



GIGGLESWICK
SCHOOL

Supervision of Pupils Policy (Senior School)

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Contents

1	INTRODUCTION	3
2	SUPERVISION DURING THE SCHOOL DAY	3
2.1	Registration	3
2.2	Lessons	3
2.3	Games and Activities	4
2.4	Risky Areas of Buildings or Grounds	4
2.5	Supervision During Education Visits and Sporting Events	4
2.6	Supervision in Boarding Houses	4
2.7	Absence Without Leave	4
3	SUPERVISION AFTER THE FORMAL SCHOOL DAY ENDS	4
3.1	Evening Prep	5
3.2	Post Prep Time	5
3.3	In-House Times	5
4	PREP BOARDERS AND SUPERVISION	6
4.1	Registration of Prep Boarders	6
5	SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL	6
5.1	Pupils and Cars in School	7
6	UNSUPERVISED ACCESS BY PUPILS	7

1 INTRODUCTION

Giggleswick School's ("the School") Supervision of Pupils Policy is designed to provide guidance and procedures for the proper supervision of pupils by staff in school, and on visits, that is available to and understood by all members of staff. Boarders require additional arrangements for their supervision outside the normal school day. Clearly, different levels of supervision will be required for different ages of pupils and in different contexts, and in some clearly defined contexts it is permissible for senior pupils to provide supervisory responsibilities, so long as a member of staff is readily available and in overall charge. The Prep School has its own Supervision Policy tailored to its school day and activities.

Professional judgement is required and should take into account pupils' ages, number and needs as well as the locations and activities in which they are engaged. All staff with supervisory and other responsibilities have undergone all statutory checks, including an enhanced DBS disclosure and have received appropriate training.

Where senior pupils have supervisory responsibilities, for example, House Prefects in a boarding house, there will always be a member of staff readily available. In addition, all members of the Upper Sixth have received Child Protection training at the end of the Lower Sixth.

The School's Senior Leadership Team (SLT) review incident/accident forms each week to ascertain if there is a need for any changes to this policy.

2 SUPERVISION DURING THE SCHOOL DAY

The boarding nature of the School means that boarders are under supervision 24 hours a day during term time. Day pupils tend to arrive from around 8:00am and are encouraged to stay for as long as they need to take advantage of all that is on offer at School. The majority of day pupils depart after evening registration at 6:00pm. Those day pupils who remain in School after 6:00pm are checked by the duty house staff if in the evening's prep session but then sign out of their boarding house when they leave for home.

2.1 Registration

During the week, all pupils must be registered in their Houses at 8:20am and again at 6:00pm (In Catteral House it is at 3:45pm). On Saturdays, pupils are registered at 8:20am in tutor groups. Any pupils remaining at school after matches are registered in houses at 5:45pm. This is recorded on iSAMS. Registers must be filled in according to the guidelines outlined in Appendix A of the School's Attendance Policy.

The School Reception or Senior House Staff (SHS) will always contact a parent if a pupil fails to arrive at School without an explanation.

In addition to the formal morning and afternoon registration periods, all pupils are registered by staff at every timetabled lesson, games and co-curricular activity. This is also recorded on iSAMS.

Within Boarding Houses, staff on duty carry out checks in the evening and at bed time, to ensure that pupils are present. They are assisted by a House Senior (Upper Sixth pupil) on duty. The whereabouts of pupils is tracked by each house operating a signing out/in system. Pupil mobile phone numbers are available to all staff within the House Tutor folder.

2.2 Lessons

A formal registration is taken at the start of every lesson. Absent pupils are 'alerted' using the iSAMS system and the Reception and SLT PA team ascertain the reason for the absence in conjunction with SHS and Matrons. Where a pupil may be at risk, their lesson attendance is monitored by the Deputy Head and PA team.

Teachers are expected to be in their teaching rooms at all times.

2.3 Games and Activities

All teaching staff and staff leading games and activities are responsible for accounting for all pupils. Registers are taken for these sessions as for classroom sessions, on iSAMS. Pupils must be supervised at all times by the member of staff assigned to that activity. Pupils using the Gym during the evening are supervised by a member of staff.

2.4 Risky Areas of Buildings or Grounds

Pupils are not allowed unsupervised access to DT rooms, Art Rooms or Science labs. These areas must be locked once a member of staff leaves the room. The School's Pupil Access to Risky Areas Policy has more detail in this area.

