



ST EDMUND'S SCHOOL CANTERBURY

Pupil Supervision Policy

**THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE SCHOOL SAFEGUARDING POLICY
AND KEEPING CHILDREN SAFE IN EDUCATION 2025**

THESE CAN BE FOUND ON THE SCHOOL WEBSITE HERE:

<https://www.stedmunds.org.uk/about-us/policies-inspection-reports/>

1. Duty of Care

The Law requires a member of staff always to be mindful of pupils' safety and welfare. Our responsibility for our pupils goes beyond the professional duty of teaching them effectively and safely; there is also a wider legal and moral "duty of care" to see that they come to no harm while they are on school premises or on a school trip. In the classroom, on duty, and while they are on the school site, therefore, we must be aware of our legal duty to provide effective and reliable supervision.

National conditions of service for teachers contain an obligation to maintain good order and discipline among their pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities.

This document should be read in conjunction with the School Safeguarding & E Safety Policy, the Staff Handbook, the Staff Day Duties Policy, the DfE publication *Keeping Children Safe in Education* (2025). These can all be accessed on Teams. All staff are reminded that supervision duties fall within the wider safeguarding framework under KCSIE (2025). This includes raising low-level concerns, managing allegations appropriately, and ensuring safe use of technology and mobile devices during supervision.

2. In Loco Parentis

Because we act *in loco parentis* our legal duty of care is measured by the standards of a reasonably prudent parent. In law, this principle is judged not in relation to the standards of a parent looking after a single child in their own home, but in the context of a school, where there are many more children being cared for under conditions of school life.

3. General Supervision during the School Day

3.01 Daily Schedules

St Edmund's seeks to ensure that pupils are properly supervised at all times:

Pre-Prep

Aims

St Edmund's is committed to provide, as far as is reasonably practicable, a safe environment for children to learn and play. This policy seeks to clarify how the children will be supervised during the school day and the role of the staff. These supervision arrangements comply with the EYFS Statutory Framework (2024), particularly Section 3 (Safeguarding and Welfare), including staff ratios, paediatric first aid, key person responsibilities, and risk assessment requirements.

Head of Pre-Prep will:

- Ensure there is the correct number of suitably trained staff available to meet the supervision requirements.
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance.
- Continue to develop a safety culture throughout the school.
- Ensure risk assessments are carried out and adhered to.
- Review and evaluate supervision procedures with Pre-Prep staff.
- Pre-Prep staff should:
 - Read and adhere to this policy
 - Supervise children closely at all times during the school day
 - Carry out regular risk assessments

Use of Technology in the EYFS

In the EYFS setting, staff must follow strict guidance on the use of mobile phones, cameras, and digital devices. Personal mobile phones must not be used in areas where children are present, and photographs or video recordings of children may only be taken on school-issued devices in line with

the School's Safeguarding and Data Protection Policies. Images must be stored securely and only used for educational or developmental purposes with parental consent. Children's use of tablets, interactive screens, or other technology must be supervised at all times to ensure content is safe, age-appropriate, and supports learning. Staff must remain vigilant to the risks of online activity, including exposure to inappropriate material, and report any safeguarding concerns immediately in accordance with the EYFS framework, Keeping Children Safe in Education 2025, and the School's Low-Level Concerns Policy.

Supervision Arrangements

7.30-8.00am Breakfast Club in the Nursery 'Messy Room' / Ladybirds Nursery

- Parents will drop off the children from 7.30am at the Ladybird Nursery door (if they have pre-booked the breakfast club session). There will be two staff members present and at 8.00am the staff deliver the children to their classrooms.

8.00-8.15am Drop off outside the classrooms in the Pre-Prep playground.

Pre-Prep staff welcome children at the door of their classroom building and a staff member will also be waiting inside the classrooms.

8.00-10.30am in Classrooms

- Pre-Prep staff are now supervising the children.
- Nursery children are signed in on a paper register as they arrive, and the computer register is completed as soon as is possible.
- Computer Registers are taken first thing in all other classrooms.
- Children are never left on their own.
- In the Ladybirds Nursery there will be at least 2 members of staff all the time with a ratio of 1:8.
- In the Butterflies Nursery there will be a staff ratio of 1:5.
- All classrooms have a telephone connection for emergencies.
- There is always a paediatric trained first aider on site as well as the medical centre.
- Children are expected to follow class rules and adhere to Behaviour Management policy.
- When children have to move around the school site for PE lessons or Outdoor Learning, they are accompanied by at least 2 members of staff in EYFS classes and 1 in KS1 classes (depending on needs of the children, activity, and venue) in accordance with risk assessment.

