SUTTON VALENCE SCHOOL
SINCE 1576

School Supervision Policy

(Senior School)

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Policy Date: September 2025
Approval Date by Governors: November 2025
Review Date: September 2026

This policy addresses ISI Regulatory Requirements (Effective from February 2016, updated February 2020 and the new Inspection Framework effective from September 2023), Part 3 - Welfare, Health and Safety of Pupils, para 14.

NMS Standard 20 - Staffing and Supervision

20.1 Any person employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.

20.2 Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.

20.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

20.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. There is continuity of staff, as far as is reasonably possible, such that boarders' relationships with staff are not overly disrupted.

20.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

20.6 Staff working within the School know and implement the School's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with police where appropriate.

20.7 Schools should ensure that they have a suitable number of staff (and at least one) sleeping or on duty in each building, who is responsible for the boarders and available to meet boarders' needs during the night.

20.8 Boarders are able to contact a member of staff easily in each building at night and know how to do this.

20.9 Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation and sleeping accommodation) and suitable toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated from the accommodation and facilities provided for boarding pupils.

20.10 No boarders have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs, a one-to-one situation should be avoided with boarders with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.

This policy reflects the determination of the School's Leadership team to promote the wellbeing of all pupils through taking a strategic, comprehensive and inclusive approach to identifying and managing

the risk of harm to pupils' wellbeing. Consequently, the School seeks to ensure that pupils are properly supervised at all times. The Assistant Head (Academic) produces a duty rota that ensures that appropriate numbers of staff, sometimes supported by the Prefects, are allocated to specific roles at break times. The number of pupils on roll has increased significantly in recent years. Consequently, from September 2017 two new appointments were made – a Junior Matron and a School Supervisor – to ensure that we maintain sensible levels of supervision. At other times, professional judgement is needed and should take into account pupils' ages, number and needs and the locations and activities in which they are engaged. This policy should be read alongside the Missing Pupils' Policy.

Registration

All pupils are expected to follow School procedures for attendance, registration and call-over in case of boarders. Registration is carried out at the following times:

- Morning Registration (Monday - Friday) at 8.25am;
- Afternoon School at 2.05pm or earlier for those involved in fixtures e.g Juniors on a Wednesday afternoon;
- Evening registration for boarders is at 5.20pm;
- Bedtime registration (varies depending on age of pupil) from 8.45 - 9.45 pm.

In addition to this, teachers take registers at the start of each timetabled lesson.

There are additional roll calls on Saturday and on Sunday at times determined by the Boarding Housemaster or Housemistress.

Absences from Academic Lessons and afternoon activities

All teaching staff and staff leading afternoon activities, including visiting staff and visiting music teachers are responsible for accounting for all pupils assigned to them via teaching set lists or other attendance lists. These lists are maintained on iSAMS.

Authorised absences due to sports fixtures or academic trips, university interviews or Open Days, or for medical reasons, will be recorded on iSAMS and lists are available to all staff. All teaching staff are advised to check iSAMS at the beginning of each day and take note of pupils who will not be in their classes. Any missing pupils who are not on an official list, should be reported as missing to the Assistant Head (Safeguarding), Tutor, Housemaster or Housemistress at the first opportunity; by break for periods one and two, by lunchtime for periods three and four, and by the end of the School day for periods five, six and seven. Any inconsistencies in the register should be followed up by the tutor the following morning.

Missing Child Procedure for Day Pupils

If a day pupil goes missing from Sutton Valence School, their tutor, or another responsible teacher, or the School secretary ("Responsible Person") will make every effort to contact them and get them back into School, including contacting the pupil's parents. If they cannot be traced within an hour of their being reported missing, a member of the Senior Management team (usually the Deputy Head (Pastoral and Pupils), the DSL or Assistant Head (Wellbeing)) will make a risk assessment judgement of the situation (see below). They will make a decision as to whether to inform the police immediately; or whether a longer timescale should be created and what the Responsible Person and any other member of staff should do during any such time extension. This might include key check-points for a subsequent further action and re-assessment, and a cut-off point after which the police must be

contacted. The Responsible Person will also keep Deputy Head (Pastoral and Pupils) and/or the DSL informed of the situation as it develops.

Missing Child Procedure for Boarders

If a pupil does not return to the boarding house within a reasonable period from when their return was anticipated, the duty member of staff should make every effort to communicate with them to ascertain their whereabouts. Should this not prove to be possible, then the Housemaster / Housemistress and senior staff (Deputy Head (Pastoral and Pupils), DSL or Assistant Head (Wellbeing)) should be informed with a view to involving the police.

A suggested timeline is as follows, it is important to note that this is not a strict protocol, but a guideline for the duty member of staff on how to respond. It is recognised that timings may vary in each case.

