



MARLBOROUGH COLLEGE

Supervision Policy

Michaelmas Term 2023



MARLBOROUGH COLLEGE

Supervision Policy

Contents

1.	Aim	3
2.	Scope and Application	3
3.	Regulatory Framework	3
4.	Publication and availability.....	4
5.	Definition.....	4
6.	Responsibility Statement and Allocation of Tasks	5
7.	Supervision.....	6
8.	Security	6
9.	Visitors.....	7
10.	Contractors	7
11.	Ratios	8
12.	Risk Assessments.....	9
13.	Supervision Arrangements During the School Day	9
14.	Supervision Arrangements for Day Pupils Who are not Boarding Before and After School	10
15.	Supervision Arrangements for Pupils Outside of Teaching Time	11
16.	Absence Without Leave (Boarders) Procedure	13
17.	Absence from Academic Lessons and Afternoon Activities	14
18.	Library Supervision.....	14
19.	Educational Visits.....	14
20.	College Arranged Transport.....	15
21.	Immigration and Pupils Sponsored under Child Student Visa	16
22.	Training.....	16
23.	Record Keeping.....	16
24.	Version Control.....	16
	16	
	Appendix 1 Day pupils – Information and Regulation for Consistency	17
	Appendix 2 Boarding House Supervision Risk Assessment.....	19

1. Aim

- 1.1 This is the Supervision Policy for pupils of 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 responsible adults 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), September 2022)
 - 3.1.3 Keeping Children Safe in Education - KCSIE (DfE, September 2023)
 - 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

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 and Procedures

3.2.5 Risk Assessment Policy

3.2.6 Access, Security, Visitors and Contractors Policy

3.2.7 Children Missing Education and Children Who Are Absent from 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 [olicy 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. Definition

5.1 Where the following words or phrases are used in this policy:

5.1.1 References to **working days** mean when the College is open during term time. The dates of terms are published on the College's website.

5.1.2 **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.

5.1.3 **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.

5.1.4 **Employee** means anyone who works under a contract of employment at the College.

5.1.5 **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.

- 5.1.6 **Ratio** means the number of responsible adults to pupils.
- 5.1.7 **Responsible adult** 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.
- 5.1.8 **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.
- 5.1.9 **Teacher** means an Employee whose principal function is teaching pupils or the management of those employees who teach pupils.
- 5.1.10 **Transport Provider** means a bus, coach, taxi company or other external transport provider which has been authorised for use by the College.
- 5.1.11 **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 College accommodation and/or premises.

6. Responsibility Statement and Allocation of Tasks

- 6.1 Members of Council have 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 Master 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

Task	Allocated to	When / frequency of review
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	Council	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, responsible adults and pupils understand and adhere to the terms of this policy and to the College's supervision arrangements generally
- 6.3.3 Responsible adults 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 responsible adults should be aware of and abide by the College's Supervision Policy.
- 7.2 Pupils must follow the instructions of responsible adults 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 responsible adult (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 use the house emergency phone or have the means to call for help as required.

8. Security

- 8.1 The College Security Team provide 24-hour cover during term time, either in person at the Porter's Lodge or via phone contact (number displayed at the Porters' 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 responsible adult, and who may come into contact with pupils whilst they are on College 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 channelling 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.

9. Visitors

- 9.1 The College has an Access, Security and Visitors' Policy which should be adhered to at all times.
- 9.2 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. The latest requirements can be accessed on the College website.
- 9.3 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.
- 9.4 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.

10. Contractors

- 10.1 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 Selection and Disclosure Policy Procedure, and appropriate measures will be put in place to safeguard pupils.
- 10.2 All contractors are required to comply with the appropriate provisions of the College's Access, Security and Visitors' Policy and Safeguarding and Child Protection Policy and

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

Procedures, including the requirement to report any safeguarding concerns to the Designated Safeguarding Lead (DSL).

