3.2.6 Access, Security, Visitors and Contractors Policy;
- 3.2.7 Policy on Children Missing Education;
- 3.2.8 Transport Policy;

4 **Publication and availability**

- 4.1 This policy is published on the College website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection on Firefly or on the College website during the school day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 **Definitions**

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to the **Proprietor** are references to the Marlborough College Council.
 - 5.1.2 References to **working days** mean when the College is open during term time. The dates of terms are published on the College's website.
 - 5.1.3 **Authorised Journey** means transport arrangements made by or on behalf of the College for the purpose of transporting pupils to and from school or on educational visits or trips. It does not include private arrangements between parents or pupils.
 - 5.1.4 **Boarder** means a pupil enrolled at the College, other than a day pupil, who is accommodated overnight at the school or elsewhere in accommodation arranged by the College.
 - 5.1.5 **Employee** means anyone who works under a contract of employment at the College.
 - 5.1.6 **External Provider** means any person or organisation, other than the College or an Employee, who provides a service and/or facilitates an activity under a contract with the College.
 - 5.1.7 **Ratio** means the number of Supervisors to pupils.
 - 5.1.8 **Supervisor** means any Employee or any other person who has been assigned a designated supervisory role by the College. It can include but is not restricted to: Teachers, graduate assistants, support staff, spouses

or partners of staff, temporary or agency workers, peripatetic tutors, sports or activity instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18 (including prefects or senior pupils) or gap students.

- 5.1.9 **Supervision** means the effective arrangements for the management and care of pupils whilst under the care of the College, whether on the school premises or otherwise.
- 5.1.10 **Teacher** means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.
- 5.1.11 **Transport Provider** means a bus, coach, taxi company or other external transport provider which has been authorised for use by the College.
- 5.1.12 **Visiting Pupil** means a pupil who is not enrolled as a pupil of the College, but who is on the school premises and/or otherwise accommodated overnight at the College. It does not include circumstances where the College has let the accommodation and/or premises to another organisation and that organisation has assumed responsibility for the Supervision of the pupils whilst using school accommodation and/or premises.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Assistant Head (Inspection)	As required, and at least termly
Monitoring the implementation of the policy including relevant risk assessments and any action taken in response to those risk assessments	Second Master	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Bursar/Manager of the Data Protection Office	As required, and at least termly

Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the College's processes under the policy	Second Master	As required, and at least annually
Formal annual review	Proprietor	Annually

6.3 The Master has formal oversight of arrangements for the supervision of pupils, including ensuring that:

6.3.1 there are suitable arrangements for the proper and effective Supervision of pupils at all times whilst they are under the care of the College;

6.3.2 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the College's Supervision arrangements generally;

6.3.3 Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively;

6.3.4 Supervision arrangements are properly risk assessed in accordance with the College's Health and Safety and Risk Assessment policies.

7 Supervision

7.1 All Supervisors should be aware of and abide by the College's Supervision procedures.

7.2 Pupils must follow the instructions of Supervisors at all times.

7.3 The College will ensure that pupils are aware of the Supervision arrangements at all times and, in particular, that pupils know:

7.3.1 who is responsible for their Supervision;

7.3.2 who to contact in an emergency;

7.3.3 what to do in an emergency.

7.4 Supervision may be close or remote: in some instances the College may not require pupils to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the College's risk assessment), but they should have the means to call for back-up help as required.

