

SUPERVISION OF PUPILS

Hereford Cathedral School recognises that it has specific responsibilities and obligations to ensure that the supervision of pupils whilst at school, or on school-based activities, is adequate to safeguard their health, safety and welfare. That said, it is also accepted that members of staff cannot be expected to keep a constant watch over every pupil, and that due diligence will not necessarily prevent accidents or disciplinary incidents.

Hereford Cathedral School demonstrates a high level of supervision by:

- Showing regard for the ages and capabilities of pupils
- Adopting a systematic approach to safety; this includes a continual review of risk assessments
- Publishing school rules to all pupils, staff and parents which incorporate measures, guidance and restrictions that seek to reduce risks to the welfare and safety of pupils
- Ensuring that members of staff are aware of their supervisory responsibilities and providing adequate training and guidance for specific risks e.g. First Aid Courses for those involved in Games or outdoor pursuits
- Implementing policies on Attendance, Safeguarding and Educational Visits

The following illustrates the advice and procedures given to ensure responsible supervision of pupils.

General Principles

All staff may be required to cover for absent colleagues for short-term absences. Cover is organised on a rota basis with cover allocated evenly across all staff in proportion to their teaching commitments. Supervision of the Sixth Form Centre (during private study periods) is also part of this rota. The School also employs a Cover Supervisor which reduces the cover load on Teaching Staff

Professional Standards

All members of staff have an individual and collective responsibility for maintaining good order and discipline and in insisting that all school rules are observed. Staff have an obligation to one another, as well as to the pupils for whom they are in *loco parentis*, to be vigilant at all times and not to ignore casual, over familiar, or unacceptable behaviour in any circumstances.

Where members of staff are allocated General Studies teaching, cover or supervisory duties, these must be considered in the same light as normal teaching periods. In no circumstances may a member of staff miss or cancel such classes or supervision.

The Hereford Cathedral School Quality of Education (Teaching) Policy

Teachers should be well-organised, punctual, efficient and conscientious, lessons must be thoroughly well prepared, pupils' work marked regularly and carefully, assessment accurately conducted and recorded, homework set according to the homework timetable, effective reports on progress should be provided to pupils and parents, classroom behaviour monitored to ensure that it is orderly and respectful and all practical activities conducted safely.

Organisation of House System

The School is organised as a house system of four Houses, each with a Head of House and seven Tutors. The Head of House appoints pupils from Year 12 or 13 to be Form Mentors for Year 7 (and for other years if appropriate). Form Mentors are responsible to House Tutors and the Head of House for carrying out daily administrative and pastoral duties. These duties include morning registration, supervision in Chapel, organisation of House activities and helping pupils generally.

Tutors

The principal duties of Tutors include:

- To register tutees electronically in the mornings punctually and accurately in accordance with the regulations. Afternoon registration is taken electronically by subject teachers at the start of period 7
- To investigate reports of absence from lessons

The First Aid policy details **Procedure for Dealing with Ill Students.**

Procedure for Dealing with Student Absences

All staff register their classes at the start of every single or double lesson. These registers should be periodically reviewed by the Head of Department and may be requested by the Academic Deputy for review.

All absences of pupils from lessons, trips or other activities, where not already indicated on the electronic register, should be investigated.

Staff should not rely on hearsay from other pupils. If a pupil is absent from a lesson the subject teacher should immediately take steps to establish the whereabouts of this pupil. Having first checked the electronic register, the teacher should contact Reception or the School Office to alert the School to a missing pupil. Once possible locations have been checked (Music School, Medical Centre, Signing-Out Register), a senior member of staff may be contacted.

If a pupil misses a lesson, without good reason, they should be sent to the Academic Deputy or Deputy Head.

Note:

1. Pupils are expected to give staff at least 24 hours' notice if they expect to miss a lesson. The member of staff should sign their Pupil Planner in advance to sanction this absence. Staff may not refuse to release a pupil for an event published in the calendar, but the courtesy of notice is still to be expected from the pupil(s) involved.
2. Music lessons: Pupils are expected to give staff notice of an instrumental lesson. Absence slips for a music lesson or speech and drama lesson are situated in a box by the teachers' pigeon holes in Old Deanery or the School Office and all pupils should complete one and give it to a member of staff at least 24 hours before their lesson. If teachers wish to guarantee that a given lesson (e.g. for GCSE assessments) will not be disrupted by instrumental music lessons, they should give all the pupils and the Director of Music at least a week's notice, so that the rotas can be adjusted if need be. Music lessons should not normally coincide with subjects that only have one single lesson per week, or where offsite PE lessons take place.

