



AIMS

1. To provide adequate supervision of pupils throughout term time
2. To ensure the security, safety and welfare of pupils in our care.
3. To provide guidelines for supervision.
4. To ensure that the School's approach to supervision is a consistent one.
5. This Policy should be read in conjunction with the anti-bullying, safeguarding, e-Safety, Pupil Code of Conduct and the Equality Policies.

RESPONSIBILITY

All members of staff are responsible on a day to day basis for ensuring that pupils at Stowe are safe.

REGISTRATION

A register of pupils is taken at the beginning of each day (08:00) in house stance and during each lesson. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation (please see the Missing Pupils and Attendance Policy). We ensure that we know the whereabouts of pupils at all times by operating a signing in and signing out system after 19:30 (outside the timetable), and by registering attendance at 17:30 for juniors and 19:30 for all pupils. Any day children must sign out before they leave school in the boarding houses.

BOARDERS

There is a rota of Matrons, HouseParents and Tutors that ensures that there is always somebody on duty in the houses. If duty tutors need to leave the house briefly, pupils know to find a member of staff in a neighbouring house, security or the medical centre. Outside timetable pupils leaving the houses must seek permission from the duty house staff and check in with a member of the staff on departure and return. There is always a member of staff on duty in the house from 15:00 onwards and pupils can easily ascertain who this is on the house noticeboard. If the pupil cannot find the person on duty they know they should report to a neighbouring house, security or the medical centre (latter two both manned 24 hours)

UNSUPERVISED ACCESS BY PUPILS

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design and technology rooms, sports hall etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Full induction training in the correct and safe use of the equipment must be completed before pupils are allowed to use the gym which is always supervised by a member of staff. The fitness suite is also fitted with a security camera, a phone and a first aid kit. Pupils do not have access to Maintenance and Catering areas of the school.

MEDICAL CENTRE

Pupils who feel unwell are expected to attend the Medical Centre. The Medical Centre's supervision arrangements are managed by the Nurse Manager. The School Medical Centre is permanently staffed during term time by a team of qualified nurses, and the School Doctors hold a morning surgery on an appointment system every weekday (bar Thursday) between 8.00am and 12.00pm. Boarding pupils are registered with the doctor as NHS patients based at The Brackley Medical Centre.



STAFF INDUCTION

All new members of the teaching staff receive induction into the school's expectations of the appropriate levels of pupil supervision and safeguarding training. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the Staff Handbook.

AWAY TEAMS & TRIPS

Trip lists must be produced on iSAMS for all away fixtures and a hard copy left at the security cabin before departure. The names of any pupils missing lessons to attend a match must be entered on ISAMS in the normal way. Any last-minute change to the team list must be notified to North Hall on departure, so that HouseParents can be informed. North Hall must also be given the mobile phone contact number for the member of staff in charge of the expedition. A mobile phone will be supplied by North Hall staff. Staff responsible should accompany the team on the coach and take responsibility for their behaviour, ensuring that on return to school the coach is left tidy. Staff should check names and numbers on the coach before departure from the away venue. See in conjunction with the off-site policy.

EXEAT AND HOLIDAY SUPERVISION

Boarding House Staff will ensure they have a written/electronic record of where all pupils are going and who will be taking responsibility for the pupils from parents and/or legal guardians. Tier 4 forms are held with the Senior HouseParent. We organise transport to homes, railway stations and airports as requested by parents with checked companies.

Supervision during the School Day:

Before School	Boarders: HouseParents / Assistant HouseParents / Under HouseParents are responsible for pupils in the house. Day Pupils: Day pupils arrive at the house in the morning and responsibility is handed to the HouseParents / Assistant HouseParents / Under HouseParents
Breakfast	The duty tutor in the dining room is responsible for the pupils in the dining room on a rota basis.
08:00	Registration (stance) is taken in house for all pupils
08:15 – 08:40	All pupils attend assembly, chapel, tutorials
08:45 – 10:40	Lessons – all pupils are registered in lessons. The Teaching Staff Handbook sets out expectations. Sixth form with study periods will work in the house where matrons are available. Sixth form pupils can choose to work in the library under the supervision of library staff. Any absence or late arrivals are logged on ISAMS
Break	All pupils return to houses. These are covered by matrons and tutors on a rota basis.
11:10 – 12:05	Lessons – all pupils are registered in lessons. The Teaching Staff Handbook sets out expectations. Sixth form with study periods will work in the house where matrons and/or House Staff are available. Sixth form pupils can choose to work in the library under the supervision of library staff. Any absence or late arrivals are logged on ISAMS
Lunch 12:05 – 13:05 (J) 13:05 – 14:00 (S)	Academic staff and School Prefects supervise the lunch queue and Dining Room on a rota basis as directed by the Deputy Head. After lunch pupils are in the direct care of the Matron, HouseParents or tutor on a rota basis. Pupils may make use of the Tuck Shop supervised by the shop Staff. All pupils involved in lunchtime activities will be supervised by the member of staff running that activity.



14:00 – 14:55	Lessons – all pupils are registered in lessons. The Teaching Staff Handbook sets out expectations. Sixth form with study periods will work in the house where matrons are available. Sixth form pupils can choose to work in the library under the supervision of library staff. Any absence or late arrivals are logged on ISAMS
Games 15:00 – 17:40 Monday - Saturday	All sporting activities are supervised by academic members of staff and/or sports coaches. The levels of supervision are adequate to ensure the safety and welfare of the pupils involved. This is registered on the SOCS system. Pupils who are off-games will be either in the Medical Centre supervised by the School Nurses, in the library working supervised by the Library staff or sixth form in their House, supervised by the Matron.
Activities (including CCF, DofE) - Monday	Activities are supervised by the member(s) of staff running the particular activity. Absences are reported to HouseParents at the earliest opportunity on SOCS. All activities that take place off-site have been suitably risk assessed
17:30 – 18:30	There is a junior stance in house at 17:30. Juniors then work in house or classrooms supervised by the duty tutor and two prefects. Each department is open and runs clinics where pupils can go for one to one help. These are registered and supervised by members of staff from that department.
18:30 – 19:30	Duty staff are responsible for pupils in the Dining Room on a rota basis. Member of the security team and duty staff tour the grounds in the period after supper and before prep. Juniors can socialise in Stowebucks after supper and are supervised by a member of staff.
FROM 19:30	Pupils should only leave the house to attend organised activities and must sign out.
19:30 – 19:45	Registration (stance) is taken in house for all pupils (Day pupils must sign out in house when they leave)
19:45 – 20:45 / 21:15 / 21:45	Juniors work in house supervised by the duty tutor and two prefects. Seniors work in their room under the supervision of the duty tutor. Sixth form can sign out to the library which is supervised by a librarian until 21:45. Pupils are allowed out to a staff supervised activity by permission of the duty member of staff in the boarding/day house. Duty Staff will check in with staff and will also receive a register to ensure attendance.
21:30 – 23:00	Pupils are checked into bed by the duty tutor. Lights are out for 3 rd form at 21:45, 4 th form 22:00, 5 th form 22:15. At 22:30 sixth form check in with the houseparent and lights are out at 23:00
Overnight	The Houseparent / Assistant / Under Houseparent and Matron sleep in the boarding house overnight and is responsible for the pupils in the house on a rota basis. Sick pupils will be accommodated in the School Medical Centre which is manned 24 hours a day by a qualified nurse.
Saturday night	Both juniors and seniors have a weekend activity programme staffed by members of the common room. If not attending these pupils must be in the boarding house under the supervision of the HouseParents and matron.
Sundays	Supervision of pupils is the responsibility of the boarding house staff. Pupils have a stance in the house at 10:15 preceding chapel or at midday if not chapel. Both juniors and seniors have a weekend activity programme staffed by members of the common room. If not attending these pupils must be in the boarding house under the supervision of the HouseParents and Matron. They can sign out of houses, but must be inside the designated bounds area where security will be patrolling. Second stance is at 18:00 before supper. An evening stance is then taken at 19:45 before evening prep.