8 Security

8.1 The College Security Team provide 24-hour cover 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.

8.2 The site is monitored by an extensive system of CCTV surveillance which operates at all times.

- 8.3 The College will take all reasonable steps to ensure that there are suitable arrangements in place for the Supervision of anyone who is not an Employee or Supervisor, and who may come into contact with pupils whilst they are on school premises or under the care of the College.
- 8.4 The College has a policy of restricting access to the campus, buildings and facilities in order to ensure the safety and security of Employees, pupils and other authorised visitors to the school.
- 8.5 The College takes all reasonable measures to deter unauthorised public access to the College premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level. This includes channeling visitors towards Reception, making it very clear that beyond a certain point the public are entering private property.
- 8.6 Any authorised public use of College facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.
- 8.7 **Visitors**
- 8.7.1 The College has an Access, Security, Visitors and Contractors Policy which should be adhered to at all times.
- 8.7.2 Unless otherwise agreed or determined as part of its risk assessment(s)¹, all visitors to the College should report to Security or Reception upon arrival, provide evidence of their identity, and wear and visibly display a Marlborough College pass. Parents or visitors who have been invited to visit the College for matches, performances or scheduled Open Days are exempt from the registration requirements but should observe all COVID protocols for visitors. The latest requirements are accessible on the College website.
- 8.7.3 Any unauthorised person without a badge on the College site, unless they are on a public footpath or right of way, will be asked to accompany a member of staff to Security or Reception or will be asked to leave the site.
- 8.7.4 Any refusal to adhere to the terms of this policy will be reported immediately to Security or to the Second Master or to the police in an emergency.
- 8.8 **Contractors**
- 8.8.1 All contractors who work at the College will be risk assessed in accordance with the College's Safeguarding and Child Protection Policy and Procedures as well as the Recruitment Policy and appropriate measures will be put in place to safeguard pupils.
- 8.8.2 All contractors are required to comply with the appropriate provisions of the College's Access, Security, Visitors and Contractors Policy and Safeguarding and Child Protection Policy and Procedures, including the requirement to report any safeguarding concerns to the Designated Safeguarding Lead (DSL).

¹ Examples may include post and delivery people, refuse collectors etc

- 8.8.3 The College will ensure that there are suitable arrangements for the proper management of contractors at all times whilst on the Premises in accordance with its Child Protection and Safeguarding Policies and Procedures. The College will take into account the relevant circumstances in determining the appropriate level of supervision.
- 8.8.4 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the College and the contractor.
- 8.8.5 Any refusal to adhere to the terms of this Policy will be reported immediately to the Bursar, the Second Master, the Director of Operations or the Director of Capital Projects (as appropriate).

8.9 Visiting Pupils (Including Exchange pupils from Marlborough College Malaysia, Swindon Academy or elsewhere)

- 8.9.1 Visiting Pupils who are on the College premises or staying in College accommodation will be regarded as temporary pupils for the purpose of this policy and the College will liaise with the Visiting Pupil's staff to ensure that they will be adequately supervised at all times when on school premises.
- 8.9.2 If Visiting Pupils are accompanied by their own staff, those staff may be taken into account in the Supervision Ratios.

9 Ratios

- 9.1 The College will ensure that there is an appropriate Ratio whilst pupils are under the College's care.
- 9.2 All Ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time.
- 9.3 Where a Supervisor is also a parent of a pupil at the College, they should not usually count in the Ratio, unless a risk assessment has been undertaken and it has been deemed that there are sufficient Supervisors to meet the needs of all those pupils.
- 9.4 Prefects and senior pupils will not usually count in the Ratio, but may assist Supervisors in their supervisory duties. Where prefects or senior pupils assist Supervisors, the College will ensure that they are regularly supervised and directed in their duties and there are suitable measures in place to ensure that they are reliable in order to deter possible abuse of the role by them.
- 9.5 Supervisors remain in overall charge of pupils and will be readily available to prefects and senior pupils at all times.
- 9.6 There will be appropriate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of pupils within classrooms or boarding houses or reorganising activities.
- 9.7 The College has specifically revised its procedures in light of the coronavirus (COVID-19) outbreak and put in place proportionate protective measures and controls in response. This includes ensuring that there are suitable and robust contingency plans in place in the event of Supervisors' absences for reasons related

to COVID-19 (e.g. if they have symptoms consistent with COVID-19 and/or they otherwise have to isolate). This includes consideration or redistributing and/or contingency plans for those Supervisors holding key roles or responsibilities such as the DSL, First Aiders and Fire Marshals.

