



Student Supervision Policy

This policy is for the Senior School. A separate policy exists for the Junior School.

1. **Aims:** The effective supervision of day and boarding students of all ages when in school or on educational visits.
2. **Responsibility:** All members of staff are responsible on a day to day basis for ensuring that students at Bootham are safe. Schools are under a general duty to supervise students to the standard of a prudent or careful parent.

Registration: We take a register of students at the beginning of each day and during each lesson. There is, however, no morning Registration on Tuesdays and Saturdays;

students are registered in their first lesson on these days (College register in the Library if they have a study lesson Period One on Tuesdays). College who are free Period Four, register in the Library on Mondays, Tuesdays, Thursdays and Fridays. On Wednesday afternoons, College register with the Deputy Head (Enrichment and Technology for Learning) and the Attendance Officer; registration takes place on the main staircase at the front of school.

3. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Please see the [Missing Students and Attendance Policy](#).

We make sure that we know the whereabouts of boarding students at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding houses. As well as checking that students are in attendance at breakfast and tea time, boarders are registered by their House staff at 08:15 each morning and at the start of evening Prep.

4. **Day Students: Before and After School:** Day students arrive at school from 8.10am onwards: Duty staff will begin supervision and will unlock social spaces at 08:10 Monday to Saturday. Day students are expected to go home by 17:15 unless they are registered as day boarders or if they sign in on the 'Fire and Emergency' list at Reception. Any Schoolroom or Senior Day students who remain on site after 17:15 and are not attending an organised activity, must attend the Supervised Prep Session which will run from 17:15 to 18:00, Monday to Friday. For Boarders,

Second Prep runs from 18:45 to 19:45 for Schoolrooms and 18:45 to 20:00 for Seniors and College, Monday to Friday. All boarding students are expected to be working in the appropriate areas of school i.e. College studies, Library, the Arts Centre or music practice rooms and Day students should be off main school premises before 18:00 (at 18:15 when Boarding Staff take over). Boarders may use the Library and Arts Centre until 21:00 with permission from boarding staff. Full-time members of the teaching staff are expected to do supervisory duties – which might be a boarding duty - each week. See the [staff handbook](#).

The main duty times are:

Monday to Saturday lunchtime

08:10 - 08:40

11:20 - 11:45

12:50 - 13:50

16:00 - 16:15

17:15 - 18:15

18:45 - 20:00 (Boarders only)

Saturday afternoon

12:25 - 14:30

For details of a student's entitlement to leave the school premises during the course of the school day please see the [Leave Arrangements](#) documents.

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

5. Boarding Students: Outside School Hours: Staff are on duty in all boarding houses in the evenings, overnight and at weekends. Students are able to call on a member of staff at any time if necessary. All students are expected to return to their boarding houses at the times published in their House. There is no leave during prep or after 21.30 unless a member of College is using one of their late leave allocations. When students leave the houses to go off-site, they must get permission from the duty house staff and check in with a member of the boarding staff on departure. They must sign out in the House Diary stating when they intend to leave, when they intend to return and where they are going. Students in Schoolrooms and Seniors must remain with at least one other student at all times. (For year group and boarding house-specific details, please see the [noticeboard in the relevant Boarding House](#)).

6. Unsupervised access by students: We ensure that students do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design and technology rooms, sports hall and the climbing wall etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

The climbing frame may be used in school break times by all age groups, however, it is not directly supervised. Parents have the option to instruct their child not to use the climbing frame and must inform their child's Tutor of this request in writing.

The fitness suite is available to students in Lower Senior, Upper Senior and College during some PE lessons and activities. It is also available at specific times to students to have unsupervised sessions. Full induction training in the correct and safe use of the equipment must be completed before students are allowed to use it. Eligible students are issued with a coded access card to allow them entrance at various times. Students must refer to and abide by the list of Rules of Use as displayed in the centre. The fitness suite is fitted with a security camera, a phone and a first aid kit; students are reminded that they should not be training without a training buddy.

Students do not have access to Maintenance, Catering and Caretaking areas of the school.

- 7. Educational Visits:** Details of the ratios for educational visits are contained in the School's [Educational Visits Policy](#).
- 8. PE:** Curriculum PE is supervised by a member of the teaching staff, with enhanced supervision when necessary. In the case of an emergency, the Health Centre can be contacted by telephone.

When students are changing or showering, supervising staff should have regard for the school's [Safeguarding and Child Protection Policy and Procedure](#) and take into account guidance in the [PE Department Handbook](#), particularly with regards to the need for students' privacy.

Supervision ratios for games, swimming and hazardous activities are contained in the Operating Procedures (see the [PE Handbook](#)).

- 9. The Health Centre:** Students who feel unwell are expected to attend the Health Centre.

The Health Centre's supervision arrangements are managed by the Nurse Manager. There is a qualified nurse or health care assistant on duty in the Health Centre between 08:00 and 18:00, Monday to Friday, and 08:00 to 14:00 on Saturdays. Health Centre staff are available to administer pastoral support, first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Except for emergencies, the Centre will be closed from 09:10 to 11:20 and 12:20 to 12:50 daily. A number of members of the teaching and support staff, who are trained and qualified as First Aiders, are able to give emergency first aid. The names

of First Aiders are published on the intranet and in first aid notices. First aid boxes are in all potentially high risk areas, as well as in the School Office. First aid boxes are regularly checked and replenished (see [First Aid Policy](#)). First Aid kits are provided to staff taking educational visits (see [Educational Visits Policy](#)).

10. Students' Responsibilities: Sometimes College or Senior students supervise younger members of the community (eg when they volunteer to run an after school activity). All students in supervisory roles are given suitable training and are able to make contact easily with a member of staff whilst serving in a supervisory capacity.