10.30-11.00am Play Time

Outside

Duty staff will:

- Complete risk assessment sheet by checking the playground for any dangers such as an open gate, broken equipment, slippery surfaces, litter, dead animals, animal faeces etc

- Remove any dangers found or alert Head of Pre-Prep.
- Keep children away from the danger if appropriate
- 1 member of staff will remain close to the gate to ensure children do not leave the playground and it is closed after any staff come in.
- Take out equipment for children to play with from wooden shed.
- Supervise the use of the Pre-Prep Hall toilets.
- Position themselves in the playground to ensure good coverage of the whole playground so children can be supervised closely.
- Remind children of playground rules when necessary.
- If a child has been reminded about the rules and continues with poor behaviour, they will be sat out on the bench for a few minutes. If they continue with poor behaviour, they will be sat out for a longer period of time or sent to the class teacher.
- Inform class teachers at the end of the playtime of any incidents.
- In an emergency ring the bell and ask children to stand still and listen to instructions and if necessary, ring doorbell of Abingdon House to alert other staff.

Inside (due to poor weather)

Duty staff will:

Look after children in the classrooms if the weather deteriorates during a play time or is so bad, they cannot go out at all. If extra staff are needed to supervise children appropriately, e.g. In the Ladybird Nursery there will be at least 2 members of staff with a 1:8 ratio, they will be called upon. Butterflies the ratio remains at 1:5.

11.00-12.00pm in Classrooms

- Pre-Prep staff are now supervising the children. (as above)
- Nursery children, going home at 12.00 wait inside their classrooms to be collected.
- If Ladybird or Butterfly children are late being collected, they will be taken to the Pre-Prep Lunch Hall to wait, and a lunch will be provided if they are really late. (Checking dietary requirements and allergies before any food is offered)

12.00-12.45 Lunch

Pre-Prep staff will supervise children on walk to Pre-Prep Hall, during lunch and in the playground. The Dragonfly class will be supervised on walk to Dining Hall, during lunch and on walk back to Pre-Prep in accordance with risk assessment.

At least 1 member of staff will sit with each table while they eat.

12.45-1.15pm Play time

Outside

Duty staff will:

- Supervise children as above.
 - At 1.10pm children are asked to help to put equipment away. At 1.15pm children are asked to walk to their classroom door.
 - Inside (due to poor weather)
 - Duty staff will:
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- Look after children in the classrooms if the weather deteriorates during a play time or is so bad, they cannot go out at all. If extra staff are needed to supervise children appropriately, e.g., in EYFS there will be at least 2 members of staff, they will be called upon.

1.15-3.10pm in Classrooms

- Pre-Prep staff are now supervising the children. (as above)
- Nursery children, going home at 1.30pm (and 1.00pm Butterflies) are collected from outside their classroom, and a staff member will communicate with their parents about their day.
- The two Nurseries can be combined to make the second member of staff.
- 3.10pm End of School Day
- Pre-Prep staff dismiss students from their classrooms to families waiting at the classroom doors.
- Passwords are given to anyone who is collecting different to normal, and communication is given prior to this.

3.15-5.30pm Late Stay

- Any children attending Late Stay will be supervised on the way to the Pre-Prep Hall.
- Pre-Prep staff will supervise children in Late Stay where they have a story, snack, a variety of play activities and tea.
- Children are expected to behave as they do in lessons. Staff are aware and put into practice Behaviour Management policy.
- There are always at least 2 members of staff present and keep to a 1:8 ratio. (Butterfly Nursery Toddlers the ratio is 1:5)
- When parents ring to say they are in the car park the children are prepared ready to go home and the parents then collect from the Late Stay door.
- 5.30-6.00pm Extended Late Stay
- On request Late Stay can be extended to 6.00pm. The above supervision will apply.