Duties**Responsibilities of the staff on-duty team**

A duty must be regarded as the number one priority of all colleagues when assigned. In effect the School is in your hands during this time. Most duties relate to a building/group of buildings: (i) the Zimmerman Building, (ii) Old Block and School House, (iii) Number 1, the Portman Centre and the Dining Hall.

The Deputy Head will draw up the Staff Duty rota.

During a duty, colleagues cannot attend meetings or be in the Common Room, other than on urgent duty business. Staff on duty patrol should deal with any untoward situation as it arises, and issue warnings or sanctions to pupils if warranted. Serious breaches of discipline should also be reported to the pupil's Tutor and if necessary the Head of House and Deputy Head. In the event of an accident or emergency ensure that the School Office/Medical Centre is informed; First Aid can be obtained from the School Nurse. On patrol, walk along corridors and look into classrooms and locker areas. Ensure that pupils do not run in corridors and that behaviour in classrooms is sensible and safe. Visit the toilets (of your own gender) and changing rooms. Liaise with the duty Monitors en route. Be particularly vigilant for any signs of bullying or pupils in distress. (The above is not intended to be an exhaustive list; it is essential that colleagues use their own judgement in any situation that arises.)

Duty Timings**1. Before School 08.15-08.35**

Patrol your area. At 08.35 usher pupils to Registration.

2. Break 10.20-10.40

At 10.35 ensure that pupils are moving off to period 3. Patrol your area. Pupils may not leave the school site during Break.

3. Lunch 13.10-13.30 and 13.30-13.50

At lunchtime the No Mow area duty includes Number 1, particularly on wet days.

At 13.50 usher pupils to Period 7

4. During lunchtime there will be additional duties:**(i) Dining Room 12.50-13.10 and 13.10-13.30**

Ensure pupils queue sensibly and quietly. Liaise with the Monitors and ensure that behaviour in the Dining Hall is sensible and that tables are adequately cleared.

(ii) Castle Green patrol 13.15-13.50

Stay down on Castle Green, ensure that pupils behave sensibly and that they do not interfere with members of the public or suffer interference/harassment from them. Pupils are not permitted to play British Bulldog and other dangerous contact sports. Pupils should not play games with pupils from other schools or members of the public. Pupils should also keep their shoes on at all times.

(iii) Roving in town at lunchtime

Any member of staff who visits town at lunchtime is 'on duty'. Check that any pupils in Years 7-10 have permission from their Tutors; look out for pupils incorrectly dressed or behaving inappropriately.

4. After School 15.50-16.10

Pupils should be properly dressed and should not leave school in a rowdy manner; groups crossing The Close should not obstruct members of the public.

Sixth Form Centre in Zimmerman: 16.10-18.00

Supervise as per the Head of Sixth Form's instructions. (Any younger pupils should have left the building by 16.10 unless attending an activity supervised by other staff)

'Extra' duties

Full-time staff may be required to do two extra duties by rotation: supervising detention on Friday afternoons; and assisting at Wyeside (and occasionally Gwynne Street) on Saturday for home matches, in case an injured pupil needs to be accompanied to hospital. However, the Head of Sixth Form, the Deputy Head and Academic Deputy oversee the majority of Friday Detentions and the SLT take responsibility for most Wyeside duties. Staff will only be called upon for either duty in the absence of the above and would be given plenty of notice.

Detention: Fridays, 4.00pm-5.00pm and 4.45-5.45pm for pupils who are coming from CCF (The SLT oversee this on a rota - see staff noticeboard)

The Deputy Head will provide a list of who is in detention, usually the day before.

Collect the detainees from Old Deanery, checking off the list.

Collect the pupils' detention cards from them and check that they have been signed both by their Tutor and by their parent.

Detention lasts for one hour: Pupils may do their homework during this time or another suitable task if they choose, but this will depend on the circumstances of the detention.

Afterwards, initial the detention cards; leave the detention cards and the checked list in the Deputy Head's pigeon-hole. The Deputy Head will place the detention cards on the pupils' pastoral files and follow up any absentees.

Very occasionally the Deputy Head may arrange for the detention to be held earlier during the week.

