



EPSON

COLLEGE

Supervision of Pupils Policy (Senior School)

This policy explains the supervision procedures in place in the Senior School for pupils during the school day.

Legal requirements:

The Governing Body and the Headmaster are required to ensure, as far as is practicable, adequate supervision of pupils throughout term time to ensure their health, safety and welfare.

Supervision during the School Day:

Before School	Boarders: the Housemaster/mistress (or designated tutor) is responsible for pupils in their house. Day Pupils: the Housemaster/mistress, Matron or designated tutor takes responsibility for the pupil once he/she has arrived at the house.
Breakfast	Boarding pupils are supervised by the designated Duty Teacher, who undertakes breakfast duties in the Dining Room on a rota basis.
8.20	Registration for all pupils in houses.
8.30 – 9.00 Monday - Friday and Saturday (8.30 – 9.10)	All pupils attend either Chapel (or alternative religious worship on Saturdays), School or House Assembly or Tutor Period
9.00 - 10.45	Lessons
Break Time /Tea	Most pupils return to their houses where the Matron, is on duty in the house, providing an adult presence. Pupils may make use of the Tuck Shop supervised by the Catering Staff, the Library under the supervision of the Library staff or the Mermaid supervised by catering staff. A snack is available for pupils in Houses.
Lesson Time	Teachers are responsible for the supervision of their classes. (<i>The Common Room Handbook</i> gives detailed guidance on <i>Classroom Expectations</i> and <i>Health and Safety</i> .) Housemasters/mistresses should be notified of any unauthorised absences as soon as possible. Sixth formers with study periods may return to their houses, or they may go to the School Library where they are under the supervision of the Library staff. If a teacher feels that a pupil is disrupting a lesson and needs to be excluded, then he/she may be sent to Old Granville where the pupil will be seen by

	<p>the Second Master or Deputy Head (Academic). At the earliest opportunity, the teacher should inform the Second Master/Deputy Head (Academic), by email or in person, of the nature of the incident. It is the teacher's responsibility to check that the pupil went as directed.</p>
Lunch Time	<p>Academic staff supervise the lunch queue and Dining Room on a rota basis as directed by the Assistant Head (Teaching Staff & Examinations).</p> <p>After lunch pupils are in the direct care of the Matron, Housemaster/mistress or deputised tutor. Pupils may make use of the Tuck Shop supervised by the Catering Staff with the support of a Duty Teacher or the Library under the supervision of the Library staff. All pupils involved in lunchtime activities will be supervised by the member of staff running that activity.</p> <p>All pupils attend roll in Houses at 1.40pm.</p>
Games	<p>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. Attendance is recorded using SOCS.</p> <p>Pupils who are off games will be either in their House, supervised by the Matron, or in the Medical Centre supervised by the School Nurse or they will be on the sports' field supervised by the teacher running the activity.</p>
Activities (including CCF)	<p>Activities are supervised by the member(s) of staff running the particular activity. Absences are reported to Housemasters/mistress at the earliest opportunity. Attendance is recorded using SOCS.</p> <p>All activities that take place off-site have been suitably risk assessed.</p>
Early Evening	<p>Once lessons, sport or activities have finished the responsibility for supervising pupils, returns to the Housemaster/mistress, Matron or deputised House tutor.</p> <p>For town leave, pupils must seek the express permission of the Housemaster/mistress, Matron or tutor on duty before signing out.</p> <p>The school day ends for Day Pupils at 6.00pm with a Roll in houses. Boarding pupils have a Roll in Houses at 6.00 pm, followed by supper, or have sought permission to attend a cultural activity.</p>
Supper	<p>Duty staff are responsible for pupils in the Dining Room. Day pupils remaining in College for Cultural Hour activities and rehearsals may attend supper. The teacher organising the activity will be responsible for the supervision of pupils engaged in that activity.</p>

7.00pm onwards and overnight	<p>There is a roll call in all boarding houses at 6.55pm and the supervision of pupils is then the responsibility of the Housemaster/mistress or a designated tutor.</p> <p>Pupils may use the Mermaid in the evenings and will be supervised by the Mermaid supervisors and a duty teacher. Pupils must inform their HMM/Tutor where they will be going and need to sign in electronically at the Mermaid for the evening.</p> <p>The Housemaster/mistress and the Deputy HMM reside in their own private accommodation connected to the boarding house overnight and are responsible for the pupils in the house.</p> <p>The College Medical Centre is either manned (or on call) 24 hours a day by a qualified nursing sister.</p>
Saturday afternoons	<p>Most pupils are engaged in fixtures under the supervision of their coaches and the teacher responsible for individual sports. Pupils engaged in activities are supervised by the teacher(s) responsible. Matrons are on duty in houses until 3.00 pm when a House roll is taken for pupils on site. The Assistant Head (Teaching Staff & Examinations) designates a member of staff who is on duty on site until 6pm to assist with the supervision of pupils.</p>
Saturday night and all day Sunday	<p>Supervision of pupils is the responsibility of the boarding house staff as directed by the Housemaster/mistress.</p>

Absence Cover

Details of the arrangements to cover staff absence for lessons and activities is given in *The Common Room Handbook*.

Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips, please see *The Common Room Handbook* with particular regard to the *External Visits Policy*.