



Supervision Policy and Arrangements

THIS POLICY APPLIES TO MILLFIELD.

This policy applies to all staff (including volunteers) at Millfield. The policy aims to protect the health and safety of our students and ensure that staff are aware of the supervision of students. Millfield has a general duty of care to supervise students. All members of staff are responsible at all times for ensuring that our students are safe. Senior and School Prefects, Heads of Houses and House prefects also supervise younger students. Students in supervisory roles receive appropriate training prior to and post appointment as well as meeting with staff on a regular basis. All students in supervisory roles must be able to make contact easily with a member of staff whilst on duty.

During the School Day (between 8.00 am and 6.45 pm)

- **In boarding house.** Members of the boarding community are permitted to return to their boarding houses at break and lunchtime. There will always be a member of staff on duty in the house, usually a matron. Students in the Upper Sixth are also permitted back to the house in periods 2, 3,4 and 5, when there will be staff in the house who are easily contactable at these times.
- **All classes** will be supervised by their teacher or by a cover teacher if necessary. **The library** is supervised throughout the day. Sixth formers may use the Club or the library in their private study lessons, members of the Upper Sixth may return to their houses after period 1.
- **Staff on Duty.** Head of Pastoral Compliance organises the duty rotas for each day. The staff duty sheet outlines the basic expectations. There is a form for duty staff to give feedback to their Head of Year.
- In the **Dining Hall** there will always be at least one member of teaching staff on duty during busy periods assisted by prefects throughout. Chartwells managers provide cover at all times and are the Fire Officers for the building. Breakfast is managed by Nine at Millfield staff, assistant housemasters/mistresses, and campus duty staff. Lunch is managed by campus duty staff according to the duty sheet with the support of prefects. Supper is managed by a housemaster/mistress supported by senior students, with a house allocated to each week on a rotation basis. Meals from Saturday supper to Sunday Supper are managed by designated weekend campus duty houses with the support of senior house members as appropriate.
- The **Tuck Shop** is supervised at break lunch and after school by staff and duty prefects.
- **Out of bounds** to students unless under staff supervision: Science Laboratories, Workshops, Sports Halls, Fitness Suites, The Meyer Theatre, Squash Courts, Indoor Tennis Centre, Cricket Bubble, Pavilions and The Johnson Hall.
- Departmental offices are located around the school; staff can be contacted there or in the staff room if necessary. Senior staff are available at all times (contact by telephone if necessary) and tour the main part of the school regularly.
- **Junior Changing Rooms** are supervised by stewards. Assistant Head (Co-curricular) and Assistant Head (Sixth Form) are their point of contact and are visited by duty staff.

- **Day Students: Before and After School** Day students are expected to arrive at school between 8.00 and 8.30 am; on arrival they may go to their house from 8.00am or group tutor from 8.30am where they will be supervised. Until they return home, Day students will be supervised in the same way as boarders during the school day. Day students who are not involved in a supervised evening activity must attend the library if they wish to remain at school after 6.45 pm; the library closes at 8.45 pm. All Day students who are not directly under staff supervision must have left school by that time. In emergency: call the Medical Centre, Assistant Head (Pastoral) or Housemaster/mistress.
- **Games** All sessions will be supervised by the appointed teacher and /or coach. Students should not start an activity until the member of staff arrives. The normal school emergency medical cover will apply and all staff should have access to a phone to call the Medical Centre in an emergency.

Outside school hours

- **Boarding students:** There will be a member of staff on duty in each house at all times. Details of staffing models and rotas are held by Assistant Head (Pastoral). At Millfield it is expected that the house staff will deal with any matters that arise after school hours. Should further advice/assistance be required then they would call upon the Assistant Head (Pastoral) or another member of SLT. House Duty Rotas will be published on house noticeboards, and it will be clearly stated who is on duty at any given time.
- **Saturday evening:** Students are permitted to attend social events with advance planning. Houses will send lists of authorised attendees, and they will be supervised by the member of staff organising the social event for the duration of the event. Sixth form events are supervised by the staff on the Millfield boarding programme with extra support when necessary.
- **Sunday Afternoon:** there is a campus duty rota of staff in the library, fitness studio and other facilities, as amended, from time to time.

School Events

- **Supervision of major school events** (Ball, Hops, School Play, Dance Show, Song Contest etc.) is organised by Heads of Year and the Assistant Head (Co Curriculum) and Assistant Head (Sixth Form). Societies and other minor events are supervised by the teacher(s) in charge.
- **Community Officers:** the main role of Community Officers is to protect our students from outside intruders, nevertheless their presence on campus provides an extra measure of supervision during the evening and into the early hours of the morning.

Specific Locations

- **Swimming Pool:** The swimming will be supervised by a member of staff. Swimming may not take place without the presence of a lifeguard.
- **The Medical Centre:** The supervision arrangements are managed by the Medical Centre's Senior Nurse. If a student has to leave a lesson because they are unwell the teacher should inform the Medical Centre immediately, either by phone, email or note.

Offsite

Details of the ratios for educational visits are contained in the Offsite Activities Procedure and the Trips & Tours Handbook. This documentation can be found on the School Trips and Tours Xtranet Page.

For offsite fixtures a list of all students is placed on Fixtures Pro and if missing lessons they should be recorded on iSAMS.

Staff should ensure that supervision arrangements reflect the risk assessment. When supervising in remote areas a fully charged mobile phone is essential.

Policy owner	KMW
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