- 10.3 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.
- 10.4 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the College and the contractor.
- 10.5 Any refusal to adhere to the terms of this policy will be reported immediately to the Bursar, the Second Master or Estates Bursar (as appropriate).
- 10.6 Visiting pupils (including exchange pupils from Marlborough College Malaysia, Swindon Academy or elsewhere)
 - 10.6.1 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 College premises.
 - 10.6.2 If visiting pupils are accompanied by their own staff, those staff may be taken into account in the supervision ratios.

11. Ratios

- 11.1 The College will ensure that there is an appropriate ratio whilst pupils are under the College's care.
- 11.2 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.
- 11.3 Where a responsible adult 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 responsible adults to meet the needs of all those pupils.
- 11.4 Prefects and senior pupils will not usually count in the ratio, but may assist responsible adults in their supervisory duties. Where Prefects or senior pupils assist responsible adults, 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 responsible in order to deter possible abuse of the role by them.
- 11.5 Responsible adults remain in overall charge of pupils and will be readily available to Prefects and senior pupils at all times.
- 11.6 There will be appropriate back-up arrangements in place to provide cover in the event of a responsible adult's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable responsible adults, regrouping of pupils within classrooms or boarding houses or reorganising activities.

11.7 Responsible adults must have the appropriate means to communicate with other responsible adults and/or to contact the College in an emergency.

12. Risk Assessments

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

12.2 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.

12.3 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.

12.4 Factors which they may consider include:

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

12.4.2 the nature of the activities in which they are engaged

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

12.4.4 the number, competencies and qualifications of available responsible adults

12.4.5 the availability of first aid cover

12.4.6 contingency arrangements for staff absences and illness

12.4.7 contingency arrangements for other incidents or emergencies

12.4.8 travel, transport and accommodation arrangements

13. Supervision Arrangements During the School Day

13.1 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.

13.2 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 AHM, the Resident House Tutor (RHT), the Dame or a responsible adult.

13.3 HMs are responsible for implementing the 'House Supervision Protocol' to ensure that there is a 'Responsible Adult' in charge of the boarding houses.

13.4 HMs are responsible for implementing the 'Boarding House Supervision Risk Assessment' if a boarding house is unsupervised by a 'Responsible Adult'.

13.5 During the school day, pupils are not allowed off-site (apart from during 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.

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

13.6.1 The Master, the Second Master or another member of the 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

13.6.2 all lessons will be supervised either by the relevant teacher, supported by Graduate Assistant(s), or other responsible adult(s) (as determined by the risk assessment)

13.7 Break and lunchtime

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

13.8 PE/Exercise and Sports Sciences (ESS)

13.8.1 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.

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

13.9 Medical Centre/Sanatorium (Sani)

13.9.1 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.

13.9.2 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 registered nurses, auxiliary nurses, paramedics, and a qualified GP/Medical Officer also provides regular morning clinics.

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

14. Supervision Arrangements for Day Pupils Who are not Boarding Before and After School

14.1 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 8.40 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.

- 14.2 Day pupils must check out of Houses with their HM (or his/her nominated deputy) personally on departure (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 after morning lessons 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.
- 14.3 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. 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 Prize Day.
- 14.4 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 clearly stated.
- 14.5 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.
- 14.6 All pupils will be appropriately supervised when on College premises and when entering or leaving them during these times. See Appendix 1 Day Pupils - Information and Regulations.
- 14.7 Day pupils will not be supervised on the College premises before they sign in and after they sign out.

14.8 Activities taking place outside of term time

14.8.1 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.

14.8.2 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's 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.

15. Supervision Arrangements for Pupils Outside of Teaching Time

- 15.1 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 8.40 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 8.40 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 7.25 pm Bedtime registration from 9.15 pm – 10.00 pm

