FARNBOROUGH HILL

WHOLEHEARTEDLY

SUPERVISION OF PUPILS POLICY

Our Mission

Farnborough Hill welcomes all into our community, where we aim to live Christ's Gospel values joyfully and wholeheartedly, forming each individual to fulfil her potential and face the future with wisdom, strength and dignity.

At Farnborough Hill we take the health, safety and wellbeing of pupils at the School seriously and the purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms.

This policy applies to teaching staff (including volunteers) at Farnborough Hill. Pupils have a responsibility to adhere to this policy, and the procedures explained to them, and to seek clarification if they are unsure.

This policy should be read in conjunction with the following policies:

- Anti–Bullying Policy
- Attendance Policy
- Behaviour Policy
- Health Care and First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Pupil Unaccounted for During the School Day Policy
- Risk Policy

Aims

- provide sufficient supervision measures to maintain a safe, sensible and positive school environment
- promote the health and safety of pupils at the School
- demonstrate how staff are deployed to ensure the proper supervision of pupils
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the School day

Legal obligations and the duty of care

The Governing Body and the Headmistress have specific obligations to ensure, as far as is practicable, that Farnborough Hill is a safe place for all pupils, employees and others who enter the School when they are in our care. The employer is required to ensure that the supervision of pupils throughout the School day is reasonable to ensure their health, safety and welfare.

All members of staff are responsible on a day-to-day basis for ensuring that pupils at the School are safe. Schools have a general duty to supervise pupils to the standard of a prudent and careful parent.

In order for teachers to carry out their duties effectively, the Headmistress has certain responsibilities. These include:

- formulating the overall aims and objectives of the School and policies for their implementation

- ensuring the teachers at the School receive the information they need in order to carry out their professional duties effectively
- ensuring good order and discipline at all times during the School day (including breaks) when pupils are present at school and whenever the pupils are engaged in authorised school activities whether on the premises or elsewhere
- making arrangements for the security and effective supervision of the School buildings and their contents and of the School grounds

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- regard for the ages and capabilities of the pupils, including reasonable adjustments
- a systematic approach to safety through risk assessments in the light of foreseeable risks
- school rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks, and the School ensures these rules are known to all pupils. Risks are reduced through the creation of and adherence to risk assessments and control measures
- teachers must ensure they are aware of their supervisory responsibilities
- risks are kept under review and rules and procedures changed as necessary, especially to meet the needs of pupils

PROTECTIVE MEASURES

Registration Procedures

See *Registration Lateness and Absences*, *Attendance Policy* and *Pupil Unaccounted for During the School Day Policy* for further information.

Parents inform the School Office of absence from school which is recorded as authorised absence with an appropriate code. Pupils are assigned as 'out of school' for authorised absences. If any pupil fails to arrive to sign in for the morning registration without satisfactory explanation, an email is sent to parents and followed up by 11.00 am by calling the pupil's parents by a member of the administration staff to establish whereabouts. If the child cannot be located we refer to the *Pupil Unaccounted for During the School Day Policy*.

All pupils in Year 7 – Upper Sixth are expected to be in school for morning registration at 8.45 am and to remain until the end of the main school day at 4.00 pm. All pupils must be registered electronically at the start of all their lessons. Sixth Form are allowed to leave school if they have a free period but only after signing out on the iPad in the School Office or Lafosse.

Members of staff are asked to register all pupils in lessons, and this is recorded centrally on iSAMS at the start of each lesson.

All efforts are made to establish the whereabouts of any missing pupils when they are due to be on school premises. If a pupil cannot be found following the protocol stipulated in the Registration procedure, the School will instigate the *Pupil Unaccounted for During the School Day* procedure. Pupils in Years 7 – 11 are not allowed to leave school premises without prior permission from their parents. For medical appointments, parents email the School Office using the 'Absence' email address in advance to confirm the time and date of absence. Permission for all other absences should be sought in advance, in writing, to the Headmistress.

