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 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 8.00am onwards. Supervision for day students starts at 08:00 and students are required to be in the JB Library. Social spaces open at 08:10 (08:40 on a Tuesday). Day students are expected to go home by 17:15 unless sign in on the 'Fire and Emergency' list at Reception. Any Schoolroom or Seniors Day students who remain on site after 17:15 and are not attending an organised activity, must be in the Library until 18:00 and then in the Dinning Room for tea. After 18:40 students are treated as boarders and should report to Fox or Rowntree.
5. **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 18:40 Boarders may use the Library and Arts Centre until 21:00 with permission from boarding staff.

6. Members of the teaching staff are expected to do supervisory duties. See the staff handbook or https://booth.am/duties for more details.

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Person responsible:	Deputy Head (Operations)
Review group:	Leadership Meeting
Approval group	Governors' Meeting
Date of next review:	February 2029

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.

7. **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).

8. **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 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.

9. **Educational Visits:** Details of the ratios for educational visits are contained in the School's Educational Visits Policy.

10. **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).

11. **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).

12. **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.

13. **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.

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

Spring Term 2026

- Clarification of supervision after school.

Spring Term 2024 – Fact and Process review undertaken. The following changes were made:

- Removal of Supervised Prep session
- Amendment to the weekday lunchtimes
- Removal of reference to the Climbing Frame

Autumn 2024 ***Fact and Process review undertaken. The following changes were made:***

- New duty arrangements
- Renaming of some Leadership Roles

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