11. Staff Induction: All new members of the teaching staff receive induction into the school's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the [Staff Handbook](#).

Date of last review:	February 2023
Person responsible:	Deputy Head
Review group:	Leadership Meeting
Approval group	Governors' Meeting
Date of next review:	February 2026

Note: This policy will be checked and updated, on an annual basis, for matters of fact and process.

The various duties and time slots will involve the following responsibilities.

LOWER, MIDDLE AND UPPER SCHOOLROOM

Team Leaders: Lis Hooley & Beth Steer – Yellow Column

The person on duty will be required to provide supervision in the following areas at the times shown on the colour coded spreadsheet (YELLOW COLUMN):

- Upper Schoolroom social space and lockers, Fox Quad
- Climbing frame in Fox Quad and the area around it. Please note that the climbing frame is only available when weather permits; it is available for all age groups

Sophie Morrison looks after the Junior Common Room (JCR) at the start of the day, morning and afternoon break and lunchtime from Monday to Friday only. On Saturdays only, these slots require other staff to cover.

- 08:10 – 08:40
- 10:55 – 11:20 Bars

SENIORS Team Leader: Kitty Wilson – Green Column

The person on duty will be required to provide supervision in the following areas at the times shown on the colour coded spreadsheet (GREEN COLUMN):

- Seniors social space and outside locker areas, tennis courts (before and after school and at lunchtime)
- Distribution of afternoon Bars for Seniors and Upper Schoolroom in the Dining Room at the start then supervision of Seniors spaces as above

COLLEGE Team Leader: Helen Sharp – Blue Column

The person(s) on duty will be required to provide supervision in the following areas at the times shown on the colour coded spreadsheet (BLUE COLUMN):

- Distribution of morning Bars (1 person) for Seniors and Upper Schoolroom from the Dining Room – then circulate (Head Reeves and House Captains to collect and return snacks for College Bars - Arts Centre)
- The social area to the right, inside the Art Centre Foyer, is available for use by all
- College Common Room and corridors at first break
- Tennis courts and field (2 people) at lunchtime: (1 person) at first bars circulates after distributing Bars
- Supervise the lunch queue including ringing the bell for relevant year group – see below; split 12:50 – 13:20 and 13:20 – 13:50
- Once lunch queue has gone through, to supervise the dining room clear up etc.
- The outside area and field at lunchtime

DINING ROOM: Team Leader – Martyn Beer – Blue Column

The supervision is split between two shifts: 12:50 – 13:20

The person(s) on duty will be required to provide supervision as follows as shown on the colour coded spreadsheet (BLUE COLUMN):

- Supervise entry to Dining Room
- Liaise with queue supervisor

RETURN WORK PREP AND GATINGS

All Gatings and RWP will take place at lunchtime with one of the team from HOY from 12:50 – 13:20 on **Mondays, Tuesdays, Wednesdays, and Fridays** in Room F

THURSDAY HEAD OF YEAR DETENTIONS

Detentions will take place each **Thursday lunchtime** from 12:50 – 13:20 in the following classrooms, depending upon the student's Year Group

- Lower and Middle Schoolroom Detention– with **Lis Hooley in Room N**
- Upper Schoolroom Detention– with **Beth Steer in Room S**
- Seniors' Detention– with **Kitty Wilson in Room T**
- College- with **Helen Sharp in Room F** – as well as College Detention, Helen will **also supervise ALL Gatings and ALL RWP at this time**

DEPUTY HEAD DETENTION

Takes place on Saturdays from 12:30 to 13:00 in Room B

ACTIVITIES: Team Leader – James Ratcliffe - 16:15 – 17:15

Activities will be taken by James Ratcliffe and his team.

LATE AFTERNOON MOD: Team Leader – Martyn Beer - 17:15 to 18:15 approx

- at the start of their duty the MOD should check in with Reception and collect the duty phone from them. The phone should be returned to Reception at the end of duty and put on to charge in the school office
- will be responsible to marshal any fire evacuation during this period with the help of Martyn Beer or James Ratcliffe if on site
- will be responsible for circulating the Library (those in supervised Prep), locker rooms and social spaces encouraging Day students to leave the site as soon as possible
- any Day students on site after 17:15 should be sent to the library unless they are with a member of staff in a supervised activity. They should be signed in on the Emergency Sheet/Supper Sheet
- the MOD should make regular visits to the Library to check in on any Day students who are in there.
- all Day students should be off site by 18:00 unless they are in Second Prep (Day Boarder) or booked in for tea (for legitimate reasons), or attending a supervised activity; in which case they should be signed in on the Fire and Emergency List and be in the library from 17:15 to 18:00
- will be responsible for supervising the Supper Queue checking that Day students are signed in on the "Supper signing-in" sheet
- the MOD should check the Supper sign-in sheet for Day students who have signed in for supper. Any Day students who have not signed in must go to the end of the queue
- if not signed in on the "Supper signing in" sheet, Day students must sign in on the Fire and Emergency sheet at Reception (in the event of an emergency evacuation)
- do a final sweep of the library and mezzanine to check that there is no food/drink mess left and lock doors on College Corridors

SATURDAY MOD: Team Leader – Martyn Beer – 12:25 to 14:30

- Saturday is worked on a rotational basis between two or three members of staff. Saturday MOD will not be required to undertake daily duties.
- MOD is responsible for supervising the lunch queue
- MOD is responsible for supervision of any students who are serving their "hour" of community service for misbehaviour from 12:30 – 14:30
- Day students should not be on site after 14:00 unless they are in a supervised activity and are signed in with the specific member of staff