Junior School

For additional information on the supervision of Boarders, please see Section 5.02 below

Upper School

There will always be a minimum of 2 members of staff on duty

Duty and time	Details (see COVID-19 Addendum to this policy)
8:10 to 8:30 am morning duty	Parents drop off children at the Giles Lane Car park, where at least 2 members of staff will be on duty. Once dropped off, children will be supervised on the Upper School Playground; duty staff also patrol the classroom block. Duty staff bring in pupils in good time for 8:30 am registration and ring the classroom block bell. Duty Staff ensure pupils are moving to their form rooms and that they are properly dressed.
Chapel	Teaching staff ensure that pupils come into chapel in an orderly manner, in silence and are seated sensibly. If possible, staff make sure youngest pupils are at the front. After chapel, staff oversee orderly exit and that pupils leave quietly.
Morning Break-outdoors 10:55- 11:20 am	Outdoors duty staff member patrols the drive area and makes sure all play is safe both in the drive and in the basketball court. S/he ensures the pupils are back in class for a prompt start for period 4 at 11:20am. If the weather is bad then S/he makes the decision to bring all the pupils in. If so, S/he joins the member of staff inside and shares the duty in the classroom block.
Morning Break-indoors 10:55- 11:20 am	Indoors duty staff member asks the pupils to go outside for break (unless there is specific permission). If the weather is bad then all pupils will be inside and the duty shared with the member of staff who was outside. Indoors duty staff member of staff rings the bell at 11.17am.
Lunchtime: inside queue 12:20-12:50pm	Duty teacher stands by the servery entrance and control the queue, ensuring good behaviour. S/he liaises with the member of staff outside to make sure there is a constant flow into the dining hall. Once the queue has disappeared, S/he supervises the dining room to ensure good behaviour and basic table manners.
Lunchtime: outside queue 12:20-12:50pm	Duty teacher organises the queue by the classroom block and ensure good behaviour. Duty teacher liaises with the inside duty staff to give a constant flow of pupils. S/he oversees safe play, both in the drive in the cage. Pupils should not be in the classroom block at this time unless with specific permission.
Late Lunch Outside – Sheepfields/ tennis courts 12:50-1:20pm	The tennis courts or Sheepfields may be used, depending on the ground conditions. Pupils should not go to either venue unless accompanied by duty staff.

	<p><u>Tennis Courts:</u> the route to and fro is via the path by the cricket pavilion. Pupils are to use the courts or the paths surrounding. They should not be playing on the grass since it would therefore be dry enough to use the Sheepfields. Duty staff member ensures safe play and should have a mobile phone in case of emergency.</p> <p><u>Sheepfields:</u> the route to and fro is via the Old Gym. One member of staff should go ahead and one at the back of the group, ensuring no pupils are left behind. The bounds are the row of trees down the middle of the field. Pupils should not throw grass, break off and use twigs and branches or throw sand from the golf sand pits.</p> <p>Duty staff member ensures safe play (so no rough games such as “bulldog”) and should have a mobile phone in case of emergency.</p>
<p>Late Lunch Inside</p> <p>12:50-1:20pm</p>	<p>All pupils may choose to be inside if they so wish. Pupils must behave calmly and quietly. If behaviour deteriorates then duty staff send them outside or place them in Detention/Catch-up. Duty staff member rings the bell just before 1:20pm and then supervises the arrival of the pupils from outside. Duty staff member makes sure that pupils are properly dressed and are making their way to registration.</p>
<p>After School</p>	<p>At the end of the school day Form 7 and 8 pupils are dismissed and leave to wait for their parents at the safe zone near the Giles Lane Car Park. Form 6 pupils are escorted over to the safe zone and dismissed to parents.</p>
<p>Late Stay</p> <p>4:00/4.30 (Forms 7 and 8)</p> <p>-5:30pm</p> <p>(3:30-5:30pm Wed)</p>	<p>Staff supervise the pupils as they do their Prep. There should be a calm, classroom-like atmosphere.</p> <p>All parents phone the late stay mobile when they are in the Giles Lane Car Park. Children are then dismissed to their parent’s care and may make their own way to meet their parents in the car park or head home at the appropriate time. The only exceptions to this for F6 are those pupils who go home on the school buses. If any child remains uncollected at 5:30 pm the duty staff will remain with them for as long as practicable. If required, they will be escorted to the dining hall and care will be provided by the boarding staff.</p>

Junior School – Lower School

There will always be a minimum of 3 staff on duty.

Duty and time	Details (see COVID-19 Addendum to this policy)
8:10 to 8:30 am morning duty	Parents drop off children at the Giles Lane Car park, where at least 2 members of staff will be on duty. Once dropped off, children will be supervised on the Lower School Playground – duty staff to ensure safe play with the climbing frame. Pupils should not be in the classroom block at this time without permission. The bell is rung promptly for 8.30am.
Chapel	Form Teachers lead their pupils into chapel in an orderly manner, in silence and ensure that their class is seated sensibly. After chapel, Form Teachers oversee orderly exit and that pupils leave quietly.
Morning Break-outdoors 10:55am - 11:20 am	Duty staff oversees safe play on the playground and on the climbing frame. One person to be in close proximity to the climbing frame. Bell should be rung at 11.15am and ensure that the pupils are back in class for a prompt start for period 4 at 11:20am. Pupils should not be in the classroom block at this time without permission. If the weather is bad then S/he makes the decision to bring all the pupils in. If so, pupils go to the classrooms of the members of staff on duty.
Lunchtime: in dining hall 12:15pm until last LS pupil has finished eating.	Duty staff help pupils with food choices where necessary. They supervise the dining room to ensure good behaviour and basic table manners.
Lunchtime: outside 12:30pm – 1.20pm	Two duty staff oversee safe play on the playground and on the climbing frame. One person to be in close proximity to the climbing frame. Pupils should not be in the classroom block at this time without permission.
Lunchtime: inside (if wet)	If it is too wet to be outside then duty staff supervise pupils in classrooms in the LS block.
After School	School finishes at 3.30pm (except on Fridays – 4pm) and all lower school pupils are encouraged to take part in supervised prep, which finished at 4pm. At the end of the school day pupils are escorted to the safe zone next to the Giles Lane car park where they are dismissed to parents.
Late Stay 4:00-5:30pm	Register is to be taken by duty staff by 4.10pm. Duty staff to ensure play is calm and quiet. All parents phone the late stay mobile when they are in the Giles Lane Car Park. Children are escorted to meet parents for handover. If any child remains uncollected at 5:30pm then staff will escort them to the dining hall and put them in the care of the boarding staff.

Supervision arrangements for St Edmund's pupils who are Cathedral Choristers can be found in the Safeguarding Policy Appendix 6

At the Weekend

Saturday Mornings

Our boarders enjoy a varied programme of Saturday morning activities either at school or off-site. Recent activities, for instance, have included trips to the beach, Wildwood Animal Park, climbing, cycling, archery and many more.

Saturday evenings

This is a good time to unwind within our community. We have movie nights on a Saturday and during the winter and spring indoor sports are organised in our Sports Hall. During the summer, barbeques and picnics are enjoyed alongside informal games of football, Frisbee, tennis and cricket.

Sunday activities

Sunday afternoons provide opportunities for cultural enrichment, community bonding and, above all, fun. The activities are optional but carefully chosen and timed to ensure that they are attractive to all. Striking a balance between local, even home-grown, entertainments and journeys further afield, Sunday activities complement the ebb and flow of academic demands across the year.

Senior School

St Edmund's seeks to ensure that pupils are properly supervised at all times.

There will always be a minimum of 2 staff on duty.

Time	Details
7.15am-8.00am	<p>Having been woken between 7.15am and 7.30am by an appropriate member of residential boarding staff, all boarders register at breakfast in the Dining Hall by 8.05am</p> <p>Deputy Head and Assistant Head on site from 7.30am to support Duty Staff. Deputy Head and Assistant Head are available all day to support Duty Staff.</p> <p>During term time a qualified Nurse will be on duty in the Medical Centre from 07:15 to 21:30. The Night Duty Nurse will be on call 21:30 to 07:15</p> <p>The library opens at 8.30am and is staffed until 7.00pm by the school librarian and then by a member of Duty Staff.</p> <p>At 8.30am two Day Duty Staff begin their duty. Responsibilities of Day Duty Staff can be found in the Staff Day Duties Policy here:</p> <p>https://sites.google.com/a/stedmunds.org.uk/staff-policies/home/senior-school/policies</p>
8.00-9.05	<p>All pupils register in their Day Houses by 8.35am and follow to Head's or House Line, Chapel or Tutorial</p> <p>Head's Line and Chapel Services are always well attended by staff (see Staff Handbook). House Lines and tutorials take place under the supervision of Housemasters and tutors.</p>
9.05-10.55	<p>Pupils are registered in lessons and supervised. Attendance Officer locates any unaccounted for pupils. Day Duty Staff are available if problems arise. Medical Centre, Deputy Head, Assistant Head and Duty Staff are connected by mobile phones to enable rapid response.</p>
10.55-11.20	<p>Day Duty Staff patrol the site.</p>
11.20-13.20	<p>Pupils are in lessons and supervised.</p>
13.20-14.25	<p>Lunch break. Day Duty Staff organise the lunch queue and patrol the site thereafter.</p> <p>Pupils with lunchtime rehearsals or other activities are supervised by staff in charge of those activities.</p> <p>All pupils register in Day Houses between 2.00pm and 2.20pm.</p>
14.25-16.30	<p>Pupils are registered in lessons and supervised. Attendance Officer locates any unaccounted for pupils. Day Duty Staff are available if problems arise. Medical Centre, Deputy Head, Assistant Head and Duty Staff are connected by Walkie Talkies to enable rapid response.</p>

16.35-19.00	<p>Day Duty Staff patrol the site. One member of the duty team will be based in the Library, to ensure its proper usage.</p> <p>Boarders going off-site between 4.30pm and 6pm sign out and back in using the books in their boarding area.</p> <p>At 5.45pm one of the duty staff goes to the medical centre to check on pupils that may miss tea or to assist the medical staff in any way possible.</p> <p>Day Duty Staff tour of the building and relevant areas of the campus, e.g. outer changing rooms, rear of School Hall, etc and all boarding areas (between 4.30pm and 7.00pm), and the Sixth Form Centre.</p> <p>Boarders register between 6pm and 6.30pm at supper in the Dining Hall.</p> <p>Day Duty staff hand over to Boarding staff at 7.00pm and return walkie talkies to Deputy Head's office.</p>
19.00-Lights Out	<p>Evening duty (care of boarders) is undertaken by Houseparents, plus resident Tutors and non-resident visitors. The evening programme in Owen is as follows:</p> <p>Evening duty begins at 7.00pm on a daily basis and commences with a formal transfer of responsibility from day staff to evening staff (as noted above). Important information is passed on - such as absentees from tea who need chasing up. The evening duty routine (Monday-Friday) consists of:</p> <ul style="list-style-type: none"> ➤ The start of prep at 7.00pm, ensuring that all boarders are in appropriate ➤ areas, i.e. studies, library, dormitory bases, Sixth Form Resource Centre, prep classrooms. ➤ The patrolling of the school (7.00pm - 9.00pm) to maintain the work atmosphere. ➤ The supervision of the evening snack (Dining Hall servery) (9.00pm - 9.15pm). ➤ The supervision of the bedtime routine to ensure timings are adhered to

3.02 Supervision of Sports Activities

All sports activities are supervised either by members of the PE department (lessons), teachers in charge (training sessions) or by Sports staff (pool, fitness gym). The shooting range is only used when there is a suitably qualified person in charge.

3.03 One to One Situations

One-to-one tuition/supervision should only take place where both parties are **visible** e.g. through a window, or vision panel. Doors should not be closed/secured. Care must be taken in one-to-one sports coaching, such that no action/comment might be misconstrued. Also in specialist music lessons (eg. with one-to-one lessons conducted by peripatetics) and in teaching, due care should be taken to

ensure that a child or adult does not find themselves in a situation which might cause awkwardness or misinterpretation, and care should be taken when there are movements of location.

3.04 Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school.

3.05 Remote locations

If a member of staff is supervising in a remote location, access to a mobile phone is advisable. Where senior pupils have supervisory responsibilities for younger pupils, there will always be a member of staff readily available and in overall charge.

3.06 Supervision during School Outings, Educational Trips, Expeditions and Tours

In Senior School, staff taking pupils off of the school site on fixtures or trips are required to provide a list of pupils in advance to the Attendance Officer so accurate records can be kept. In Junior School this list is given to the Deputy Head. In Pre-Prep lists of pupils are given to the Pre-Prep Head and the office.

The arrangements for the supervision of pupils during educational visits and trips out of school are described in the School Outings, Educational Trips, Expeditions and Tours Policy. This follows the legislative guidance on staffing ratios for out of school visits. It can be found here:

<https://sites.google.com/a/stedmunds.org.uk/staff-policies/home/senior-school/policies>

There will always be a minimum of 2 members of staff on trips with a ratio of 1:8 or less depending on the age of the children and the venue.

This policy should be read in conjunction with St Edmund's Pre-Prep Educational Visits Policy (Including EYFS)

3.07 Fire & Emergency Evacuations

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb threat), all pupil and employees must leave the building by the nearest available exit and assemble at the designated assembly point. Staff should accompany pupils to the assembly points.

Detailed fire evacuation procedures can be found in the Teaching Staff and Support Staff handbooks.

3.08 Unsupervised access by pupils

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Maintenance and grounds staff, technicians and the School's Head of Security do regular checks of these areas. The Head of Security also conducts an external patrol of the school site after lock-up at 1030pm every night during term time.

4. Attendance Process

4.01 Framework

The School follows DfE School Attendance Guidance 2022 for registration. We also seek to observe at all times ISI Handbook for the Inspection of Schools 2025 in terms of good practice in the management, review and back up of our registers.

4.02 Codes

The school uses registration codes recommended by DfE. These can be found at the following location:

4.03 Notification of Pupil absence

Pre-Prep

Advance requests for Pre-Prep absence are submitted by parents to Mrs Davis, Head of the Prep-Prep School.

Parents seeking to notify the Senior School of absences on the day either telephone or email the Pre-Prep School first thing in the morning.

Junior School

Advance requests for Junior School Pupil absence are submitted by parents to Mrs Yvonne King and must be authorised by The Head of the Junior School.

Parents seeking to notify the Junior School of absences on the day either email Mrs King yk@stedmunds.org.uk or call her on 01227 475606.

Senior School

Advance requests for Senior School pupil absence are submitted by parents to Housemasters or for cases of longer term absence, the Deputy Head (Pastoral).

Parents seeking to notify the Senior School of absences on the day either email attendance@stedmunds.org.uk or phone in an absence to the Attendance Officer on [07525 276790](tel:07525276790).

4.04 Registration

All pupils are formally registered twice every day.

Registration data is inputted into the school database via 3Sys/PASS.

5. Arrangements for Boarders

5.01 Regulatory Framework

The School always seeks to follow the requirements of NMS Standard 15 – Staffing and Supervision. Specifically:

15.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

15.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.

15.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

15.6 Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate.

15.7 There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.

15.8 Boarders have a satisfactory means of contacting a member of staff in each house at night.

5.02 Registration arrangements for Boarders

- Having been woken between 7.15am and 7.30am by an appropriate member of residential boarding staff, all boarders register at breakfast in the Dining Hall by 8.05am. Junior boarders register in the Common Room of School House. Chorister boarders are woken at

6.30am and register with residential staff before commencing music practice followed by breakfast.

- All Senior School pupils register in their Day Houses by 8.25am and follow to Head's or House Line, Chapel or Tutorial. Junior School boarders go to Junior School and register with Day pupils as below. This includes Choristers who are transported to school and register with their Form Teacher or Tutor on arrival.
- All pupils register in lessons in Periods 1 & 7
- All Senior School pupils register in Day Houses between 2.00pm and 2.20pm
- Senior School Boarders going off-site between 4.30pm and 6pm sign out and back in using the books in their boarding area. Junior School Boarders return to School House at 4.30pm (F6 pupils go to Late Stay from 4-4.30pm) and then register in the School House Common Room at 5.25pm before heading to the Dining Hall for Supper. Choristers are transported to Choir House at 4pm and register on arrival.
- Senior School Boarders register between 6pm and 6.30pm at supper in the Dining Hall
- Senior School Boarders register between 8.45pm and 9pm at milk and biscuits in the Dining Hall. Junior School Boarders are supervised at Supper, during prep (6-7pm) and before bed during free time (7pm – 8.30pm) by Duty staff.

In each case, the absence of a pupil will trigger the initial stages of our Missing Pupil Procedure, according to time of day.

In each case, the absence of a pupil will trigger the initial stages of our Missing Pupil Procedure, according to time of day.

For boarding hours, advice (as per the Boarding Staff Handbook) is:

Staff should check the following places:

- The relevant signing in/ out book located in the pupil's normal area of residence (to establish whether the pupil is legitimately signed out etc.)
- The Medical Centre
- With the Head of Boarding in person or by mobile phone
- By calling the pupil concerned on their mobile phone – mobile phone numbers are kept with the Head of Boarding, other resident staff, the Medical Centre and in the Weekend Fire Register

5.03 Pupils sponsored under Tier 4 of the Points Based System

As a licensed UKBA sponsor under Tier 4 of the Points Based System, the School has an obligation to report certain events/absences of Tier 4 sponsored pupils to UKBA within 10 working days. This should be done through the office of the Head's PA.

To comply with current legislation, the School maintains up to date 'whereabouts forms' for the Tier 4 pupils during School Holidays.

5.04 Weekday Evening Routine

By 7pm Monday to Friday, Day Duty staff will hand over to one of three boarding staff as determined by the published rota.

Day Duty staff will have liaised with the Medical Centre and, as far as is possible, located any boarders who did not register.

Boarding staff will work swiftly to locate any boarders still outstanding and follow the missing pupil process as necessary. This is followed by a tour of the site to ensure entrances/exits are secure.

Boarding staff oversee the safe and productive execution of Prep between 7pm and 8.45pm by making rounds of the main boarding areas. Advice is that any boarder not seen for more than 20 minutes should become a priority to locate.

Boarding staff will register boarders at milk and biscuits between 8.45pm and 9pm.

Boarding staff (of appropriate gender) oversee bedtimes as follows:

L5	9.45pm
MS	10.00pm
US	10.15pm
L6	10.30pm
U6	10.45pm

Each boarder should be in their rooms 15 minutes prior to bedtime for their year group.

The male staff on duty will perform a final sweep of the main building before setting alarms.

There will always be a minimum of 3 staff on duty.

5.05 Weekend Routine

Boarders are woken and registered as per Monday to Friday, but an hour later.

On Saturday mornings, a member of SMT takes responsibility for the Saturday Morning Programme, checking the registers of staff running activities and following standard procedure in the event of missing pupils. SMT will hand over to a member of staff on Day Duty who will remain at a base (usually the Senior Common Room) for much of their time, taking regular walks around the site. This member of staff will hand over to boarding staff at 7pm, as they would Monday to Friday.

Sunday arrangements follow the same pattern as Saturday afternoon.

There will always be a minimum of one staff member and one member of SLT on duty.

5.06 Supervision in the Boarding Houses

During the school day, the Day Matron or her assistant will be available to boarders in addition to Day Duty staff. There may be occasions where there is no adult physically present in a supervisory capacity in the boarding house. Such occasions will tend to be when the majority of pupils are also not in the boarding house (such as mid-afternoons during games practices).

Pupils should always have access to the means to seek assistance in an emergency.

Staff cover by day and a list of Tutor Duty Evenings are indicated on House Notice boards.

There will always be at least one member of residential staff in residence in each of the boarding areas every evening during term time.

6.0 Use of Technology During Supervision

Staff must model safe and responsible use of technology when supervising pupils. Personal mobile phones and devices should not be used for non-work purposes during supervision duties, and photographs or recordings of children must never be taken on personal devices. Any online learning or use of school technology (including iPads, laptops, or interactive screens) must be supervised closely to ensure that pupils are accessing age-appropriate and safe material in line with the School's E-Safety and Safeguarding Policies. Staff should remain alert to risks associated with online activity, including cyber-bullying, peer-on-peer abuse, or inappropriate contact, and follow the procedures set out in Keeping Children Safe in Education 2025 and the School's Low-Level Concerns Policy to report any issues.

V1 September 2018

V2 September 2019

V3 September 2020

V4 September 2021

V5 September 2022

V6 September 2023

V7 September 2024

V8 September 2025

EOC

Review date: September 2026