- 15.2 HMs are responsible for ensuring appropriate staff cover in boarding houses, and the College endeavours to ensure there is at least one adult responsible for the House. During the day this may be the HM, AHM, the Resident House Tutor (RHT), the Dame or a Tutor. On weekday evenings, the HM is assisted by a visiting Tutor who is on duty between 7.25 pm and 11.00 pm.
- 15.3 Pupils are at all times under the responsibility of an identified responsible adult who is suitably qualified and experienced. The relevant responsible adult shall know the whereabouts of the pupils (or know how to find their whereabouts) in their charge at all times.
- 15.4 Pupils 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.
- 15.5 Supervising staff will be sufficient in number, training and experience for the age, number and needs of the pupils and the locations and activities involved.
- 15.6 The College will ensure that there are satisfactory contingency arrangements in place to cover in the event of unexpected House staff sickness and absence.
- 15.7 Supervision may be close or remote. Boarders temporarily away from the College premises will remain under the overall responsibility of a responsible adult at all times.
- 15.8 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 pupils are aware at all times of:

- 15.8.1 the identity of their responsible adult
- 15.8.2 how to contact their responsible adult, and have the means to do so
- 15.8.3 the arrangements to contact an alternative member of staff in the event that their responsible adult is not available and/or in an emergency
- 15.9 Pupils in all years are considered to be sufficiently mature to leave the College premises to access local facilities without being accompanied by a responsible adult, following the guidelines for visiting the Town set out in the Almanac.
- 15.10 Pupils 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.
- 15.11 The College will ensure that there are a sufficient number of responsible adults present and accessible to boarders in each boarding house at night and pupils are made aware of how to contact responsible adults overnight when they enter the College. As a minimum, there will be at least one responsible adult sleeping in each boarding house at night², responsible for the boarders in the House.
- 15.12 Supervision in the boarding houses at night will be by means of appropriate patrolling and/or availability of responsible adult.
- 15.13 Responsible adults 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.
- 15.14 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.
- 15.15 No boarders have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs, a one-to-one situation should be avoided with boarders with another adult always present.
- 15.16 All persons visiting boarding accommodation are kept under supervision by responsible adults and are not permitted to gain unsupervised access to boarders or to their accommodation.
- 15.17 All responsible adults 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.

16. Absence Without Leave (Boarders) Procedure

- 16.1 When an HM has received notification that a pupil is missing without reason from a lesson or activity, or from a roll call, or overnight, they should:
 - 16.1.1 double check that the pupil is not absent due to a College trip or away match, or is in Sani

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.

- 16.1.2 check the House signing out book
 - 16.1.3 search the House and talk to friends of the pupil for information
 - 16.1.4 call the pupil's mobile phone
 - 16.1.5 contact the Second Master or the Deputy Head (Pastoral). Depending on the circumstances, a cascade of HMs may be initiated at this point
 - 16.1.6 contact Security to instigate a search of the College campus
 - 16.1.7 if the pupil is still not found, the HM should contact parents. The member of the Management Team should contact the Master with a view to triggering the Critical Incident Plan, which may involve the police.
- 16.2 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.
- 16.3 Where a pupil is believed to be missing, the member of staff in charge should follow the procedures set out in section 14 above.

17. Absence from Academic Lessons and Afternoon Activities

- 17.1 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 and SOCS.
- 17.2 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.
- 17.3 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.

18. Library Supervision

- 18.1 During the working day, the Librarian(s) is 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.

19. Educational Visits

- 19.1 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.

- 19.2 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.
- 19.3 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.
- 19.4 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.

20. College Arranged Transport

- 20.1 The College will make appropriate arrangements for the safety and supervision of pupils on all authorised journeys.
- 20.2 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.
- 20.3 Only transport providers, including bus, coach and taxi companies or other external transport providers, which have been approved by the College will be used on authorised journeys.
- 20.4 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.
- 20.5 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 the coach responsible adult, 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. 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.
- 20.6 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) leaves the College campus or otherwise commences the journey.

21. Immigration and Pupils Sponsored under Child Student Visa

- 21.1 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 'Whereabouts Form' is sent to parents for their completion.
- 21.2 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 pupil misses 10 consecutive expected contact points. This should be instigated through the Bursar.

22. Training

- 22.1 The College ensures that regular guidance and training is arranged, and that staff and volunteers understand what is expected of them in relation to this policy.
- 22.2 The level and frequency of training depends on the role of the individual member of staff.

23. Record Keeping

- 23.1 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.