If a pupil has to be sent home unwell, they will not be allowed to leave the School premises until their parent or guardian is aware of the situation (in line with the *Health Care and First Aid Policy).* In the unlikely event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the pupil's parent or carers arrive to assume responsibility.

Pupils on Study Leave should use the QR codes with their iPads or sign in at the School Office on arrival and sign out again when leaving if this is before 4.00 pm. There is no Study Leave until the actual examinations commence and prior to this there is a 'Leave of Absence'.

ARRANGEMENTS

Registers, roll calls and registrations

Regular checks on attendance/presence are central to the effective management and oversight of pupils whilst they are in our care. Staff must maintain an up to date register of members of all groups in every lesson and during co–curricular clubs or activities. All unexplained absence is followed in accordance with the protocol in the Registration procedure. Unauthorised absence during the School day is a disciplinary matter and is followed up by the Deputy Head – Pastoral.

School is open from 7.30 am although pupils are not required to be at school until 8.45 am. School ends at 4.00 pm but supervised prep and co–curricular activities continue until 6.00 pm.

Pupils should not arrive before 7.30 am. Pupils in Years 7 and 8 arriving at this time must go to the Library which is staffed by a teacher, and they will sign in using a QR code in the Library. Other pupils should, after signing using the QR code in the Hall Lobby, go to their Form Room.

After 8.00 am members of teaching staff are available in the staffroom, SLT Corridor or in teaching areas. The School Office is also open from this time.

Pupils are expected to leave school at 4.00 pm if they do not have an organised activity or are not staying for prep, with teachers responsible for ensuring that pupils leave the classroom on time. At this time, pupils are allowed to leave the site unsupervised. If pupils (other than sixth formers) are staying later they must be collected by their parents or carers or travel on the 'late' minibus. Sixth Form students may stay at school until 6.00 pm.

Staff Duties

Members of staff are required to supervise pupils at break times (outside of lessons). The aim of this is to ensure that there is adequate adult supervision at various critical times of the day, to ensure good order and that there is appropriate behaviour around the School. The staff are supported by sixth formers for added vigilance.

- The Staff Duty rota is organised by the Assistant Head – Operations/Pastoral and is published to staff at the start of each academic year. A copy is also displayed in the staffroom and by the entrance to the Refectory.
- There are several duties to be completed each day including break indoors and outdoors, lunch queue duty, general lunchtime supervision and end of school day supervision.

Supervision during the School day

Form Time	Form Tutors and Heads of Year have responsibility for pupils from 8.45 – 8.55 am.
Lesson Time	Teaching staff are responsible for the supervision of their classes. For pupils in Year 11 or below with study periods, the Librarian supervises those working in the Library, while the sixth formers may be supervised remotely by the Head (or Assistant Head) of Sixth Form while they are in their flats or Lafosse Sixth Form Centre. No class should be left unsupervised. In an emergency, staff might (1) summon a teacher from an adjacent classroom to supervise both classes or (2) telephone the School Office (Ext 200/201), Deputy Head(s) (Ext 260/212), Assistant Head (Ext 246), Bursary (Ext 280/213/203), Rennie Surgery (Ext 219) or send a pupil to the Rennie Surgery, staffroom or School Office (escorted by a peer if necessary).
Break Time	Teaching staff have responsibility for pupils through the duty rota system.
Lunch Time	Teaching staff have responsibility for pupils through the duty rota system.
Before school, lunchtime, after school and weekend activities	If a pupil arrives between 7.30 – 8.00 am then they must sign in using the QR code in the Library with Ms Woods and remain there until 8.00 am (Years 7 – 8) or sign in using the QR code in the Hall Lobby and make their way to their Form Room (Years 9 – 11). All staff taking activities will have completed and returned a risk assessment to the Facilities Manager. The member of staff named as running the activity must register the pupils on SOCS, supervise the pupils during the activity. Once activities have been completed the responsibility for supervising pupils remains with the member(s) of staff until they are collected or go home. Alternatively, they may wait in prep. (see late collection procedures).
End of school day	4.00 pm – a member of SLT is responsible for the safe departure of pupils.
Prep	Pupils are required to sign in with Prep Supervisor for prep in the Library. A member of staff supervises this until 6.00 pm. At 6.00 pm responsibility is taken on by a member of SLT.
Special Events	For special events, eg plays and concerts, arrangements are made to ensure that pupils are supervised throughout the times concerned. Students involved, and remaining in school as agreed with parents, must sign with the Prep Supervisor in the Library. They must then wait in prep until 6.00 pm before heading to their event where they become the responsibility of the event leader. For these and other events the SLT lead must be informed by the member of staff responsible for the activity of the times concerned and the supervisory arrangements that have been put in place. A register of pupils on site should be kept.

