



## Supervision of Students Policy

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# Cobham Hall

## 1. Introduction

Mill Hill Education Group ('the Group') is the trading name of The Mill Hill School Foundation. Cobham Hall is one of the Group's ten schools. The Group acknowledges that they have a duty of care to ensure that Students who are on any part of their Schools' premises, or for whom one of their Schools have accepted responsibility, are supervised appropriately.

### **Safety of the Students is Paramount**

All teaching staff, teaching support staff, Housemasters/mistresses are required to perform supervisory duties around their School in addition to their teaching commitments. All staff are effectively on duty whenever they are involved in School-related activities and are required to monitor behaviour and attitudes.

### **Being On Duty Takes Precedence Over All Other Commitments.**

Aims:

- To keep Students safe
- To ensure good behaviour around their School is maintained
- To observe individual Students and pick up any pastoral care issues

Effective Supervision requires staff to:

- Be punctual
- Be constantly moving around the designated duty area
- Follow the direction given for specific duties and areas as detailed in the Staff Handbook
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
- Communicate concerns to other staff at the point of handover and to (Form) Tutors or Housemasters/mistresses if appropriate
- Communicate details of any serious incident to a member of LT immediately
- Avoid lengthy discussions with colleagues which prevent proper supervision of Students
- Never leave an area unsupervised. If the handover person does not arrive send a Student to tell a member of LT.

This Supervision Policy should be used in conjunction with the following school policies:

- Safeguarding and Protecting the Welfare of Students Policy;
- Health and Safety Policy;
- Promoting Positive Behaviour Policy;
- Anti-Bullying Policy;
- Policy in the Event of a Child Going Missing from School/School Activities.



## 2. Supervision of Students

### 2.1 Timetabled Taught Lessons

During timetabled lessons Students are supervised by the teachers taking their classes. When a teacher is away, staff cover is arranged for students in Year 7-11 in the ILC. Students in Year 12 and 13 are able to study in the Sixth Form Centre, Sixth form Study room in Tblock or ILC. Year 13 boarders are able to use Brooke or Stuart common room at various points during the school week. This timetable is posted in the boarding houses. Boarding students should sign into houses on entrance.

### 2.2 In Boarding Houses

Boarding Housemasters/mistresses are responsible for arranging appropriate levels of supervision in House at all times the House is open, especially at key times such as break times, during the lunch period and after school, under the leadership of the Director of Boarding and Pastoral.

Further details outlining staff responsibilities regarding supervision in boarding houses is set out in the Boarding Staff Handbook.

In addition, Housemasters/mistresses should implement the following agreed protocols relating to supervision in House:

- Protocol for Student action in the event of an adult not being present in an emergency. The protocol should be publicised in House and clearly displayed on noticeboards and Students should be reminded regularly of procedures via both House Meetings, Teams messaging and notice whiteboards. Bligh House is closed during the school day. Brooke and Stuart house are open at various points in the school week. A rota is made available for boarding students.
- The Housemaster/mistress provide appropriate supervision in House that covers the key times identified.
- Housemasters/mistresses should regularly review their visitors' policy and audit the signing in and out process.

### 2.3 In and around the School site

The Duty and Roving Rota is published at the start of the autumn term and sets out the key responsibilities of staff who are on duty as well as which staff are required to fulfil the various roles each day.

Staff supervise students at break and lunch. The leadership team supervises students at the start of each day at the turning circle each school day.

### 2.4 Off site (matches and fixtures/Educational visits etc.)

There are many occasions when Students are taken offsite to take part in Educational Visits/Activities/Work Experience or sports fixtures. It is the Group Leaders' responsibility to ensure that Students are adequately supervised during these visits. The arrangements for the supervision of Students who are taking part in Educational Visits is set out in the Educational Visits Policy



# Cobham Hall

## 3. Boarders At Weekends

A programme of cultural, sporting and social activities runs throughout the year across the School.

**All Students who Board:** Select a number of Saturdays in line with all students across the academic year. Most students will select 11-14 Saturdays, some of which are compulsory.

### 3.1 Outings/Activities

Sports fixtures are compulsory for all Students who have been chosen to represent the School.

Social and cultural activities such as ten-pin bowling; ice skating; theatre and cinema trips; museums and galleries trips; top sports events and attractions such as Thorpe Park provide something for all boarders, but these are optional. All activities and trips are supervised by members of boarding staff.

### 3.2 Boarders remaining on site at the weekend

Boarders who remain on the School site for the whole weekend are under the supervision of their Housemaster/Housemistress and normal weekday rules generally apply to Bounds and the local area. This is except for "dress" and certain activities and outings, which are permitted as part of the Weekend Programme in order to enable Students to maximise their social and cultural opportunities (see above). Sixth Form Students are allowed out during the week until 10pm and on a Saturday evening or Sunday if parents have consented and if they have the permission of their Housemaster/mistress. Students must return to House by 10:30pm at the latest. Students in Year 7-11 have varying permissions to be offsite and will have regular opportunities during the evenings and weekends to take part in a mixture of activities. Some activities/visits are directly supervised at all times. Other activities have local supervision where students are allowed to be unaccompanied in groups of 3 or more but with staff in the local vicinity (i.e. Bluewater/Canterbury). Appropriate risk assessments are in place for all activities.

It is the Student's responsibility to inform the Housemaster/mistress of their movements at all times, seeking permission where appropriate, signing out in addition to receiving verbal permission; solely signing out is never acceptable for any departure from House. Various roll-calls will be taken in House at set times during the weekend. Off-site overnight visits will not be permitted unless the correct permission request has been completed in advance by parents and, if applicable, with host families.

Casual clothing may be worn throughout the weekend, provided Students are sensibly and appropriately dressed. This is at the discretion of boarding staff.

### 3.3 Boarders leaving the site at the weekend

Full boarders who choose not to remain on site at the weekend are expected to stay with a parent or designated guardian who should complete the appropriate pass via Orah giving full details of the visit by Thursday during the week of the intended visit. Boarders may make arrangements to check out of school at the weekend provided the correct permissions are in place from parents and in agreement with boarding staff. Occasionally, alternative arrangements will be requested. In such cases, the Housemaster/mistress must be contacted by parents/guardians, and by the intended host parents by Thursday evening or else permission to stay out will not be granted. Full details regarding weekend leave for boarders are contained in the Boarding Handbook.



### 3.4 Weekly boarders

Weekly boarders may depart from the School site on Friday afternoon once their School commitments have been fulfilled. Weekly boarders may stay in School on Friday evening, in which case they should follow the Saturday morning activities programme, as detailed on School Cloud. A Weekend Leave agreement will be made via the Orah app indicating departure choice and travel arrangements. Changes to arrangements can be made at any time, but this must be done in good time, parents satisfying themselves that the relevant Housemaster/Housemistress understands the change. All boarders are expected to return to the House no later than 10pm on Sunday evening or in good time for registration at 8:30am on Monday morning.

### 4. Medical supervision

Students who are ill at school are supervised in the Sick Bay by the School Nurse from 8am until 3:30pm, after which Boarding staff take responsibility for them in Boarding Houses as appropriate. Boarders with contagious illnesses will be confined to their boarding room if necessary and boarding staff supervise them in House. Should the school Nurse assess a day student and deem them too unwell for school, parents will be asked to collect them and provide care and supervision at home.

### 5. Review

This Policy should be reviewed annually by the Deputy Head who shall consider any changes to School processes that may be needed following any incidents that have arisen due to a lack of supervision during the year.

Date of Review: November 2024

Date of next review: Autumn 2025

This policy has been approved by the Exec Team on 9<sup>th</sup> January 2025.