Saturday Duty at Wyeside

1. It is the practice of the School to have a member of staff on duty at Wyeside on Saturdays for home matches against other schools. Also (infrequently) for matches at Gwynne Street.
2. The rôle is to be available to act in loco parentis to a pupil requiring medical attention until such time as the parent(s) can take over responsibility.
3. a. If the pupil requires hospital treatment, an ambulance or a taxi should be called, depending on the nature of the medical problem. This decision will be taken by the member of staff responsible for the team involved; the advice of parents present who are medical doctors may be sought, but the decision rests with the member of staff.
b. The member of staff on Wyeside duty should accompany the injured/ill pupil, in the case of an ambulance, either travelling in it or driving behind it, and in the case of a taxi, travelling in it.
c. *Exceptionally*, the member of staff on Wyeside duty may himself/herself drive the pupil to hospital in his/her own vehicle, providing that: the vehicle is insured for such 'business' use
AND he/she wishes to do so
AND the member of staff responsible for the team agrees that there is no medical risk involved.
4. At the hospital the member of staff on Wyeside duty should: help with the admission of the injured/ill pupil; contact the pupil's parent(s) as soon as possible and keep them as fully informed as possible about the nature of the problem and the action being taken; provide comfort and support to the injured/ill pupil (as appropriate and as permitted by the hospital staff) until relieved by the arrival of the pupil's parent(s).
Exceptionally, it may be agreed by the medical staff and the pupil's parent(s) that the pupil is in a fit state to go home on his/her own. Providing that this has been accepted and agreed by the parent(s), the need for HCS staff to act in loco parentis ceases when the pupil leaves the hospital.
When the member of staff on Wyeside duty leaves the hospital, he/she may take a taxi back to Wyeside at the School's expense if that is necessary to retrieve his/her own vehicle.
5. Later, at school, the member of staff on Wyeside duty should liaise with the member of staff responsible for the team to ensure that an accident report form is duly completed with the full details of the injury/illness and action taken.
6. With cricket matches, the Wyeside duty finishes at tea time.

Games Supervision and Coaching

It is the responsibility of all staff involved in Games to read the separate Games Handbook and Policy Document.

Games is timetabled for most year groups on different days: Tuesdays for Year 7 (AM) and Year 8 (PM). Wednesdays for Years 11-13 (PM); Thursdays for Year 9 (AM) and Year 10 (PM). The overall organisation and administration of games are carried out by the PE Department and Heads of Sports to which any problems or queries should be directed.

Attendance at Games is mandatory, as if it were a teaching commitment at school. Staff make their own way to Wyeside or other venues (though they may be requested, on a rota basis, to supervise buses) and should arrive there in time to be changed into appropriate sports clothing for a prompt start. Staff supervision at Wyeside from 13.40 on Games afternoons is organised on a rota basis.

Pupils must be registered on site by those responsible for each activity. Staff should immediately return registers to Reception by 4.00pm where practical. Games registers are then checked against the absentee lists. If any pupil is unaccounted for, a senior member of staff will be contacted. Tutors must investigate any absence and communicate with the Games staff and any other member of staff that was involved in establishing the whereabouts of that pupil. Pupils who do not have a good reason for their absence should be sent to the Deputy Head.

In case of injury members of staff should see that in the first instance full use is made of the First Aid kit kept at Wyeside. If the injury is a major one requiring hospital treatment, the member of staff's responsibility will be either to call for an ambulance or personally take the pupil to Hereford hospital by car or taxi (High Town Taxis 01432 354321, Blue Line Taxis 01432 343435) to notify the pupil's parents of the injury and to see that satisfactory arrangements are made for his or her return home. An accident form should immediately be completed.

The decision whether a game, which has been organised, shall be played will be entirely with the member of staff in charge, in discussion with the appropriate Head of sport and Assistant Head. In the case of his or her non-availability for consultation, the Groundsman may cancel a game if the question of fitness of the ground is at issue.

"Off Games" Supervision and Registration

- a) Individual pupils may only be excused Games if they provide a letter of unfitness - initialled by their Tutor - to the appropriate Head of sport, or the member of staff in charge of the activity, on the morning of the Games session. They should report to the School Library at the beginning of Period 7 to be registered on an "Off Games" list. They should remain in the Library throughout the afternoon and may not be permitted to wander around the School or to go to other rooms. They should work quietly throughout this period. Except for the Sixth Form, they may not go home until the end of the school day.
- b) At the end of the afternoon, the Librarian and Receptionist or School Secretary will ensure that pupils are registered.
- c) If a games activity is cancelled because of bad weather, for example, the group of pupils involved must not be sent to the Library or Sixth Form Centre. The teacher in charge of the activity should register them in the normal way, apply to the appropriate Head of sport or, in his or her absence, the Assistant Head or, in his absence, the Deputy Head, for a free classroom and sit with them there until the end of the school day. Pupils should be made to work and should not be allowed to wander around the site. It is important to remember that a teacher in charge of a games activity is responsible for the welfare of pupils engaged in that activity

throughout the afternoon and that this applies equally when the activity is cancelled for any reason.

