

PUPIL SUPERVISION POLICY

AIMS

Tonbridge School's Pupil Supervision Policy is designed to provide guidance and procedures for the proper supervision of boys by staff in School and on visits that is available to and understood by all members of staff. Boarders require additional arrangements for their supervision outside the normal School day. Clearly, different levels of supervision will be required for different ages of boys and in different contexts, and in some clearly defined contexts it is permissible for senior boys to provide supervisory responsibilities, so long as a member of staff is readily available and in overall charge.

Reference to Other School Policies

This policy should be read in conjunction with the policies and documents listed below:

- Safeguarding Policy;
- Trips and Educational Visits Policy;
- Staff Trips Handbook;
- Boy Who Has (Or Seems to Have) Gone Missing Policy;
- Attendance Policy;
- Driving Policy;
- Emergency Procedures Policy;
- Fire Safety Policy;
- First Aid Policy;
- Medical Policy;
- Memoranda;
- Mobile Phone Use Policy;
- Pastoral Care Policy;
- Pastoral and Tutor Handbook;
- Philosophy of Care;
- Pastoral Handbook;
- Privacy Notice for Boys;
- Statement of Boarding Principles;
- Bounds Safety Hazards and Risk Assessments for Pupils.

SUPERVISION DURING THE SCHOOL DAY

Registration in Houses

The boarding nature of Tonbridge School means that Boarders are under the supervision of the School 24 hours a day during term time unless parents have explicitly informed Housemasters on a given weekend, for example. Day boys tend to arrive from around 8.00am and are encouraged to stay for as long as they need to take advantage of all that is on offer at School.

All Day boys must be registered by 8.55am. This normally takes place in the House, but if boys are late arriving at the House before chapel, then they register at Reception. The Housemaster must also ensure that boys are registered during lunch (this acts as the afternoon registration). Registers must be filled in according to the guidelines outlined in Appendix I of the School's 'Attendance Policy'. The School will always contact the parent if a boy fails to arrive at School without an explanation.

Although there is no legal requirement to keep formal registers in Boarding Houses, Tonbridge School has taken the decision to implement a morning and afternoon registration session for the Boarding Houses too. In addition to morning checks and checks at lunchtime, staff on duty in Boarding Houses should also carry out formal checks at supper and at least once more in the evening, as well as a final

check at bedtime, to ensure that boys are present. In addition, we make sure that we know the whereabouts of Boarding boys by operating a signing-in and signing-out system in the main Houses and Senior Student Houses. Additionally, boys' mobile phone numbers are available to all staff.

Lessons

All staff must take a register in period 1 and record their register on PASS. If in period 1 a boy is marked as 'N', he should be sent to Reception to register. In other lessons, it is best practice to record your register centrally on PASS.

If a boy is absent from a lesson or is marked as present but is not in the lesson without explanation, he should be recorded as Absent 'A' on PASS and the housemaster informed as soon as possible.

If there is no explanation for the boy's absence, the procedures set out in Boy Who Has (Or Seems to Have) Gone Missing Policy must be followed by the housemaster.

Staff should not release boys from lessons early (i.e. before the bell) except in an emergency.

Pursuits Periods

During these periods music rehearsals and drama practices are held. Departments are open and are staffed so that boys can consult members of staff for help with difficulties and problems, and for advice about universities, UCAS, and careers. Some Clubs and Societies also meet. A clear priority guide is published in the Lists and Calendar to help pupils and staff avoid unnecessary clashes. Games practices are not allowed but, subject to priorities, squash and rackets coaching, or cricket nets may take place. Boys are not allowed into town without specific permission from their Housemaster. Quiet conditions are maintained in Houses.

Study Periods

The School's policy is as follows: boys take study periods in the Smythe or Departmental libraries, or free classrooms (with the permission of the Head of Department); boys in the Lower and Upper Sixth forms may study in their Houses without formal supervision during study periods; boys remain in their chosen place of work for the whole of the study period. Any Second or Third Year study periods must be taken in the library.

Staff duties

All members of the teaching staff are expected to take their share of supervisory duties. Other than Boarding House duties, the main duty times are:

- Early morning duty (8.20am – 8.35am);
- Break duty;
- After-School duty (3.30pm – 6.00pm);
- Lunch is taken in Houses and is always supervised by staff;
- Duty rotas for Day House Tutors (including Pursuits periods and after games)
- Evening patrol of the town;
- Formal School sanctions:
 - School Detention, 5.20pm-6.00pm Tuesday
 - Headmaster's Detention, 7.00pm-9.00pm Saturday
 - Sunday Work Class, 4.00pm-6.00pm Sunday
 - Socials

SUPERVISION AFTER THE FORMAL SCHOOL DAY ENDS

At least one member of the pastoral or teaching staff is always on duty in the Boarding House in order to supervise boys outside normal School hours; staff are on duty in all Boarding Houses in the evenings and at weekends. Boys are able to call on a member of staff at any time if necessary and duty rotas and contact details are displayed on House noticeboards.