- 9.8 Supervisors must have the appropriate means to communicate with other Supervisors and/or to contact the College in an emergency.

10 Risk assessments

- 10.1 This policy should be read in conjunction with the College's Risk Assessment Policy and Procedures. Supervision arrangements and Ratios will be considered as part of the overall risk assessment process.

- 10.2 The Master, assisted by the Health and Safety Manager, has overall responsibility for risk ensuring that the College's risk assessments adequately cover the required Supervision arrangements, and for ensuring that the relevant findings are implemented, monitored and evaluated.

- 10.3 The relevant Supervision arrangements are likely to be a key factor in many College activities and the responsibility to carry out the necessary risk assessment will be delegated to those Employees who have been properly trained in, and tasked with, carrying out the particular risk assessment in relation to the relevant College activity or arrangement.

- 10.4 Factors which they may consider include:

10.4.1 the sex, age, abilities, behaviour and any special needs or disabilities of pupils;

10.4.2 the nature of the activities in which they are engaged;

10.4.3 the location, environment and conditions in which the activity will take place;

10.4.4 the number, competencies and qualifications of available Supervisors;

10.4.5 the availability of first aid cover;

10.4.6 contingency arrangements for staff absences and illness;

10.4.7 contingency arrangements for other incidents or emergencies;

10.4.8 travel, transport and accommodation arrangements.

11 Supervision arrangements during the school day

- 11.1 The College's rules apply equally to all pupils and are outlined in the termly Almanac under 'General Bounds'. These outline times during the day when pupils are restricted to the Inner Campus, Full Campus and Town.

- 11.2 Housemasters/Housemistresses (HMs) are responsible for ensuring appropriate staff cover in boarding houses, and the College endeavours to ensure there is at least one adult present on duty in House. During the day this may be the HM, the Resident House Tutor (RHT) or the Dame.

- 11.3 During the school day, pupils will not be allowed off-site (apart from at the Town visiting times and under the conditions set out in the Almanac) unless they are on a College arranged educational visit or trip, or the College has received a written

request from the pupil's parent(s) or guardian(s), or approval has been given by their HM.

11.4 During the school day, staff are deployed as follows:

11.4.1 the Master, the Second Master or another member of the Senior Management Team will be on duty every day (and is contactable overnight) and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire College;

11.4.2 all lessons will be supervised either by the relevant Teacher, supported by Graduate Assistant(s), or other Supervisor(s) (as determined by the risk assessment);

11.5 **Break and lunchtime**

11.5.1 The College will ensure, through the College Proctor and the Duty rotas, that there is an adequate number of Supervisors on duty to supervise pupils during break times (both indoors and outdoors), including Supervisors who will be specifically responsible for Supervision in the dining rooms and around the school grounds.

11.6 **PE/Exercise and Sports Sciences (ESS)**

All sports activities are supervised either by members of the Exercise and Sports Sciences Department (lessons), coaches/teachers in charge (training sessions) or with enhanced specialist supervision when necessary, e.g. swimming pool, fitness gym etc.

11.6.1 When pupils are changing or showering, staff should be sensitive to pupils' need for privacy, while balancing health and safety requirements.

11.7 **Medical Centre/Sanatorium (Sani)**

11.7.1 The College has and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of pupils is promoted. This includes first aid, care of those with chronic conditions and disabilities and dealing with medical emergencies.

11.7.2 The Medical Centre Manager is responsible for ensuring that pupils are adequately supervised whilst they are patients in, or attending the Sanatorium. Staffed by a team of RGN, auxiliary nurses and a qualified GP/Medical Officer also provides regular morning clinics.

11.7.3 Basic first aid is available in the Boarding Houses and the majority of teaching staff are first aid trained.

12 **Supervision arrangements for day pupils before and after College**

12.1 Day pupils are registered via a specifically designated signing-in book, and should register in Houses on arrival at the College with their HM by 8.15 am. 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.