<u>Staff Duties</u>

Staff who are allocated duties must read the Duty Guidance which is issued alongside the staff duty rota. This guidance is included at the end of this policy (Appendix A: Duty Guidance).

Pupil/Teacher ratios

Pupil/teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure that it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity.

A member of staff must adopt a safety-first approach if they are unsure of the adequacy of supervision for an activity and seek the advice of their line manager, the Assistant Head – Operations/Pastoral or the Bursar.

Cover arrangements

When a member of staff is absent from lessons, the Assistant Head – Operations/Pastoral organises a cover teacher for classes in Years 7 – 11. Sixth Form classes will usually be allowed to work without supervision but sign in at the School Office. Work that requires specialist knowledge is not set for classes with a non–specialist cover teacher. However, the cover teacher is requested to play an engaged role in the lesson – supporting pupils as far as is reasonable.

Management of pupils in transit between home and school

Parents are responsible for the safety of pupils travelling to and from school if they do not travel on a school coach or minibus service.

A significant number of pupils travel to and from school each day using the bus service provided by the School. Pupils are reminded, by the Deputy Head – Pastoral, of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is judged to merit that intervention.

Pupil behaviour on buses is usually excellent and the effective supervision of departures each day by duty staff promotes an orderly atmosphere on each bus.

The senior pupils on the bus are asked to promote good behaviour and to report any concerns to the Deputy Head – Pastoral. All bus pupils are briefed on the appropriate action to be taken in an emergency.

Pupils not able to participate in PE lessons

Pupils not able to participate must inform the PE staff, either by parents emailing the School or by the School Nurse notifying the PE Department. These pupils will be involved in the lesson in an alternative manner and are supervised by the teacher running the lesson. In more exceptional circumstances, pupils are supervised by the Librarian, to whom a note is sent listing all pupils to expect. This is agreed in advance with the pupil seeing the School Nurse who will then decide participation. The Head of Year 9 is also informed.

Late collection procedures

If pupils are not collected by 6.00 pm then contact with parents will be sought by the Prep Supervisor in conjunction with the Duty SLT. A member of staff will wait with the uncollected pupil, however, with parental agreement a taxi may be arranged to transport the pupil home if no other transport can be arranged.

Supervision during Educational Trips

Arrangements for supervision are described in the *Educational Visits Policy*.

Supervision of off–site activities

This is covered in the *Educational Visits Policy*.

Restricted Areas

Pupils are not allowed into the Fitness Room, swimming pool area without a qualified member of staff in charge, nor are they allowed to make use of the Sports Hall or its equipment. Pupils are expected to follow instructions given to them by teachers or by qualified leaders in adventure activities.

The School ensures that pupils do not have unsupervised access to other potentially dangerous areas such as the Science Labs, Design Technology areas, the Ceramic Studio and Art areas, etc. All potentially hazardous equipment and resources are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds Shed, Caretaking, Maintenance and Catering areas of the School, or the Boiler rooms. Clear signs are displayed to indicate out of bounds areas both in the buildings and areas of the grounds.

