

SUPERVISION OF PUPILS POLICY

SENIOR SCHOOL

Governors' Committee normally reviewing:	Education Committee
Date last formally approved by the Governors :	Spring Term 2025
Date policy became effective :	November 2010

Period of Review:	Three Yearly
Next Review Date :	Spring Term 2028

Person responsible for implementation and monitoring :	Senior Deputy Head SLT Housemasters and Housemistresses
Other relevant policies :	<ul style="list-style-type: none"> • Safeguarding and Promoting Pupil Welfare Policy • Teaching and Learning Policy • Discipline and Exclusions Policy • Promoting Positive Behaviour for Learning and Code of Conduct Policy • Pastoral Care Plan • Anti Bullying Policy • Health and Safety Policy • Safer Recruitment Policy

This policy sets out to support the Aims and Ethos of the school

[Aims of the School](#) Click here

[Ethos of the School](#) Click here

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect

SUPERVISION OF PUPILS POLICY

1. INTRODUCTION

Proactive and vigilant supervision of students is an essential aspect of managing and running the school, in order to safeguard children's welfare at all times. Staff at Felsted who have supervisory duties over children are defined as full and part time teaching staff. Teachers from other schools or adults, such as parents, may volunteer to assist in the running of activities, but their role must be discussed and agreed beforehand.

All adults who have such access to pupils are subject to pre-appointment procedures and checks as per the School's Safer Recruitment Policy and Process.

Adults who are not members of staff at Felsted may only be included in staff-pupil ratio calculations following a review by, and with the approval of, the Senior Deputy Head and the HR Department.

2. STAFF PUPIL RATIOS (for activities)

Overall the school's staff to pupil ratio is approximately 1:7. Where appropriate, for pupils of all ages, a risk assessment should be carried out to ensure that the staffing ratio is appropriate to circumstance.

The agreed ratio will depend on factors including:

- The age, sex and ability of the pupils involved;
- The numbers of pupils involved;
- The standard of discipline associated with the pupils concerned;
- The nature of the activity and the degree of risk involved;
- Any special educational or medical needs of the pupils;
- The location of the activity;
- The duration of the activity;
- The experience and competence of the staff associated with the activity;
- In general, 1: 25 would be the maximum number.

3. SUPERVISION STAFF DUTIES

a) *General Background: House supervision*

The following schedule does not set out to be comprehensive but to give the essential minimum framework around which the House Duty Staff must work.

House Duty Staff should always remember that they can be **held responsible** for any accident or mishap that may occur to pupils on the school grounds during their period of duty. **They are supervising pupils, not buildings.**

It is therefore essential that they are proactive in their supervision rather than reactive, moving around the house and outside, remaining at all times alert to potential problems. If pupils are aware that members of staff on duty may appear at any moment (irregular but frequent appearances), possible misdemeanours may not be contemplated.

Breakages and vandalism usually occur when pupils can be sure that they will not be observed. For this reason, Duty Staff should not involve themselves in any specific activity for any length of time i.e. playing football, helping pupils in a Computer Room etc. during their tour of duty, nor should they base themselves in the Common Room or be doing photocopying, marking etc.

Any incidents or relevant comments on particular pupils should be written down in the House Logs, which are kept by the Housemaster or Housemistress. Punishments etc. should be given according to the School's Behaviour and Discipline Policy, as well as with reference to the specific House protocol on Rewards and Sanctions. A professional, caring and proactive approach to house supervision will usually mean that punishments are needed only occasionally. Where house duty staff are concerned about the behaviour of (a) particular pupil(s) they should seek advice and guidance from the HM.

Between 5.45pm and 8.30am the following morning, pupils are under the direct care of their respective Houses, and the same applies at the weekend, from the end of the school day on Saturday (4.00pm) until Monday morning.

b) Senior Leadership Team

The Head and Senior Deputy Head are resident on site. Any member of staff who requires urgent support in the event of an emergency or serious/significant incident makes contact with either or both of them as per their usual contact details, published in the school telephone directory (accessible via the intranet homepage). Contact details for the Medical Centre, the Security team and the DSLs are also published there. When the Head and Senior Deputy Head are simultaneously off site, staff will be made aware of which member of staff is in charge on site.

During the holidays a rota is created for the on-call SLT and DSL. Trip leaders will have a named member of SLT as their first point of contact for each day for the duration of the trip.

c) Teaching Staff Duties

All teaching staff have a common duty of care as a teacher (see section 7 below). They are in charge of specific activities and events which they organise, whether in school or off site. They also have responsibility for duties such as daily site supervision and supervising social events as per pre-planned rotas.