Lesson Cover

Members of staff who have requested cover should set work with clear instructions for the teacher covering the lesson.

Cover for lessons in D&T, PE and the Sciences should not involve practical work unless a suitably qualified member of staff is available. (The possibility of this may be discussed in advance with the Academic Deputy).

If you are covering a lesson please arrive at the lesson promptly and record any absences, which should be followed up by you in the normal manner. Work should have been set in advance to the class or put in your pigeonhole. Please follow your colleague's instructions; if he/she has given no specific guidelines on how the pupils should work, you may either insist on silence or allow quiet discussion, at your discretion.

If - exceptionally - no work has been set and the Head of Department cannot provide any, the pupils should read or get on with work of their own for another subject (including homework).

Choristers

A separate document – *A description of the division of responsibilities between the Chapter of Hereford Cathedral and the Governors of Hereford Cathedral School relating to the hand-over arrangements of Cathedral Choristers* – describes whether the choristers are under the supervision of the school or of the Cathedral at all times of the week.

GUIDANCE ON THE ORGANISATION OF ACTIVITIES, FIELDWORK, EXPEDITIONS AND TRIPS ABROAD

Supervision Arrangements

In all circumstances staff are reminded that they are *in loco parentis* and have a duty to take "reasonable care" of their charges. However, it should never be assumed that what parents would consider reasonable for their children to do within the family context is reasonable within a group context. It is essential that supervision for all trips should conform to the recommended minimum staffing levels:

Local (a trip in which pupils could be reasonably expected to make their own way home)

1:20

Trips in the UK: (i) Non-hazardous cultural

1:20

(ii) Country visits/fieldwork

1:15

(iii) In hazardous conditions (e.g. wild country)

1:10

Trips abroad:

between 1:10 and 1:12

On coaches there would always be at least two members of staff per coach, one seated near the front and the other towards the rear.

In normal circumstances, no trip should involve more than 50 pupils. Any group which, in exceptional circumstances is larger than this must be split, with a separate member of staff having total responsibility for 50 or fewer pupils. Co-educational groups must contain at least one member of staff of each gender. (The Headmaster must agree any exception).

Staff in charge of trips should obtain mobile phones from the Director of Finance and Resources' Office. At least one member of staff should be a competent First Aider, preferably holding a valid First Aid certificate. Any volunteers who will have contact with pupils during the trip will have undergone the appropriate vetting procedures.

A risk assessment for trips and expeditions must be made. Each member of staff should receive written or oral instructions specifying his or her duties: ultimate responsibility for ensuring that those duties are fulfilled rests with the party leader. Each member of staff should have supervisory responsibility for specific named pupils. Pupils must know which adult is responsible for them. When responsibility for pupils is divided between school and an activity centre the trip leader must seek in advance a written statement indicating in what circumstances centre staff will expect to be responsible for pupil safety. Transfer of responsibility between school and centre must be clear to both pupils and all adults.

Contingency plans for the unforeseen withdrawal of adult supervisors should be drawn up before each session. It is accepted that on residential trips, pupils cannot be actively supervised throughout the full 24 hours of any day, but staff must use their professional discretion as to how much freedom pupils are given to roam unsupervised. Much will depend on the age and maturity of the pupils concerned and on the potential hazards of the location.

On all residential trips there should be a daily morning staff meeting where the day's programme of activities is fully discussed in relation to staff competencies and wellbeing, pupils' wellbeing and environmental conditions. Likewise, all residential trips should have a formal briefing meeting with the pupils once a day.

At any time when they are allowed to be unsupervised, they must be given clear instructions to stay in groups of at least three to four, to confine themselves within a certain area, to obey instructions about what is or is not permissible, and to rendezvous at a predetermined point within a specific space of time. Pupils should carry a form of personal identification and the activity leader's emergency contact details with them at all times (standard cards should be issued at the start of the trip). For overseas trips this should include a note in the relevant foreign language giving the reader instructions on how to contact the trip organiser. Staff are urged, in the light of well publicised cases in recent years which have led to litigation, to err on the side of caution.

On any trip, either at home or abroad, there should be regular headcounts, and staff should have written checklists of names at all times.

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