2.5 Supervision During Education Visits and Sporting Events

The arrangements for the supervision of pupils during educational visits and trips are described in the Staff Handbook and the Educational Visits Policy. All trips and visits must be accompanied by the correct number of staff and risk assessments must be circulated in advance of the trip leaving the School.

2.6 Supervision in Boarding Houses

SHS are responsible for ensuring appropriate staff cover in the boarding houses. Each house has at least one resident member of staff. In addition, additional tutors are on duty in the house every evening.

There may be occasions where there is no adult physically present in the boarding house. Such occasions will tend to be when the majority of pupils are also not in the boarding house (such as mid-afternoon games practices, or during sixth form study periods during the teaching day). At such times, pupils always have immediate access to an adult. For example, every pupil has the Deputy Head's mobile phone number which is displayed in every house. There are also adults present in the Wellbeing Centre and at Reception during the school day who pupils can raise in an emergency. The numbers for the Wellbeing Centre and Reception are on House Notice Boards.

2.7 Absence Without Leave

If a pupil goes missing without reason, the Missing Pupil policy is followed. The Deputy Head must always be informed of any missing pupil.

3 SUPERVISION AFTER THE FORMAL SCHOOL DAY ENDS

At least one member of the pastoral or teaching staff is always on duty in the Boarding House in order to supervise pupils outside normal School hours; staff are on duty in all Boarding Houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary and duty rotas and contact details are displayed on House noticeboards.

No pupil may take leave into Settle or be off-campus after evening registration at 6:00pm, unless they have been granted specific permission by SHS or a member of the SLT.

Boarders may sign out of their Houses in the evening (after 6:00pm, but not during prep (7:00-8:00pm) except to study in the Sharpe Library) for short periods of time in order to use School facilities, visit friends in other houses or use the Gym/attend evening activities. Signing In/Out logs are held in each house, and are monitored by the duty staff. Day pupils departing after 6:00pm must sign out of house before they leave. This is checked by duty staff.

3.1 Evening Prep

The following guidelines should operate in all Boarding Houses on each weekday evening:

- Pupils in Years 9, 10 and 11 are supervised and visited regularly by a House Senior or the Tutor on duty.
- The Boarding staff on duty must be very visible around the House.
- Pupils must be able to work without distraction of music/noise from those around them.
- Pupils should be allowed to move around during Prep to ask questions, visit the toilet etc. but this must be carefully controlled so as not to damage the working atmosphere in the House.
- Pupils in Year 11 and the Sixth Form may sign out to study in the Sharpe Library.

3.2 Post Prep Time

In the evenings, pupils in Year 9 and above may visit other senior houses if work has been completed:

Year 9	2005 – 2115 (except Fridays)
Year 10	2005 – 2130 (except Fridays)
Year 11	2005 – 2145 (except Fridays)
Sixth Form	2005 – 2215
Saturday	1300 – 1400 and after 1600
Sunday from	1100 onwards

Pupils are notified of clear summer and winter bounds and these are displayed in Houses. Pupils are able to utilise the Flat to meet up with pupils from other houses after Prep until their in-house time. Tutors on duty in houses have set patrol routes to complete during their duty and this includes the Flat.

3.3 In-House Times

Pupils who have been out of House must return **by** the following times, unless they have sought permission for an extension to be at a staff supervised activity:

	Monday to Thursday	Friday	Saturday	Sunday
Years 7 & 8	1930	1930	1930	1930
Years 9	2115	1845	2130	2115
Year 10	2130	1845	2145	2130
Year 11	2145	1845	2200	2145
Sixth Form	2215	2215	2230	2215

Members of the Common Room supervise pupils on both home and away sports fixtures. In some specific situations, pupils are allowed to play sports, practise or work in an unsupervised situation:

- The Squash Courts;
- The Tennis Courts;
- The Outdoor Basketball Courts;
- The Athletics Track (summer, on Papes);

- The sports fields;
- The Library and some departmental areas at weekends;
- The Music Department; and
- The Chapel.

Duty staff in houses in the evening will routinely check these facilities and the security team's routine checks include these areas on a regular basis in the evening.

4 PREP BOARDERS AND SUPERVISION

The School has a contingent of prep boarding pupils between Years 4-6 who reside in Catteral House. The responsibility for supervision is shared between the Prep School and Catteral House.

