



<b>RESPONSIBILITY</b>	<b>DEPUTY HEAD PASTORAL</b>
<b>DATE REVIEWED</b>	<b>SEPTEMBER 2023</b>

### **14A - SUPERVISION OF PUPILS**

#### **General Information:**

All staff at Framlingham College share a responsibility for the supervision of pupils throughout the school day. Boarding supervisory duties are undertaken by members of the House pastoral teams and daytime duties are undertaken by staff who are not part of the pastoral teams. In both cases staff are assisted in the performance of their duties by both House and College Prefects. All staff share duties in the evening supervision of the main school building during Prep time, 7.00 - 9.00pm, with reference to the Sixth Form Centre. After school activities, rehearsals and practices are supervised by the member of staff responsible for the activity. Games staff are responsible for supervising pupils involved in both home and away matches. Sunday activities are supervised by members of staff from the House pastoral teams according to the House duty rota and in association with the Sunday timetable drawn up by the member of staff responsible for the management and planning of the Sunday activity programme.

#### **School Buses:**

The school runs a number of local minibus services transporting a number of day pupils to and from school. It is the responsibility of the school driver to supervise pupils using these services. It is also the duty of the driver to wait with pupils until they are collected if parents are not present at the drop-off point. No pupil must be left unattended at a drop-off point.

#### **Early Morning Supervision/Breakfast:**

**Day pupils:** Day pupils may arrive at school after 7.30am. They must report to their Houses and remain in House until the morning registration period at 8.15am. During this time, they will be under the supervision of a member of the House pastoral team.

**Boarders:** Boarders will be supervised by the duty member of staff in each house from 7.15am. Breakfast is served in the main dining hall from 7.30-8.00am. Breakfast is supervised by the member of staff belonging to the weekly duty House who is supported in this role by resident members of staff who take breakfast with the boarding pupils. All boarders must be back in House in time for the 8.15am registration period.

#### **Registration 1:**

Morning registration is taken in House every morning at 8.15am. It is the responsibility of all day pupil parents to inform the school of any absence. Pupils arriving late to school must sign in at reception upon arrival. The school takes responsibility for contacting any parent of an absent pupil for whom no explanation has been received. Upon completion, the House registers are transferred into iSAMs by House Staff.

### **Morning School:**

Following House registration, all pupils will attend whole school assembly, House assembly or tutor groups according to the day of the week. From these assemblies they will go straight to morning lessons. Pupils in Year 13 who have study periods during morning lessons may return to House for these periods. Supervision in House at this time will be undertaken by House staff (as available on timetable) and the House matron. Pupils in Year 12 who have morning study periods are required to take those periods in the Sixth Form Centre where supervision is undertaken by a member of the academic staff according to their timetabled allocation of Sixth Form Centre supervision.

### **Morning Break:**

During morning break pupils may elect to remain in main school or return to House. Main school duty is undertaken by the member of staff on duty. In House supervision will be undertaken by the member of staff on duty from the House pastoral team and/or the House Matron.

### **Lunch time/Registration 2:**

After morning lessons, pupils attend lunch by year groups. Lunch supervision is undertaken by the member of staff on duty assisted by College Prefects and all staff who take lunch with the pupils. Whilst waiting for their time for lunch, pupils may return to House where supervision is undertaken by either the HM, the member of staff on duty and/or the House Matron. After lunch the member of staff on duty will maintain supervision of the main school while House staff and/or the House Matron will be present in House. At 1.45pm a second period of registration for day pupils is taken in House by the House Matron.

### **Afternoon School:**

Pupils in Year 13 who have study periods during afternoon lessons may return to House for these periods. Supervision in House at this time will be undertaken by House staff (as available on timetable) and the House matron. Pupils in Year 12 who have afternoon study periods are required to take those periods in the Sixth Form Centre where supervision is undertaken by a member of the academic staff according to their timetabled allocation of Sixth Form Centre supervision.