24. Version Control

Author:	Second Master
Approved by:	The Master
Date:	Michaelmas 2023
Review Date:	Michaelmas 2024
Circulation:	College Website, A-Z Policies, Firefly

Appendix 1 Day pupils – Information and Regulation for Consistency

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 to 9.00 pm on weekdays, and from 7.25 pm to 9.00 pm on Sundays. 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 each day.

Departure

Day pupils must check out of House 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 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.

Appendix 2 Boarding House Supervision Risk Assessment

Description of situation/issue/activity to be assessed:	Boarding House Unsupervised by the Responsible Adult (HM) or delegated deputy (Dame, RHT, Duty Tutor, House Sitter) for a limited period of time. Not more than 30 minutes between 8:00 am and 10:00 pm when Lower School Pupils are present)												
Department:	House												
Person(s) carrying out risk assessment:	HM												
Date of assessment:	dd/mm/yyyy												
1.	<p>What are the hazards:</p> <p>The House is located adjacent to</p> <p>The ages of the pupils in the House ranges from 13-18.</p> <p>All pupils receive a Health & Safety induction on joining the College and TERMLY reminders given about emergency response procedures. Fire drills are completed termly.</p> <p>There are TWO/THREE staff residential quarters within the building and a Dames office where staff are located for the majority of the working day.</p> <p>Pupils with a medical condition that puts them at heightened risk if the House is not supervised will have a separate Welfare Plan.</p> <table border="1" data-bbox="193 1171 1466 1429"> <thead> <tr> <th>HAZARD</th> <th>LEVEL OF RISK</th> </tr> </thead> <tbody> <tr> <td>Accident – falls, burns, cuts</td> <td>Medium</td> </tr> <tr> <td>Safeguarding</td> <td>Low given measures in place</td> </tr> <tr> <td>Fire</td> <td>Low given measures in place</td> </tr> <tr> <td>Health emergency</td> <td>Low - Medium depending on pupils</td> </tr> <tr> <td>Response time from adult not located in the boarding house</td> <td>Low - Medium depending on location of House</td> </tr> </tbody> </table>	HAZARD	LEVEL OF RISK	Accident – falls, burns, cuts	Medium	Safeguarding	Low given measures in place	Fire	Low given measures in place	Health emergency	Low - Medium depending on pupils	Response time from adult not located in the boarding house	Low - Medium depending on location of House
	HAZARD	LEVEL OF RISK											
Accident – falls, burns, cuts	Medium												
Safeguarding	Low given measures in place												
Fire	Low given measures in place												
Health emergency	Low - Medium depending on pupils												
Response time from adult not located in the boarding house	Low - Medium depending on location of House												
2.	<p>Who might be harmed and how:</p> <p>Who?</p> <p>Pupils</p> <p>Staff</p> <p>How?</p> <p>Accident/Health Emergency - falls, burns, cuts or health emergency. Adults working alone in the building.</p> <p>Safeguarding Concern - bullying, inappropriate behaviour, unauthorised adult entering the building.</p> <p>Fire - danger to life if evacuation is not possible.</p>												

What control measures are already in place:

General

- The Responsible Adult in the House may be:
The HM, the HM spouse, the Resident Tutor(s), the Dame, the Tutor on Duty or a House Sitter. The responsible adult will be trained in First Aid and have completed an Induction to Boarding course. The identity of the responsible adult on duty at any time is clearly displayed on the House noticeboard.
- Pupils can easily identify the Responsible Adult. All pupils are aware of the identity of the responsible adults via induction on arrival and photographs made available on House boards. The frequency and level of presence in the boarding House also means that all pupils in the House become very familiar with the Responsible Adults unless they are covering on a temporary basis.
- The times at which the House is unsupervised by a Responsible Adult who is present in the building are kept to a minimum. This will generally be for a maximum period of one hour. A clear rota of Responsible Adults on duty within the House is displayed on the House notice board. Where no Responsible Adult is present in the House, an emergency phone is located adjacent to the HM study. Pupils are made aware of its location through regular reminders at House Assemblies. This phone can be used at any time by any pupil. It has 3 number codes printed on the phone to direct dial to:
 - House Mobile
 - HM Mobile
 - Paired House Mobiles
 - Medical Centre – manned 24/7
 - Security – manned 24/7. Diverts to Security mobile if not available via landline.