The Teaching Staff Daily **Site Supervision** Rota aims to protect pupils by reducing the risks associated with free time during the school day, both on school grounds and in the village.

d) Prefect Duties

The school is proud of the leadership and responsibility of its senior pupils and they undertake significant duties in the day-to-day management of the school. The prefect body is made up of approximately 50 Year 13 pupils (divided into duty teams, led by a senior Prefect). The full range of their duties is outlined in the Prefects Handbook. These include:

- Chapel supervision
- Lunch and supper queue supervision and Lord Riche Hall duties
- Cromwell Centre duties
- Grignon Hall and Assembly duties
- Library duties
- Peer Support
- Village Relations
- Supporting teaching staff with site supervision

4. KEY TIMES OF THE SCHOOL DAY

These guidelines help to emphasise a consistent approach to daily and weekly routines.

b) Break

Pupils who go back to house during break time are supervised by the HM, AHM, Resident Tutor (or Matron) on a House rota.

c) Lunch

Prefects and Teaching Staff ensure that behaviour is orderly in the lunch queue and LRH. By eating in the hall with the pupils' staff provide supervision and deal with any behavioural issues if they arise. Pupils who go back to house during lunch time are supervised by the HM, AHM, Resident Tutor (or Matron) on a House rota.

d) Supper

Prefects and Teaching Staff ensure that behaviour is orderly in the supper queue and keep an eye on behaviour in the hall.

5. DUTIES IN HOUSE

Each House will have separate duty rotas involving House staff and Tutors. These duties will be carried out throughout the evening and, in particular, during prep time. During the week HMs will organise Heads of House and House Prefects to play a role in Prep supervision duties according to the layout and needs of the House. All pupils are required to sign in and out of Houses, including when they go to the Library, the Hunt Theatre, the Gym or other venues and activities after 7.00 pm. There are frequent House roll calls and the house-specific lock-up procedures are detailed in the House Tutor Manuals.

6. SCHOOL MOBILES

All HMs and SLT have mobiles and should use these to ensure that there is swift and immediate contact as appropriate over any issue that arises.

7. DUTY OF CARE

All Teaching Staff have a common duty of care as a teacher to manage and organise pupils to achieve courteous and orderly behaviour at all times as they move around the site.

Any Members of staff should immediately contact the Senior Deputy Head by mobile phone call if they have concerns about handling a serious, significant or difficult situation.

8. ACCESS TO HIGH RISK AREAS WITHIN THE SCHOOL BUILDINGS OR GROUNDS:

We ensure that pupils do not have unsupervised access to potentially dangerous areas.

Science Laboratories: Laboratories are kept locked outside teaching times during the school day and are unavailable to pupils unless a member of staff is present. The Technicians' Prep Rooms are locked when not being used.

Design Technology and Textiles workshops: Workshops are unavailable to pupils unless a member of staff is present.

Kiln Room: Is not currently in use and is kept locked.

CCF (weapons, ammunition storage): Extra security is in place to protect these areas. The main outer door and inner doors to weapons and ammunition are made of 50mm thick security steel. The building is protected by motion sensor intruder alarms and monitored 24hrs 7 days a week by Southern Monitoring Services, which in turn is registered with Essex Police (Chelmsford) for any call out action if needed.

Sports Hall. The Sports Hall is supervised at all times by Felsted Fitness Staff during main opening hours, and is locked when not in use. At weekends, pupils can gain access to play indoor sport, with the permission of HMs, but will not have any access to the Weights room, unless a member of staff is present.

Swimming Pool: The swimming pool building is accessible only by authorised staff using the 'fob' entry system.

School Boarding Houses: Roof spaces are out of bounds and loft doors are locked. Window restrictors are in place. Access to flat roofs in boarding houses is prevented with window restrictors.

Unauthorised access to roofs and other high areas: Access equipment ladders, steps etc. are removed to a secure store when not in use. Access equipment is not left unsupervised when in use, and made inaccessible when not in use. Locations and positions of bins and other mobile equipment are checked to ensure they do not create easy access to areas of height. Plants and trees are carefully selected, located and maintained to ensure they do not provide easy access to areas of height.

Cricket Pavilion Balcony: The Pavilion is locked at all times when not in use. The building is protected by intruder alarms.

Medical Centre: Is managed at all times during opening hours by the Medical Centre Staff, kept locked outside these hours and are unavailable to pupils unless a member of staff is present. The building is protected by motion sensor intruder alarms.

Ponds: School ponds are out of bounds. “Danger Deep Water” and “Out of Bounds” warning signs and a fence are in place around the perimeter of the pond in the Bury Gardens.

Works Department storage and workshops: All areas are secure outside normal opening hours (8.00 am - 5.00 pm Mon - Fri). Intruder alarms are fitted to all buildings.

Boiler Rooms, Plant Rooms, Electrical Switchgear, and Well Room: Are locked when not in use, keys must be signed for from the Works Department.

Cleaners Storage Cupboards: The Domestic Staff ensure that these are locked when not in use.

Mr George Masters
Senior Deputy Head

Mr Chris Townsend
Head