### **Activity Time:**

Following afternoon school, pupils will be engaged with extra-curricular activities or have free time. The activities will be supervised by the member of staff responsible for each activity. Pupils with free time may elect to be in House, in town or in main school. Pupils going into town are required to sign out in the House book, recording their time of return. A member of staff on duty will undertake a visit into Framlingham during this activity period. In House supervision will be undertaken by members of the House pastoral team according to availability.

### **Supper:**

Boarders' supper is from 6.00 – 7.00pm. This meal is supervised by the member of staff on duty from the House pastoral team assisted by College Prefects and resident members of staff who take their meal with the pupils.

### **Evenings/Prep Supervision:**

Pupils are required to be back in House by 7.00pm for the evening roll call which is taken by the member of staff on duty from the House pastoral team. Prep runs in Houses from 7.15pm - 9.00pm. Pupils may elect to use the Library (certain evenings) and the Sixth Form

Centre in the main school. These areas are supervised by the member of staff on evening main school duty.

Pupils remaining in House will be supervised by the member of staff on duty from the House pastoral team assisted by House Prefects. After Prep, pupils are permitted to leave House to visit the main school and to use some of the recreational facilities on offer at this time, on their allocated day. House pastoral staff take responsibility for main school supervision and recreational supervision at this time.

Boarders' bedtimes, according to age are supervised by the member of staff on duty for each House, assisted by House Prefects, until the House is closed down at 10.30pm and the duty ends at 10.45pm.

#### **Weekends:**

Saturday is a full school day and supervision is undertaken in the same way as an ordinary weekday with responsibilities shared between main school duty staff and House duty staff assisted by both House and College Prefects. Additional supervisory duties are undertaken by a team of 'off-games' staff who supervise team teas in the dining hall and take a 3pm roll call for those pupils in school who may not have games.

Sunday supervisory duties are arranged by House pastoral teams and the member of staff responsible for managing the Sunday activity programme. With heavily reduced numbers of boarders on campus each Sunday, afternoon supervision is shared between neighbouring Houses. Each House has individual staff supervision from teatime through to the end of the evening. Roll calls will be held at regular times throughout the day according to the timetable of activities and trips off site. A minimum of three roll calls will be taken on a Sunday during the morning, afternoon, and evening.

#### **Medical Supervision:**

A team of 2 registered nurses, 1 healthcare assistant and a triage manager and a regular group of bank nurses, supervise illness and injury in our own medical centre. We have nurse cover during the day with an on-call service in the evenings. In addition, we employ extra paramedic cover for school sports' events. The school also has a number of trained first aiders on its staff.

#### **Unsupervised Access:**

We ensure that pupils do not have unsupervised access to potentially dangerous areas of the school, such as the swimming pool, the science laboratories, the design technology department, the astro turf and the CCF stores. Doors to these areas are kept locked at all times when not in use. Pupils have no right of access to the grounds, maintenance, catering and transport areas of the school's operations.

#### **Induction:**

All new staff receive induction into the school's expectations of the appropriate levels of pupil supervision.

#### **Supervision of Educational and Recreational visits off-site:**

Staff are informed of the separate policy and guidance for the supervision of trips off-site.

#### **Monitoring:**

The Senior Deputy and Deputy Head Pastoral are responsible for providing duty files for both the weekly duty House and the daily staff duty teams. These files provide information for members of staff on duty such as where to visit on and off campus. The files afford the members of staff undertaking the duty opportunity to report back any concerns or incidents that they have encountered. The Senior Deputy monitors these responses and directs duty

members of staff accordingly and alerts HMs and the Senior Leadership Team to any recurring or serious concerns.

*The policy above offers guidelines and principles for the supervision of our pupils. The effects of local geography together with the demands of termly/weekly and daily school activity will mean that variations in personnel on duty may vary from House to House on certain occasions. At all times the pupils will be aware who they should contact when necessary.*