12.2 Day pupils must check out of Houses with their HM (or his/her nominated

deputy) personally on departure at 7.00 pm or 9.15 pm (unless this is not possible, e.g. in the event of a late return from an educational visit). On Saturdays, day pupils may go home at 1.00 pm unless they have a sporting or official College commitment in the afternoon in which case they should go home after it is finished. Day pupils must sign out as they do on weekday evenings.

- 12.3 Day pupils may attend Saturday evening events with the permission of their HM, when they will be subject to the same check in requirements as Boarders and they should leave school via their boarding house at the end of the evening. Day pupils are not required to be in the College on Sundays unless they sing in the Chapel choir, except for whole College Chapel services including those which occur on Sundays at the beginning and end of terms, Carol Services and Commemoration.
- 12.4 Day pupil absences should be notified by a parent to the house by 8.15 am, and an email explaining the reason for an absence must be sent to the College 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.
- 12.5 When a day pupil is unaccountably absent, the HM must ascertain the whereabouts of the pupil by contacting the pupil's parents in the first instance.
- 12.6 All pupils will be appropriately supervised when on College premises and when entering or leaving them during these times. See Appendix A Day Pupils - Information and Regulations.
- 12.7 Day pupils will not be supervised on the College premises outside of these times, except with prior agreement between the parent(s) and the College, or if the pupils are attending College for pre-arranged co-curricular clubs and/or are on educational visits.
- 12.8 **Activities taking place outside of term time**

12.8.1 Activities arranged by the College

The arrangements for the supervision of pupils during educational visits and trips away from College are described in the Educational Visits Policy. Where the College arranges co-curricular activities on site outside of term time, for example pre-season sports training, the College's Safeguarding and Child Protection Policy and Procedures and Risk Assessment Policy will apply to all such activities which are arranged by the College.

12.8.2 Activities facilitated but not arranged by the College

The College is not responsible for checking the adequacy of Supervision arrangements for co-curricular clubs and activities where the parents contract directly with a tutor or organiser and which take place outside school hours (such as music or sports tuition). It is the parent(s) and/or tutor or organiser's responsibility to ensure that there are adequate arrangements in place for the Supervision of the pupil during the session and when the pupil is travelling to and from the session.

13 Supervision arrangements for Boarders outside of teaching time

- 13.1 Regular checks on attendance and presence on campus are central to the effective management and oversight of pupils whilst they are in the care of Marlborough

College. All Houses are expected to follow College procedures for attendance, registration and roll call. The College has a duty rota to ensure that there are appropriate Supervision arrangements in place for Boarders at all times:

Morning registration	by 8.15 am
Studies (Tuesdays and Thursdays)	Registration at 5.25 pm
Evening registration	By 7.25 pm
Midweek Bedtime registration (varies depending on age of pupil)	From 9.15 pm – 10.00 pm
Saturday	Morning registration by 8.15 am Evening registration 7.15 pm - 7.30 pm Bedtime registration 10.00 pm – 10.45 pm
Sunday	Morning registration by 10.00 am Afternoon registration (whole House) 3.00 pm Evening registration (all year groups) by 7.25pm Bedtime registration from 9.15 pm – 10.00 pm

- 13.2 HMs are responsible for ensuring appropriate staff cover in boarding houses, and the College endeavours to ensure there is at least one adult present on duty in the House. During the day this may be the HM, the Resident House Tutor (RHT) or the Dame. On weekday evenings, the HM is assisted by a visiting Tutor who is on duty between 7.25 pm and 11.00 pm.
- 13.3 Boarders shall be at all times under the responsibility of an identified Supervisor (usually the HM or RHT) who is suitably qualified and experienced. The relevant Supervisor shall know the whereabouts of Boarders (or know how to find their whereabouts) in their charge at all times.
- 13.4 Boarders will be appropriately supervised outside of teaching time including during breaks, prep/studies, during evenings outside of prep/studies, at night and before lessons and at weekends. In extreme circumstances and where agreed in advance with parents, Supervision for individual pupils might extend to Exeat weekends, half-terms or school holidays.
- 13.5 Supervising staff will be sufficient in number, training and experience for the age, number and needs of Boarders and the locations and activities involved.
- 13.6 The College will ensure that there are satisfactory contingency arrangements in place to cover in the event of unexpected House staff sickness and absence.
- 13.7 Supervision may be close or remote. Boarders temporarily away from the College premises remain under the overall responsibility of a designated Supervisor at all times.

