



SHERBORNE



## **SUPERVISION OF STUDENTS POLICY**

Written by Compliance Operations Manager; approved by Director of Short Courses: November 2023  
Next Review: November 2024

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### **SHERBORNE SHORT COURSES**

#### **Introduction**

A key principle underlying this policy is that all staff, whether officially 'on duty' or not, have a duty of care and therefore an ongoing responsibility to intervene if students are in need of supervision, or where students are at risk, or where bad behaviour and disorder are witnessed. In extreme circumstances, this might necessitate the involvement of a senior member of staff. All other employees are encouraged to attract the attention of a teacher or other member of staff to deal with issues which need immediate attention. During any school activity, including at weekends and evenings, the staff directly involved have responsibility for the supervision of these students.

This policy should be read in conjunction with the following:

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Missing Student Policy
- Educational Visits Policy
- Visitor Policy

#### **Duty of Care**

The School is required to ensure, as far as is practicable, adequate supervision of both day and boarding students in all aspects of their stay on the short course programmes, in order to ensure their health, safety and welfare through the appropriate deployment of staff.

#### **Policy statement**

Sherborne is committed to ensuring students are safe and appropriately supervised both in school and during school activities or educational visits. The safety of students is of paramount importance and we maintain vigilance over the students at all times and ensure that procedures are followed by all members of staff. The school is committed to ensuring that:

- Student supervision and security always forms part of the risk assessment for any activity or visit.
- Supervision of students takes into account the age, maturity, English language ability and numbers of students as well as the location and type of activities in which they are engaged.

- Staff ratios for supervision are within government guidelines at all times that students are involved in school activities on the school premises, or attending visits offsite.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the students and the area involved.
- No students have supervisory responsibility for other students.

## **1. Site security**

- 1.1 School buildings on both the main Sherborne School campus and the Newell Grange campus are accessed by either keypad locks, swipe cards or fobs to enhance the security of the students.
- 1.2 At induction, students are reminded that they need to be alert to possible dangers, ensure that they are in the right place at the right time and behave responsibly whilst on and off the School site. This message is reiterated in assemblies, at House meetings, and at pre-trip meetings.
- 1.3 There is clear signage to let visitors know they must report to the School Office where they must collect a badge. All staff are prepared to challenge anyone who is not recognised as having a legitimate reason to be at the School.

## **2. General Information – Short Courses**

### Spring Courses – all students ages 11-17

- 2.1 All students on the Spring Courses are accommodated in King's House and attend all lessons in the Weston Building on the Newell Grange campus. Only students aged 12 and over, who also have parental consent, are permitted to leave the campus to go into town at lunchtimes. They should be in groups of minimum 3 and must sign out when leaving, and back in again on their return. The two entrances are staffed at break times and lunch times to facilitate the signing out register and prevent any unauthorised access.
- 2.2 Junior students (ages 11-12) are not permitted to leave the campus without adult supervision. Whenever they need to leave the Newell Grange campus (to go on trips, to activities, to visit the town or main Sherborne School campus, they are always escorted by an adult(s) and they are constantly supervised.
- 2.3 Duty staff patrol the Newell Grange campus whenever students are not in lessons, supervising the basketball court, dining hall, activities in the Greenfield Hall and Weston Building, as well as on- and off-site out-of-bounds areas.

### Summer Courses - Junior Students (ages 8-12)

- 2.4 Junior students are accommodated in King's House and attend all lessons in the Weston Building on the Newell Grange campus. The two entrances are staffed at break times and lunch times to prevent juniors from leaving the site without appropriate adult supervision, as well as any unauthorised access.
- 2.5 When junior students need to leave the Newell Grange campus to go on trips, to activities or to visit the main Sherborne School campus, they are always escorted by an adult(s) and they are constantly supervised.

- 2.6 Duty staff patrol the Newell Grange campus whenever students are not in lessons, supervising the basketball court, dining hall, activities in the Greenfield Hall and Weston Building, as well as on- and off-site out-of-bounds areas.

#### Summer Courses - Senior Students (ages 13-17)

- 2.7 Senior students are accommodated in four separate boarding houses (two for senior boys; two for senior girls) where they are under the direct supervision of our resident boarding house staff.
- 2.8 Senior students are supervised for the majority of their school day but are expected to move around the main campus to walk between classrooms, to on-site activities, to the dining hall etc, without direct supervision - although in reality an adult is never very far away.
- 2.9 Senior students, with parental consent, are permitted to visit the town at lunch times. Staff are on duty at lunch times and students are required to sign-out when leaving the campus, and sign back in on their return.
- 2.10 Duty staff patrol the main Sherborne campus whenever students are not in lessons, supervising the campus walkways, dining hall, Sports Centre activities, as well as on- and off-site out-of-bounds areas.

### **3. Staffing and Supervision in Boarding Houses**

- 3.1 Any staff member employed in a position working with boarders has a job description reflecting their duties and receives appropriate training at induction. Boarding houses at Sherborne are adequately and appropriately staffed, each is managed by a Head of House who directs the Deputy Head of House and other resident boarding staff in their duties. There are adequate numbers of first-aiders and fire marshals in each house and, where appropriate, staff also have training in Food Hygiene. All resident and non-resident boarding staff are required to attend mandatory training at induction and a Staff Handbook is provided.
- 3.2 Resident staff are not permitted to receive visitors to their accommodation.
- 3.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and individual needs of boarders, and the locations and activities involved.
- 3.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably trained. There is continuity of staff, as far as is reasonably possible, such that boarders' relationships with staff are not overly disrupted.
- 3.5 Staff know the whereabouts of boarders in their charge at all times.
- 3.6 Staff working within the school know and implement the school's policy, and any local protocols, in relation to boarders going missing and understand their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate.
- 3.7 There is a suitable number of staff sleeping or on duty in each building, who is responsible for the boarders and available to meet boarders' needs during the night. Boarders are able to contact a member of staff easily in each building at night. A list of staff duty evenings is

posted on staff noticeboards showing where and how boarders should seek assistance in an emergency.