This policy is reviewed annually by the Assistant Head – Operations/Pastoral.

The next review is due in September 2026

Appendix A: Duty Guidance

(September 2025 version)

Duties have two key aims: to allow the pupils to use and enjoy the School site and grounds safely and to ensure that, if there are issues, help can be sought quickly. While staff are allocated particular duties, all staff have the collective responsibility to be vigilant to issues, acting in loco parentis. Staff making their way to and from school and in circulation during the day will address the behaviour at the time with the pupil and report any significant concerns or potential hazards to a member of SLT.

The following descriptors detail what is required for each duty:

7.30 – 8.00 am Breakfast Club

This is run by the Breakfast Club Supervisor. If the Breakfast Club Supervisor is absent, a member of the SLT will take on their role and register the pupils in the Library. In the event of an emergency, please contact the Deputy Head - Pastoral or the Assistant Head – Operations/Pastoral in the first instance.

8.00 – 8.45 am Before School (only in the first week of the academic year)

Year 7 Tutors welcome Year 7 pupils at the top of the Hill in their first week at Farnborough Hill and direct them to their Form Rooms. A rota for this duty is drawn up by the Head of Year 7.

10.50 – 11.10 am Break duty

1.05 – 2.05 pm Lunch duty (First Lunch 1.05 – 1.35 pm; Second Lunch 1.35 – 2.05 pm)

Outdoor duty: there are two stations for Outdoor duty:

The first is 'On The Hill' and the purpose is to monitor pupils who must remain within sight of the duty member of staff on the top of the Hill and must not venture near our apple trees. Year 7, 8 and 9 pupils must be on the Hill during outdoor break or lunch. On outdoor duty members of staff may use the hand bell to call pupils in from break/lunch. However, the bell should not be used during public examination periods.

The second is on the 'Cloister Lawn.' The purpose of this duty is to monitor pupils from Year 10 and above who have permission to use the grounds behind the Old House up to the white posts that indicate areas 'out of bounds.' Pupils must be always in groups of two or more. The Cloister Lawn is to the rear of the Old House and is accessible via doors at the back of the main staircase. The duty staff is responsible for monitoring these doors, which remain open during Outside Break. Additionally, they will periodically monitor the Millennium Lawn, next to the Library, remaining within sight of the doors to the Old House. The Cloister Lawn duty is assisted by two Sixth Form students (Thursday and Friday only), allocated by the Assistant Head – Operations/Pastoral. The sixth formers are to assist the Duty Staff by patrolling the grounds and alerting the Duty Staff to any incidents. The Cloister Lawn duty staff is encouraged to swap places with a Sixth Form assistants to patrol the grounds or respond to any incidents.

Please note that, from 3 September 2025, Year 10 pupils are allowed to spend break (all week) and lunch (Monday – Wednesday inclusive) inside as a new privilege. They must be outside on Thursday and Friday when they are not eating their lunch (which is either first or last on the rota). (tbc once lunch rota is confirmed)

During the Winter Months (1 December to 28/29 February), all pupils (Years 10 and above) are to remain indoors. The Cloister Lawn duty staff and Sixth Formers will switch to Indoor duty. Some Year 7 – 9 girls will wish to go outside, and this should be encouraged when the weather is appropriate so all other duties should remain as they are.

During the Summer Months (1 March to 30 November) all pupils in Year 7 – 9 are expected to spend break and lunchtimes outside on the Hill. Year 10, Year 11 and Sixth Form pupils are also actively encouraged to spend time outside. Pupils may eat their packed lunches and school 'takeaway lunches' outside but must dispose of all rubbish responsibly.

At break time all Year 7 – 9 pupils should be outside unless the weather is inclement (see 'Inside' Break/Lunch advice below).

At lunchtime all pupils in Year 7 – 9 may stay inside to eat their packed or school lunch in the Refectory and must then go outside straight afterwards. All pupils must be outside by 1.30 pm unless they are in the Refectory or attending a co-curricular activity based in the school buildings. Please see instructions below in the case of inclement weather.

