

ADCOTE SCHOOL

SUPERVISION OF PUPILS POLICY

September 2018

1. Definition

Adcote School seeks to ensure that pupils are properly supervised at all times. Professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. If pupils are within school boundaries, it is important not to assume that they are completely safe. It is important for staff to understand the importance of pupil supervision and observe the following guidance.

2. Registration in Lessons

Formal registration should take place at the beginning of every lesson and staff are asked to complete the register. Any girls that are absent due to ill-health or medical appointments will be marked. Staff are asked to report any unexplained absences to the office immediately.

Staff taking activities are provided with an attendance register and should report any absences to the office without delay.

2. Staff Absence and Arranging Cover

If Staff are absent from school, they are responsible for arranging appropriate cover and supervision for their pupils. Staff should contact the Deputy Head or Head of Academics with the appropriate form. Emergency absences (e.g staff illnesses) should be reported to the office by 8am.

3. Supervision in Boarding Houses

Each house has a duty rota which is compiled by the Head of Boarding and reflects the age and number of the pupils and layout of the building. Duty rotas are displayed in Houses, so that pupils know who is on duty at any time.

4. Supervision of Pupils for Out of School Visits

Risk Assessments should be carried out so that the staffing ratio is appropriate to circumstance during out of school visits. There should ideally always be at least two staff on any visit and for some trips, a female member of staff will be required.

See Risk Assessment for Educational Visits/Out of School Trips or consult with Deputy Head or Health and Safety Officer for further clarification.

5. Missing Pupil Procedures.

Missing – On Site

- On realising a boarder is missing, notify other staff on duty
- Check sign in/out book for details
- Talk to friends to gain information
- Try calling mobile number of girl, if we don't have a mobile, ask friends for information
- Begin searching last know location. Most likely boarding house, followed by school rooms
- Contact Housemistress if they have not already been

informed to gain further instructions, if unable to contact House staff, call Deputy Head. (L Hudson)

- If after a through search of school buildings and grounds the student has not been located, the Housemistress is to contact the Head, Police and parents if deemed necessary.

Missing – On Educational Visit

- On realising a pupil is missing, notify other staff on trip
- Ensure rest of group safe
- One member of staff to stay with group whilst one returns to last meeting point.
- Use mobile phones to try and contact pupil.
- Contact school to see if any message has been received. Liaise with Head and Deputy Head re procedures.
- Contact Police and follow their instructions
- Contact parents when Police instruct it. At all times keep in contact with school.