- 13.8 Staff cover by day and a list of Tutor Duty evenings is indicated on House Notice Boards, and clear instructions are displayed informing pupils where and how to seek assistance in an emergency. The College will ensure that Boarders are aware at all times of:
- 13.8.1 the identity of their designated Supervisor; how to contact their designated Supervisor, and have the means to do so;
 - 13.8.2 the arrangements to contact an alternative member of staff in the event that their designated Supervisor is not available and/or in an emergency.
- 13.9 Boarders in all years are considered to be sufficiently mature to leave the College premises to access local facilities without being accompanied by a Supervisor, following the guidelines for visiting the Town set out in the Almanac.
- 13.10 Boarders permitted to leave the College premises must follow the College's signing in and out procedures each time they leave or return to the College premises. Signing out records will be regularly monitored by the College.
- 13.11 The College will ensure that there are a sufficient number of Supervisors present and accessible to Boarders in each boarding house at night and pupils are made aware of how to contact Supervisors overnight when they enter the College. As a minimum, there will be at least one Supervisor sleeping in each boarding house at night², responsible for the Boarders in the house.
- 13.12 Supervision in the boarding houses at night will be by means of appropriate patrolling and/or availability of Supervisors.
- 13.13 Supervisors will be sensitive to the need for privacy, particularly at times when Boarders are dressing, undressing or bathing or showering and will avoid intruding unnecessarily on Boarders' privacy, while balancing health and safety requirements.
- 13.14 Any role of spouses or partners of staff or other adult members of staff households within the boarding house is made clear to those individuals, staff and pupils.
- 13.15 Any Boarders' access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate contact between staff and Boarders.
- 13.16 All persons visiting boarding accommodation are kept under supervision by Supervisors and are not permitted to gain unsupervised access to Boarders or to their accommodation.
- 13.17 All Supervisors are aware of and know how to implement the College's procedure in section 14 in relation to pupils going missing and their role in implementing that policy. Staff will actively search for children who are missing, including working with the police where appropriate.

² Where a house comprises of more than one building, sleeping in cover from one of its constituent buildings can cover more than one building only if the buildings are immediately adjacent.

14 Absence without leave (Boarders) procedure

- 14.1** When an HM 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:
- 14.1.1** Double check that the pupil is not absent due to a College trip or away match, or is in Sani;
 - 14.1.2** Check the House signing out book;
 - 14.1.3** Search House and talk to friends of the pupil for information;
 - 14.1.4** Call pupil's mobile phone;
 - 14.1.5** Contact the Second Master or the Deputy Head (Pastoral). Depending on the circumstances, a cascade of HMs may be initiated at this point;
 - 14.1.6** Contact Security to instigate a search of the College campus; and
 - 14.1.7** If the pupil is still not found, the HM should contact parents and the member of the Management Team should contact the Master, with a view to triggering the Critical Incident Plan, which may involve the Police.
- 14.2** 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.
- 14.3** Where a pupil is believed to be missing, the member of staff in charge should follow the procedures set out in section 14 above.

15 Absence from Academic Lessons and Afternoon Activities

- 15.1** 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. Copies of pupil timetables are maintained on iSAMS.
- 15.2** 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.
- 15.3** All teaching staff are aware of the need 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 HM 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.

16 Library Supervision

- 16.1** 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, supported by the member of staff on evening Duty.