0 mins	Indicated return time, e.g. end of supper/commencement of prep;
0 - 30 mins	'Late return' noted in the day book. Try to establish whereabouts of the boarder by speaking to other boarders, house staff and try to make contact by mobile phone;
30 - 60 mins	'Not returned' if unable to contact the pupil, the duty tutor should seek to make contact with friends, parents, check for School trips, conduct a basic room search for evidence of reason for being absent, etc. If for any reason there has been a delay in the absence being discovered, the timescale should be tightened accordingly, but there still needs to be the effort made to ascertain the pupil's whereabouts, a phone call must be made if there are any concerns about the pupil's welfare;
60 mins	The duty member of staff should contact the Housemaster/Housemistress and senior staff (Deputy Head (Pastoral and Pupils), DSL, Assistant Head (Wellbeing)) as appropriate, with the pupil's details and steps taken to locate them, along with the information that the search has yielded to that point. A risk assessment judgement will be made at this point about the level of concern for the pupil, and further action taken in consultation with a senior member of the staff.

Once the child is safe and immediate danger / risk mitigated, incidents (regardless of outcome) should be added to ***CPOMS*** with details of the incident, actions taken and outcomes

Making the Risk Assessment Judgement

A number of contextual factors will be taken into account, including:

- Possible threat factors: time of day; darkness; weather conditions; known local concerns;
- Proximity of School to home, School and boarding house timings (e.g. morning or afternoon registration, house call overs) from which the pupil would not have been absent without good reason, or which are worth waiting until before considering them to be missing;
- Individual pupil circumstances: age, judgement, known personal, pastoral or disciplinary issues, mood and/or communications prior to going missing, previous instances of going missing;
- Any reassurances/likelihood as to their whereabouts;
- Any parental indication of concern.

Specifically:

- In the case of a pupil about whom there are pre-existing welfare concerns, then the time-frame must be compressed and the police must be contacted by the one-hour point (see below);
- If the pupil is young (Fourth Form, or young Fifth Form) and staff have received no assurance as to their whereabouts, then the police should be contacted at the one-hour point.

All staff should remember that:

- Early contact with the police may help to save a child's life or save them from significant harm;
- Failing to act within a reasonably responsive time frame could prove costly;
- Staff must feel confident in making sensible judgements as to the whereabouts of the pupil, as a normal parent would – but always erring on the side of caution, and believing that 'sooner is better than later'.

Contacting the Police

Generally, before the police are called, the Deputy Head (Pastoral and Pupils) and/or the DSL and the pupil's parents should be informed.

However, where attempts to contact the Deputy Head (Pastoral and Pupils), the DSL, Head of Senior School and/or the parents are unsuccessful, this should not delay making contact with the police.

When contacting the police to report a missing child, call 101 (not 999). Pass to the police all pertinent details as they request.

Ask for their direct contact number, so that you can make swift contact should the situation change.

Where the School contacts the police during the day or night, the following information should be provided:

- The pupil's name;
- The pupil's age;
- An up-to-date photograph if possible;
- The pupil's height, physical description and any physical peculiarities;
- Any disability, learning difficulty or special educational needs that the pupil may have;
- The pupil's home address and telephone number;
- A description of the clothing the pupil is thought to be wearing;
- Any relevant comments made by the pupil such as "I'm going to run away to Brighton";
- Any suspicion or evidence of a crime.

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary – except if the pupil turns up, when the School will notify the police of their return.

Pupils sponsored under Tier 4 of the Points Based System

As a licensed UKBA sponsor under Tier 4 of the Points Based System, the School has an obligation to report certain events or absences of Tier 4 sponsored pupils to UKBA within ten working days. This should be done through the Admissions Officer. To comply with current legislation, the Admissions Officer maintains up-to-date records for the Tier 4 pupils during School Holidays. These are stored in the Admissions Office.

Medical Supervision and Security

One or more nurses are on duty at the Medical Centre or on call between 7am-7pm during term time. In addition, basic first aid is available in the Boarding House. Between 7pm-7am, Boarding staff should contact 111 or 999 as appropriate.

Supervision in the Boarding Houses

Housemasters and Housemistresses are responsible for ensuring appropriate staff cover in boarding houses. Generally, there is at least one adult present on duty in the House. During the day this may be the Housemaster or Housemistress, the resident house Tutor, the visiting house Tutor or the Matron. On weekday evenings the Housemaster is assisted by a house Tutor who is on duty between 5.15 pm and 11.00 pm.

There may be occasions where there is no adult physically present in a supervisory capacity in the boarding house. Such an occasion will be from 12 pm and 1pm during the School week, when the house Matron will be at lunch. During this time no pupils will be allowed into the boarding house. Pupils should always have access to the means to seek assistance in an emergency.

Staff cover by day and a list of tutor duty evenings is indicated on house notice-boards, showing where and how pupils should seek assistance in an emergency. Any overnight absence from the house by residential boarding staff (Housemasters/Housemistresses) must be agreed in advance and in writing by the Head of Senior School.