From Monday to Friday, prep boarders are cared for by the Catteral House team. They attend breakfast with the Year 7 and Year 8 boarders and are then escorted by a member of staff and handed over to the Prep School staff at the main entrance to the Partridge Building. From 0800-1745, prep boarders are under the care and supervision of the Prep School. At 1745, prep boarders are passed into the care of the Catteral House staff. This handover takes place each weekday evening in the Dining Hall, at tea.

On Saturdays, prep boarders are cared for from 0800-1600 by the Assistant Housemistress who may, on occasion, use additional members of school staff to assist with activities. These may, for example, involve use of particular school facilities such as the swimming pool or climbing wall. It may involve a planned and risk assessed trip off site. Prep boarders pass into the care of the Catteral House team at 1600 and they are then under the same routine of the other boarders in Catteral for the rest of the weekend (see sections 2 and 3 of this policy for further details).

4.1 Registration of Prep Boarders

During the week, all prep boarders are registered at the Prep School twice: once at the start of the morning session and again at the start of the afternoon session. This is formally recorded on iSAMS. They are then registered in Catteral House in the evening by the Duty Staff team – this is recorded on iSAMS and on in-house paperwork and the fire sheet. On Saturdays, pupils are registered at the 08:20am point by the Assistant Housemistress and then again at 6:00pm. This is formally recorded on iSAMS. On Sundays, they are registered at 9:00am and 1:00pm and a formal registration is recorded on iSAMS in the evening at 9:00pm. Registers must be filled in according to the guidelines outlined in Appendix A of the School's Attendance Policy.

Within Catteral House, staff on duty carry out checks in the evening and at bedtime, to ensure that pupils are present. Prep boarders are not permitted to sign in and out of house without a member of staff to accompany them.

5 SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from School. The School always investigates any complaints about poor behaviour. Pupils traveling on coaches/buses that are provided externally are not supervised by a member of school staff, but are expected to behave responsibly. Pupils travelling on school minibuses are under the responsibility of school drivers, but, similarly, pupils are still expected to behave responsibly. Pupils that do not follow these expectations are reported to the Senior Master in the first instance and sanctions may be imposed.

Pupils may only drive to School, give lifts to other pupils or be driven to School themselves by other pupils with the express permission of the Senior Master. They must have the written consent of their parents. Further details are set out below, and in the Parent Handbook.

5.1 Pupils and Cars in School

Sixth Form pupils may be given permission to drive themselves to and from school. Parents of the pupil concerned must give their approval in writing and seek formal permission from the Senior Master. For security reasons the registration number and a description of the vehicle must be included in this letter.

Pupils may only travel to school with a vehicle once formal written consent has been given by the School.

The following rules and guidelines must be adhered to, or the privilege of having a vehicle at school will be withdrawn:

- Immediately upon arrival, the pupil must hand in all sets of keys to the vehicle to their Housemaster or Housemistress.
- The keys may only be collected again immediately prior to departure. Pupils must not have a duplicate set of keys.
- The vehicle **MUST** be parked in Style Car Park and under no circumstances should it be driven onto the main school campus.
- The vehicle should only be used for making journeys to and from school.
- No other pupil is allowed as a passenger without the specific written permission of both sets of parents for a specific journey. Blanket permission is not acceptable. The Senior Master must be aware, and have approved the journey.
- A signed document, confirming agreement with the above rules and guidelines, must be completed and handed in to the Senior Master before permission is granted and a vehicle brought to school. This is to ensure that a pupil fully understands the responsibilities and safety issues related to driving to and from school.

Please note: the School regrets that it cannot take responsibility for the security of the vehicle and will not accept any liability for damage howsoever caused.

6 UNSUPERVISED ACCESS BY PUPILS

Pupils are only allowed into the swimming pool at designated times, with a lifeguard present. Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

The School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, the Climbing Wall, the Science Laboratories, the Design Technology rooms, the Theatre, the Shooting Range, CCF Store, etc. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Estates, or Catering areas of the School. Clear signs are displayed. Other areas of the School and local area that are out of bounds to pupils are detailed in the Bounds notices in Houses.

Entry to Houses and buildings such as the Swimming Pool and Gym is controlled by an electronic keypad. Other buildings are locked by security at the end of the school day.

The Pupil Access to Risky Areas Policy contains more details on how the School mitigates the risk of access to particular areas on campus.