- 3.8 Suitable accommodation, toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated from the accommodation and facilities provided for boarding students.
- 3.9 No boarders have access to staff residential accommodation. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.
- 3.10 Where there is no adult physically present in a boarding house in a supervisory capacity, no students will be allowed into the boarding house.

#### **4. Registration**

All students are expected to follow School procedures for attendance, registration, and roll call. Registration is carried out at the following times:

- Morning Registration occurs in Houses by 8.00am (Mon-Sun);
- School attendance is checked at the beginning of each lesson;
- Evening registration for boarders (Mon-Sun) is at 7.00pm;
- Bedtime registration (varies depending on age of student) between 9.00pm – 10.30pm.

There are additional roll calls on trips, activities and excursions.

#### **5. Supervision in lessons**

- 5.1 Teachers are expected to be at their lessons promptly and are responsible for the discipline in their classes. With very small class sizes (maximum 12 students on Spring courses; maximum 8 students on Summer courses) it is unlikely that teachers will require help with classroom management. However, if help is required, the teacher can contact a member of the Short Course Management Team who can support the teacher to ensure a good learning environment is maintained.
- 5.2 Supervision of the lessons of absent teachers is organised by the Academic Manager or the Academic Assistant.
- 5.3 All teaching staff and staff leading afternoon activities, are responsible for accounting for all students assigned to them via attendance lists. Where a child is unexpectedly missing from a lesson or activity, teachers and activity leaders know that they must follow the missing child policy in order to start to locate the missing child.

#### **6. Supervision of Trips, Excursions, Sports and Other Activities**

- 6.1 The Director of Short Courses is the Educational Visits Co-ordinator (EVC) for the Short Courses and has responsibility for all off-site activity, trips and excursions. It is the responsibility of the Director of Short Courses to ensure that all off-site activities are adequately supervised, planned and risk assessed and that all accompanying staff are aware of their responsibilities. When a member of staff is supervising students on a trip or excursion a School mobile phone with School contact details is always carried. The Educational Visits Co-Ordinator will support

any member of staff in preparing such a trip and should be the first point of contact for any queries on this matter.

- 6.2 All sports activities, on- or off-site, are supervised either by members of the pastoral or teaching staff, or by Sherborne Sports Centre staff (pool, fitness gym, climbing wall etc). The swimming pool always has a lifeguard present and on duty when in use and is only available for use by students when closed to the public.
- 6.3 The School maintains up-to-date records of parent and student mobile phone numbers, to aid the security and safety of students. Authorised staff have access to these records.
- 6.4 Science laboratories must be kept locked when not in use; no student should have access to laboratories without staff supervision.

## **7. Safety and Supervision on School Journeys**

- 7.1 For airport transfers requested by parents/agents, the School uses the services of approved taxi companies whose drivers have all been subject to full vetting checks, including Enhanced (Child Workforce) Disclosure from the DBS.
- 7.2 Matron, or another member of staff who is insured to drive their own vehicle on school business, will drive students to hospital, doctor or dental appointments. Where a student needs to attend hospital in an emergency, exceptional circumstances will allow them to be driven there by any member of staff in their own vehicle, even if not insured to drive on school business. Where possible, drivers should ask another member of staff to accompany them and ensure that the student(s) sits in the rear seat and wears a seatbelt.
- 7.3 School minibuses are only driven by members of staff who have completed the driver assessment training. Where possible, another member of staff will escort the driver and students in the minibus to ensure good behaviour and that students are wearing their seatbelts at all times.
- 7.4 The School uses the services of licensed coach companies when transporting students on trips and excursions. Adequate numbers of supervisory staff travel with the students in consideration of students' age, maturity, English language ability and numbers - as well as the location and type of activities.
- 7.5 When transporting students, trip leaders and supervising staff will:
- Take a register/roll call every time students board the vehicle;
  - Ensure students are wearing their wristbands with the School's emergency number;
  - Ensure spill kits/travel buckets and drinking water are on board (especially for longer journeys);
  - Ensure they carry students' medication (as required);
  - Manage student discipline to maintain good behaviour;
  - Ensure students remain seated and that their seatbelts are securely fastened while the vehicle is in motion.

### Supervision Ratios (minimum requirements)

<b>Age Range</b>	<b>Ratio</b>
8-9 years	1 adult to 10 students, with a minimum of 2 adults
10-12 years	1 adult to 15 students, with a minimum of 2 adults
13-17 years	1 adult to 20 participants (minimum) dependent upon the activity

### **8. Out of Bounds Areas**

The following areas are out of bounds to students on short courses:

- Betting shops
- Car Parks (except for access) and Garages
- Public Houses
- Sherborne Railway Station (except for purposes of authorised travel)
- Paddock Garden, Newland
- Pageant Gardens, South Street/Digby Road
- South Western Business Park
- The pond area at Newell Grange (unless under supervision)

### **9. Staff Induction**

All staff, both teaching and support, receive a thorough induction into the School's expectations of the appropriate levels of student supervision. 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 Handbooks.