If no Lower School Pupils are present in the building and there is no Responsible Adult in the building, then the responsible adult will not be absent for more than an hour and will hold the House phone and be able to attend quickly in an emergency.

If Lower School pupils are present in the building when no Responsible Adult is present, the Responsible Adult will be present in an adjacent building and this will be made clear on the House notice board. This responsible adult will hold the House phone and will be able to respond quickly to an emergency call. This responsible adult will aim to make at least one visit in person to each House they are covering while on duty. The Responsible Adult may be absent from the building or adjacent building for a maximum period of half an hour but must hold the House phone and respond quickly in an emergency. These absences must be *ad hoc, rare and brief*.

- Pupils are regularly reminded of emergency procedures at House Meetings (this should be minuted).
- Emergency Procedures, including the name of the Responsible Adult and telephone numbers, are posted on the House noticeboard and also on the door to the HMs study.
- Either the HM or an RHT will be the Responsible Adult on duty overnight in the boarding house. In practice pupils are able to call on either during the night. Pupils are made aware of this at induction and reminders in House assemblies. If, exceptionally, either the RHT or HM is absent overnight, then the pupils will be made aware that there is only one option of contact that evening either at check-in points or House Assembly and via noticeboards. The Responsible Adult will hold the House phone overnight.

- Sign in/out procedure – Pupils are required to sign out if they are leaving House to leave campus or for a non-scheduled activity at a time when they would ordinarily be expected to be in House. The sign out book is used in conjunction with regular check-in procedures both in academic lessons and during non-timetabled times in House. In conjunction with a pupil's co-curricular schedule, this allows House staff to know the whereabouts of pupils at all times. Pupils must sign back in on their return.
- 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.
- 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), and approval has been given by their HM.
- Pupils are aware of the location of the person on duty via House noticeboards.

Missing Boarder Procedure

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 or the Dame/RHT/Tutor on Duty will:

- Double check that the pupil is not absent due to a College trip or away match, or is in Sani
- Check the House signing out book
- Search House and talk to friends of the pupil for information
- Call the pupil's mobile phone
- Contact the Second Master or the Deputy Head (Pastoral). Depending on the circumstances, a cascade of HMs may be initiated at this point
- Contact Security to instigate a search of the College campus
- 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

Accident or Health Emergency

- The Sani number is listed on the emergency numbers which are displayed on the House noticeboard if medical treatment is required. Sani can also be dialled directly from the blue phone outside the HMs study. Response time will be a matter of minutes depending on the location of pupils.
- Security number – This is posted on the House noticeboard and Security can be dialled directly from the blue phone outside the HMs study. This number diverts to the Security mobile if the Security office is not manned.

Safeguarding

(i) Bullying/inappropriate behaviour

- Pupils are aware that such behaviour is unacceptable. They are told of what constitutes unacceptable behaviour through the Shell induction process and the creation of a Code of Conduct. They are regularly reminded of this through House Assemblies, Year Group Assemblies, PSHEE and RSE lessons. Pupils who display such behaviour are asked to sign the

Lower School Code of Conduct to demonstrate they understand the expected standards of behaviour.

- Pupils are encouraged to report such behaviour and an adult can be contacted at any time. The Designated Safeguarding Lead (DSL) and House Teams give regular encouragement to report low-level concerns.
- Except in extremis, when pupils under the age of 16 are in the boarding house, then the House will be supervised either by a responsible adult in House. The youngest age of an unsupervised pupil is 13 years old. The College believes that at this age it is appropriate for a pupil to be left unsupervised, with appropriate briefing and channels of communication in place, for short periods of time.
- The House is only unsupervised for very short periods of time reducing the likelihood of such behaviour.