Supervision of Sports Activities

All sports activities are supervised either by members of the PE department (lessons), teachers in charge (training sessions) or by Sports staff (pool, fitness gym). The shooting range is only used when there is a suitably qualified person in charge.

General Guidance

- Boarding Housemasters and Housemistresses are advised at the beginning of each term to maintain up-to-date records of pupil mobile phone numbers, to better aid the security and safety of pupils. Such records are also maintained on iSAMS;
- Morning and evening registration must be done by a member of staff. Registration for prep and bed-time supervision may generally be done by a senior pupil under adult staff supervision (Tutor or Boarding Housemaster / Housemistress);
- When a member of staff is supervising pupils on an educational trip a School mobile phone with School base contact details is always carried. The arrangements and detail can be found in the 'Visits and off-site Activities Policy'.
- Where senior pupils have supervisory responsibilities for younger pupils, there must always be a member of staff readily available and in overall charge. Responsibility lies with the adult in charge at all times;
- No pupil should have access to the DT rooms or Science Laboratories without staff supervision.

General information

These are the instructions pupils have been given.

Access to the School's facilities is dependent upon three key considerations**:**

1. You stick to the House regulations with regards to signing in or out;
2. You adhere to the School's Out of Bounds regulations – areas that are out of bounds are: BM (School playing fields), School Lane (save for access to Sutton House), Quad after 7pm (save for access to Music School [see below]), Lower, Stoney and the Astroturf;
3. You remain vigilant at all times and conduct yourselves according to the Guidelines for School Life.

Sports Hall access

- The duty staff have to ensure the venue is safe for pupil access before boarders are allowed in;
- To ensure that a sufficient amount of time in place between the end of a let and end of prep to avoid "cross-over". **Boarders should not leave their houses until 20.15;**
- Only the St Margaret's arch is to be used – the Westminster doors are to be closed prior to the start of prep;
- Third Formers must gather as a group before departure from their house and a list of those attending compiled. This to be handed to the duty Gap Assistant on arrival. Third Formers should travel back to houses en masse as well;
- Other year groups are expected to behave in ways that reflect an awareness of "our communal responsibility to look after each other".

Music School access

- Those boarding pupils who are authorised to use the Music School can do so using their own fob after 1800 hours. However, access to the Music School is restricted;
- There will be no access at these times that coincide with outside lets:

    1. Monday between 1900 and 2200 hours
    2. Fridays between 1900 and 2200 hours and Sundays

During these times house staff are to ensure that no pupil is allowed to leave the boarding house for the Music School.

At the following time, the Director of Music will be available to grant pupils access to the Music Hall and supervise them for the duration of their stay.

- Thursday between 1930 and 2100 hours.

Instructions for Sports Hall duty staff

The following instructions have been set out to ensure the safety of pupils; they are intended for members of staff on duty in the Sports Hall between 1750 and 2130 hours, week days in term time.

1. All external doors to the Sports Hall are to be locked by Sports Hall staff at the end of the School day.

2. The Sports Hall is to be manned by a member of staff from 1750 hours to 2130 hours daily (or from 1950 hours if there are no lets on a particular night).

3. In order to be able to control the entrance to the Sports Hall, the Office is to be manned at all times. Duty staff are to co-ordinate their attendance at the evening meal so that one member of staff is present in the Sports Hall at all times.

4. Should the duty member of staff be required to leave the main office for any reason, the main doors are to be set to exit only.

5. In the event of a medical emergency the duty member of staff should contact the boarding house immediately, who will initiate their out-of-hours emergency procedures.

6. At 1750 hours the duty staff is to:
    a. Ensure that all external doors are locked;
    b. Physically check that no one is in the toilets, changing rooms or classrooms;
    c. Lock all internal doors, less those to the Sports Hall, Fitness Suite, staff and disabled toilets.

7. External Lets are permitted to use the Sports Hall, as organised by the Sports Facilities and Lettings Administrator, between 1800 and 2000 hours. No pupils are to be permitted access during this time.

8. The duty staff is to ensure all lets have exited the Sports Hall by 2000 hours.

   Once the lets have departed (or at 1950 hours) the duty staff is to check that all external and internal doors (less those to the Sports Hall, fitness suite, staff and disabled toilets) are secure before allowing any pupils to access the Sports Hall. **There is to be a physical check of ALL rooms (including toilets) to ensure that no unauthorised member of the public remains in the Sports Hall building prior to pupils being allowed access**. If necessary, pupils are to be asked to remain in the classroom until the check is completed.

9. Duty staff to conduct a final physical check of the building before securing it at 2130 hours.

Supervision during Educational Visits and Sporting Events

The arrangements for the supervision of pupils during educational visits and trips out of School are described in the Visits and Off-Site Policy. This follows the legislative guidance on staffing ratios for out of School visits.