During the summer public examination period all senior pupils spending break/lunchtimes outside behind the Old House must keep to the Millennium Lawn, to minimise noise that may disturb examination candidates.

Indoor duty: if it is Outside Break, the role of the inside duty staff is to usher pupils outside, excepting Year 10, Year 11 and the Sixth Form who have the privilege of opting to stay indoors. Please see above for guidance regarding Year 10 during the lunch period. Duty staff should patrol as much of the School as possible, paying particular attention to Year 10 and Year 11 Form rooms given the above. Some Year 9 may be present on Holly Bush lawn so please do keep an eye on them as you pass that area. Female duty staff only should check in the pupil Locker Rooms (outside the main toilets near the Theatre On The Hill and the 'Undercroft' at the bottom of the Day Entrance 'green slope') and the toilets.

'Inside' Break/Lunch: if the weather is inclement, the Duty SLT will notify the School Office that it is Inside Break or Lunch. The Office will let the School know via e-mail and a message on the TV screens. In this case, duty staff and Sixth Formers are to meet in the Hall Lobby and decide amongst themselves which areas of the School they will cover. One duty staff member must remain in the veranda to stop pupils going outside in the rain.

Lunch Queue: the member of staff on Lunch Queue Duty is to control the lunch queue, ensure that pupils have sanitised their hands and allow them into the Refectory as guided by the Lunchtime Supervisor. Pupils who arrive late for their allocated time will be told to go to the back of the queue.

Handover between First and Second Lunch duty: for Outdoor Duty, the handover takes place from person to person either on the Hill or on the Cloister Lawn. For Indoor Duty, the person on Second Lunch duty will meet the person on First Lunch duty by the Hall Lobby for a handover, detailing any observations or areas to revisit.

4.00 pm – 6.00 pm After School Duty

Bus duty (4.00 – 4.10 pm)

The first part of this duty is to manage the departure of pupils from School at the top of the Hill in conjunction with the Facilities Manager or a member of the Caretaking team. The Duty SLT will aim to be at crossing toward the bottom of the Hill from 3.55 pm, where possible.

Pupils must only walk to their bus when it is stationary and parked in the bus bay. All pupils must be sitting and wearing their seat belt. Duty staff are permitted to carry out spot checks on the buses. Ideally, all pupils must be in full school uniform when travelling on a bus. When in PE kit, pupils must be wearing a full school tracksuit (or tracksuit top and school leggings) and clean trainers. If a bus is late, the Bursar's Office will phone the bus company. The Facilities Manager/Caretaking team member should continue supervising the pupils until the bus departs. If a pupil misses their bus, they must go to the School Office

and make arrangements to travel home. Any misbehaviour at the bus stop or on a bus must be reported immediately to the Deputy Head - Pastoral.

The Duty SLT situate themselves at the bottom of the Hill, by the tennis courts or at the traffic lights or bus stop by the School Entrance / Exit, to monitor road crossing.

For the remainder of After School Duty, the Duty SLT is 'on call' in case of an emergency. At least once during their duty, they will patrol the corridors and Sixth Form flats to ensure that no pupils are in their form rooms, in contradiction of the Supervision of Pupils Policy. The Duty SLT can be contacted in their office or via School Office or Headmistress's PA. Sixth Form are permitted to be in the La Fosse Sixth Form Centre only from 4.00 – 6.00 pm. The Duty SLT will be the point of contact for these students and will visit this area at least once during their duty.

Prep duty (4.15 – 6.00 pm)

Pupils staying for Prep are asked to sign in at the Library. They are supervised by the Prep Supervisor until the end of Prep. Each pupil must sign out if collected early. At 6.00 pm a member of SLT takes responsibility and will supervise any pupils not yet collected. The Duty SLT or the School Office or Headmistress's PA will also check arrangements for the 'Late Bus' to Farnborough Main and Farnborough North train stations.