In Day Houses there is generally an adult present when there are boys in the House. As with Study Periods, if there is no staff member present, clear contact details are available on House notice boards for boys to use in an emergency and the Medical Centre is manned throughout the day.

Leave into the Town and Elsewhere

Boys may, if not otherwise engaged in School activities, go into town at the following times:

Monday:	4.30pm – 6.00pm;
Tuesday / Thursday:	4.00pm - 6.00pm;
Saturday:	Between lunch and supper;
Sunday:	Between breakfast and supper.

All Boarders must sign out if they are leaving School premises. If a senior boy is free during the School day he must seek the permission of his Housemaster should he wish to visit the shops in the centre of Tonbridge at any other time, including Pursuits. Boarders may sign out of their Houses in the evening (after 6.00pm, but not during prep) for short periods of time in order to use School facilities or to visit a local shop, though not in 'town'. Permission to go anywhere else must be given by a boy's Housemaster. Boys in the First and Second year are not allowed out after 9.00pm without permission and no boy may leave the House after 10.00pm. All Third Year boarders should be back in their House by 10.00pm and Sixth Form boarders by 10.15pm.

Concerts, plays, lectures, evening trips to theatres may delay a boy's return, but nonetheless it is important that a boy has obtained his Housemaster's permission before leaving his House. Boys known to be returning to the House late should be checked in in person by a member of staff, either by a member of staff in the Boarding House or a member of staff supervising the trip.

Arrangements are made to ensure boys are supervised during play and concert rehearsals, or other events that bring small groups into School out of hours. Members of the APC supervise boys on both home and away sports fixtures. In some specific situations, boys are allowed to play sports, practise or work in an unsupervised situation:

- The Squash Courts;
- The Rackets Court;
- The Fives Courts;
- The Tennis Courts;
- The Outdoor Basketball Court;
- The Cricket Nets;
- The Athletics Track;
- The sports fields;
- The three School astroturfs;
- The Library and some departmental areas at weekends;
- The Music Department;
- The Chapel.

A risk assessment of these activities has been carried out. In all these situations, there is clear guidance about what to do in case of a medical or other emergency with contact details displayed. The Porters' routine checks include these areas on a regular basis.

Evening Prep

The following guidelines should operate in all Boarding Houses on each evening of the week except Saturday:

- Boys in the First Year are supervised (usually by a House Prae) and Second and Third Year boys are visited regularly by a Prae or the Tutor on duty.
- The Boarding staff on duty must be very visible around the House.
- Boys must be able to work without distraction of music/noise from those around them.
- Boys should be allowed to move around during Prep to ask questions, visit the toilet etc. but this must be carefully controlled so as not to damage the working atmosphere in the House.

Medical Support

There is a qualified nurse on duty in the Medical Centre 24 hours a day who 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. More detailed first aid provision is outlined in our First Aid Policy. All teachers are given training in basic lifesaving first aid such as CPR, the use of a defibrillator and how to administer an EpiPen.

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their sons travel safely to and from School. We would always investigate complaints about poor behaviour. Boys may only drive to School, give lifts to other boys or be driven to School themselves by other boys with the support of their Housemaster and the permission of the Deputy Head Pastoral, and with the written consent of their parents as set out in the Driving Policy.

Supervision During Educational Visits

The arrangements for the supervision of boys during educational visits and trips out of School are described in our Trips and Educational Visits Policy and in the Trips Handbook.

UNSUPERVISED ACCESS BY BOYS

Boys are only allowed into the swimming pool at designated times, with a lifeguard present. Boys are not allowed to use gymnastic, athletic or climbing equipment without supervision. Boys are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

The School ensures that boys do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, the Climbing Wall, the Science Laboratories, the Design Technology rooms, the Theatre, the Shooting Range, CCF Store etc. All flammables are kept securely locked in appropriate storage facilities.

Boys do not have access to the Grounds, Estates, Catering and Porters' areas of the School. Clear signs are displayed. Other areas of the School that are out of bounds to the boys are detailed in the Memoranda and in the Bounds Safety Hazards and Risk Assessments for Pupils.

Entry to main School buildings is controlled by an electronic keypad and boys' codes are only active at appropriate times.

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of supervision of boys. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, coordinated by the Second Master.