17 Educational visits

- 17.1 Details of the procedures and recommended Ratios for educational visits, College trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips and host families are contained in the College's Educational Visits Policy, which should be read in conjunction with this policy.
- 17.2 HMs will maintain up-to-date records of pupil mobile phone numbers to assist with safety and security. These records will be maintained on iSAMS and updated as required. Staff supervising pupils in a remote location are equipped with a mobile phone.
- 17.3 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, the College will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the College's Safeguarding and Child Protection Policy and Procedures and the applicable guidance available at the time.
- 17.4 The College will ensure that arrangements in respect of Supervision and the responsibilities for pupils are clarified in advance with External Providers, and that it is made clear from the outset whose instructions pupils should follow at all times.

18 College arranged transport

- 18.1 The College will make appropriate arrangements for the safety and Supervision of pupils on all Authorised Journeys.
- 18.2 The exact nature of the arrangements for the safety and Supervision of pupils on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant College policies (such as the Educational Visits Policy).
- 18.3 Only Transport Providers, including bus, coach and taxi companies or other external Transport Providers, who have been approved by the College will be used on Authorised Journeys.
- 18.4 As part of the College's vetting and approval procedure, the College will ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place and that they have undergone suitable child protection checks in accordance with the College's Safeguarding and Child Protection Policy and Procedures and appropriate legislation and guidance applicable at the time.
- 18.5 The College arranges buses and coaches to and from school at Exeat weekends and half-terms. Coaches booked with external companies have a member of College staff designated as coach supervisor, who will check pupils on and off the transport, notifying the Transport Office of any absences, and will ensure that behaviour is appropriate. Where school minibuses are used, these will be driven by members of staff, who will check pupils on and off the bus. The College Proctor will oversee the departure and arrival of all school buses and will be the first point of contact for reporting any issues. All staff supervising transport are safeguarding trained. Taxis booked through the College Transport Office are arranged with firms whose drivers have been DBS checked and these companies

are listed in the Almanac, as is the number to call in the event of an emergency. Parents will be made aware of the levels of Supervision they can expect on Authorised Journeys, through the Transport Policy.

- 18.6 The College is **not** responsible for the safety and Supervision of pupils whilst they are not on Authorised Journeys, for example if a private arrangement has been made between parents and a third party. In that case, it is the parents' responsibility to ensure that they are entirely satisfied with the arrangements. The College's responsibility will normally cease when the pupil(s) leave(s) the College campus or otherwise commence the journey.

19 Immigration and pupils sponsored under Child Student Visa

- 19.1 To comply with current legislation, the College maintains records of the whereabouts of all Child Student visa pupils during College Holidays, Exeats and weekends away. The link to the government 'Whereabouts' form is sent to parents for their completion.
- 19.2 As a licensed Child Student sponsor under the UKVI Points Based System, the College has an obligation to report to UKVI within 10 working days of the last expected contact point where a student misses 10 consecutive expected contact points. This should be instigated through the Bursar.

20 Training

- 20.1 The College ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 20.2 The level and frequency of training depends on role of the individual member of staff.
- 20.3 The College HR Department maintains written records of all staff training.

21 Record keeping

- 21.1 All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.
- 21.2 The information created in accordance with this policy may contain personal data. The College's use of this personal data will be in accordance with data protection law. The College has published privacy notices on its website which explain how the College will use personal data.

22 Version control

Author:	Second Master
Approved by:	The Master
Date:	Michaelmas 2021
Review Date:	Michaelmas 2022
Circulation:	College Website, A-Z Policies, Firefly

Appendix A 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 7.25 pm - 9.00 pm on weekdays, and from 7.25 pm - 9.00 pm 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 am. 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 am, and an email 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 pm or 9.15 pm. On Saturdays, day pupils may go home at 12.15 pm 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, when they will be subject to the same check-ins and school rules as boarders. They should be collected from their House after late check in if they are going home on Saturday night. 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 initialed. 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.