(ii) The entry to a house of an adult who is not employed by or is not a volunteer at the College. Please refer to the College Supervision Policy which outlines the safeguards in place. All pupils are instructed and regularly reminded to deny access to any unsupervised visitor.

Fire

Please reference the Fire Safety Policy and Fire Risk Assessment. In addition to the Director of Operations, each boarding House will have a Chief Fire Marshall (the Responsible Adult - the HM) who carries out the following duties:

The Chief Fire Marshall (CFM) is the designated Responsible Adult for each building. In carrying out the duties indicated, the CFM will act with the delegated authority and support of the Fire Officer. This will include:

- Liaise with the College's Fire Officer and other appropriate personnel regarding fire protection requirements
- Maintain the building Fire Log Book
- Ensure daily and weekly inspections in their area of responsibility regarding escape routes, fire alarm indicator panels and alarm tests are being completed.
- Ensure that new members of staff are given instruction on Fire Emergency Procedures, that existing staff receive periodic refresher training and that each area for which they are responsible maintains a team of Fire Marshals, where appropriate.
- Ensure that appropriate fire drills are completed.
- Ensure that all fire incidents and fire alarms are reported.
- In collaboration with other staff within the building, ensure that in a situation requiring the attendance of the emergency services, adequate information is available to prevent, so far as is reasonably practicable, their being exposed to risks to their health and safety.
- Assist in the development of appropriate arrangements for aiding the evacuation of sensory or mobility-impaired occupants.
- Ensure the posting of appropriate warning fire signs and notices and report deficiencies to the Estates Department.

Fire Marshals

Fire evacuation can be achieved more easily with the support of staff who are routinely familiar with the building. Fire Marshals (RHT's) who occupy a building can be best utilised to support safe and efficient evacuation procedures. These individuals will provide assistance and support

to the CFM, including delegated responsibilities from bullet points above, where appropriate. Fire Marshal duties include:

- Familiarisation with all exit routes from the building in which they normally work.
- Full understanding of the evacuation procedures and assembly points.
- Taking appropriate and effective action if a fire occurs.
- Carrying out visual checks of firefighting equipment, doors etc (weekly).
- Ensuring escape routes are clear and clearly signed.
- Ensuring fire doors are labelled.
- Ensuring good housekeeping practices are carried out.
- How to isolate power supplies to machinery (if applicable).
- How to report incidents/concerns.

Chief Fire Marshals and Fire Marshals should undergo refresher training at intervals not to exceed three years.

- When the fire alarm sounds, pupils are to follow the published procedures of what to do in case of fire. This is reinforced through notices throughout the House and termly fire drills and at beginning of year assemblies.
- If there is no Responsible Adult actually present in the building, the eldest pupils will contact the Responsible Adult, as per the emergency procedures, and manage the pupils at the fire evacuation point until the Responsible Adult arrives to take over (this will be a matter of minutes).

In the case of another emergency:

In the first instance, pupils should go to the HM's study.

If no one is there you should do the following:

1. Before 4:30 pm find Mrs/Mr _____ (Dame) (RHT) /Responsible Adult
2. The emergency phone next to the HMs study will allow them to dial the Responsible Adult, the HM, Sani and Security directly. Security and Sani are manned 24/7 and the Security number diverts to a mobile.
3. If the HM's study cannot be reached all pupils have the House phone numbers in their phones to be called directly.

If the Responsible Adult, HM, Security or Sani do not pick up, send a runner to, or call:

House: _____ House phone number: _____ (Mrs/Mr _____)

3b. What additional control measures are required:

	None		
4.	Who will implement additional control measures and when. If so have the additional control measures been actioned:		
	None		
5.	Monitor and Review: <i>Review the previous 12 months, could the risk assessment be improved? Did an incident/ situation occur? <u>How was it dealt with?</u></i>		
	This risk assessment should be reviewed on an annual basis, unless a significant change or incident should occur where the review will be carried out immediately.		
	Reviewed by:	HM	Date: dd/mm/yyyy
	Reviewed by:		Date:
	Reviewed by:		Date:
	Reviewed by:		Date: