

**BROCKWOOD PARK SCHOOL**  
**STUDENT SUPERVISION POLICY**

Last Review Date	August 2018
Policy endorsed by	Principal
Policy is maintained by	Pastoral Coordinators, Curriculum Group
ISI reference	A12, A16
Next review date	August 2019
Review body	Principal

Brockwood Park School is committed to provide, as far as is reasonably practicable, a safe environment for the students of the school. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

The table below outlines a typical day at the school and the supervision provided:

07:50 – 08:30	<b>Breakfast</b> All students will be checked by their tutors before the end of breakfast. This involves checking students in their rooms. If a student reports as ill, the tutor informs the infirmary team, which is then responsible for supervising the student throughout the day.
08:30 – 09:00	<b>Morning jobs</b> There are coordinators for morning jobs who ensure that all students are present at their jobs. Additionally staff work alongside students in these jobs.
09:05 – 09:25	<b>Morning assembly</b> All students attend this meeting, and a roll call is conducted to ensure that everyone is present. Staff members ensure that anyone not present is found and in attendance before the meeting begins. The register is taken by a student designated to the task, and they pass this to the receptionist after the morning assembly who enters it into the records.
09:30 – 13:00	<b>Morning sessions</b> All students have activities during this period. For all courses, teachers are responsible for the students they are working with. Students working on independent project have an allocated ‘hub’ where they register with teachers where they will be working that morning. These teachers then check on students during the morning. If a student does not attend a class, the teacher will initiate a search for the student immediately.

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	Infirmiry staff are responsible for students who are sick and are not attending classes.
13:00 – 15:00	<b>Lunch (and rota)</b> The whole school is expected to take lunch together in the dining hall (except in fine weather when lunch is also taken outside). Tutors identify whether their tutees are attending lunch and follow up if this is not the case.
15:00 – 17:00	<b>Office Hours or Sports or Human Ecology</b> Where a student has a supervision, they will be supervised by the member of teaching staff with which they have scheduled time. It is made clear where students can find particular members of staff at these times should they be required. On a sports afternoon, each student is accounted for by the staff member leading each activity. During Human Ecology, students are supervised by the teachers responsible for each group. If a student does not attend a session, the teacher will initiate a search for the student immediately.
17:00 – 19:00	<b>Clubs/Meetings</b> If Staff are meeting then students are made aware of where this is taking place should they need to contact staff members. If there is no meeting, a staff member will be on duty and available if needed, though in practice many staff members are available during this time.
19:00 – 20:15	<b>Supper (and rota)</b> Staff Members are present at supper, though students are permitted to make their own food in their kitchen. A staff member is on duty throughout this period.
20:15 – Room Time	<b>Free Time to Room Time</b> A Staff Member is on duty (on a rota basis) every day from 16:00 until 22:00 on weekdays, 23:00 on Friday and Saturday evenings, and 21:30 on Sunday evening. At room time, floor people check all students are in their rooms. They take a register of the students, which is passed monthly to the receptionist. In the instance that a student is not present, the floor person instigates a search for that student.

### Students' Arrival and Departure

- Students are to arrive on the arrivals day and leave on departure day as specified on the school calendar which is shared with them and the parents before the school begins.
- Students are not allowed on site during the holidays unless they have special permission from the Pastoral Coordinators or Principal.
- The Tutor or Pastoral Coordinator will contact the parent if a child fails to arrive at school without an explanation.

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### **Supervision whilst travelling to and from the school**

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

### **Supervision at School during the term**

- Most Staff Members are on site during the normal school week (Monday through Friday).
- There is a Staff Member on Duty each evening until room time (The time at which students are required to be in their rooms - 22:00 on most evenings, 23:00 on Friday and Saturday evenings, 21:30 on Sunday evenings).
- At least one Staff Member is on duty during the weekend until bedtime. Floor staff are on duty beginning at bedtime.

### **Supervision at Night and Accommodation Security**

- The girls' accommodation in the main building is accessed by combination locks.
- Normally at least two staff members of the same gender as students sleeping in each block and one Staff Member on floor duty in each wing.
- Boys' accommodation in the Cloisters has an outside door closure fitted with a combination lock.
- There are normally 4 Staff Members living and sleeping in the Cloisters, with one Staff Member on floor duty throughout the night.
- Both wings in the Pavilions (boys' and girls' wings) are locked at all times and accessed by electronic keypads.
- There are normally at least 3 Staff Members sleeping in each Pavilion wing, with one Staff Member on floor duty throughout the night.
- The entrance doors to each separate Pavilion are also controlled by electronically operated key locks.

### **Registration**

A register of students is taken:

- At the start of the morning in the morning assembly; and
- At room time.

The register is taken by a student at morning assembly; however this is overseen by the Staff Members who are present in the assembly. In the case of students who are absent but not sick, members of the community will find them so that they attend. After the assembly, the register is taken by the designated student to the receptionist who enters it into the school records.

At room time the register is taken by the floor people on duty that night. They register all the students on their wing, and give the information to the receptionist on a monthly basis. In an instance where a student is not present, the floor person will instigate a search for the student.

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In both situations, if a student is absent and not accounted for, staff members take responsibility for finding the student. This ensures all students are accounted for, both in the morning and in the evening. If a student cannot be found, a missing student procedure is instigated.

### **Medical Supervision**

The Infirmary team is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. Please refer to our First Aid Policy and Medical Policy for more information.

### **Supervision during Educational Visit Policy**

Please refer to our Educational Visit Policy

### **Staff Induction**

All new members of staff receive a Staff Handbook as well as a thorough induction into the school's expectations of the appropriate levels of student supervision.