

SUPERVISION POLICY

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 effective in order 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, maturity and capabilities of pupils
- Adopting a systematic approach to safety; this includes regular reviewing 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

This policy should be read in conjunction with the following related policies and handbooks:

- School Rules
- Staff Handbook Section 2 Responsibilities of Staff
- Trips Guidance & Procedures (and associated policies)
- Wilmot House Handbook for House Staff
- Risky Areas and Cathedral Close Risk Assessments
- HCS Duke of Edinburgh Health & Safety Policy
- Induction Programme for HCS New Staff
- The Hereford Cathedral School Quality of Education (Teaching) Policy
- Sports Handbook
- Minibus Policy
- A Description of the Division of Responsibilities between The Chapter of Hereford Cathedral and the Governors of Hereford Cathedral School relating to the handover arrangements of Cathedral ChoristersParent Guide

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

Registration & Chapel

House Tutors and the Heads of Year carry out daily administrative and pastoral duties. These duties include morning registration, supervision in Chapel, organisation of House activities and generally helping pupils prepare for the day.

Lessons

All lessons are timetabled for members of staff. If a member of staff is absent then cover is organised on a rota basis. Supervision of the Sixth Form Centre (during private study periods) is also supervised. The School also employs a Cover Supervisor to assist with cover requirements.

Where members of staff are allocated registration, 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.

Student Absence within Lessons

Typically, staff register their classes at the start of every single or double lesson. All absences of pupils from lessons, trips or other activities, where not already indicated on the electronic register, should be investigated.

Staff should not solely 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; the Missing Child flowchart will be followed. Once possible locations have been checked (Music School, Medical Centre, Signing-Out Register), a senior member of staff will be contacted.

Before School, Break, Lunch Times & After School

Supervision duties are timetabled for staff and monitors. A duty is regarded as the number one priority of all staff when assigned. Detailed guidance is provided to all staff at the start of the academic year. Most duties relate to a building/group of buildings and external areas: (i) the Zimmerman Building, (ii) Old Block and School House, (iii) Number 1, the Portman Centre and the Dining Hall.

Duty Timings

1. Before School 08.15-08.35
2. Break 10.20-10.40
3. Lunch 13.10-13.30 and 13.30-13.50
4. During lunchtime there will be additional duties:
 - (i) Dining Room 12.50-13.40
 - (ii) Castle Green patrol 13.10-13.50
5. (i) After School 15.45-16.05
 - (ii) Sixth Form Centre in Zimmerman: 16.10-17.30
 - (iii) School Detentions: arranged after school by arrangement

Pupils on site after school should either be taking part in an organised activity or go to a supervised location such as the Library or the Sixth Form Studies.

Before School, Lunch Time & After School Activities

All clubs and activities are supervised by suitably qualified and experienced staff.

Games & Sports Practices

Qualified and/or experienced sports staff supervise all sporting activities at school. Games is timetabled for staff and follows the same procedures as lessons above. Students who are off Games will be supervised at the activity or the Library. If Games is cancelled due to inclement weather, students will be supervised by the timetabled members of staff at school.

Walking to and from Wyeseide (and the Hereford Rowing Club Boathouse)

Pupils must use the subway at the Greyfriars Bridge, down Greyfriars Avenue and along the river path to Wyeseide. Pupils in Years 7-9 will be escorted by a member of staff. Pupils in Years 10 and above should travel to and from Wyeseide in small groups of at least three. Travelling in groups and using the subway at Greyfriars Bridge also apply to pupils going down to the Hereford Rowing Club Boathouse in Greyfriars Avenue.

Trips, Activities, Fieldwork, Expeditions & Visits Abroad

The School places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit. It is a central part of the ethos of the School to provide the opportunity for educational visits and school excursions.

Pupils' physical and moral safety is of paramount concern. The School accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect staff and pupil health, safety and welfare and minimise the risk of untoward or dangerous situations.

Specific staffing ratios and supervision requirements are determined by School and national guidance which is overseen by the Educational Visits Coordinator (EVC) whose job is to ensure that staff are adequately prepared to safely organise and run trips. The EVC supports trip leaders by monitoring plans and procedures, assisting with risk assessments and where necessary arranging appropriate training. The EVC advises the Deputy Head and Headmaster in drawing up of policy for approval by the governing body and assists in measures to ensure activity guidelines are followed.

Choristers

A separate document (Chorister Handover Arrangements) – A description of the division of responsibilities between the Chapter of Hereford Cathedral and the Governors of Hereford Cathedral School relating to the handover 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.

Boarding

The boarding house will adhere to the School's policies relating to supervision of pupils. In addition, there will always be a member of staff present in the boarding house whilst it is occupied by pupils. Under normal circumstances there will be two members of staff at night both of whom are easily accessible. Supervision of travel to and from school and boarding house trips will be in accordance with the School Minibus Policy and Trips Policy respectively.

School Journeys

For school trips, the HCS Trips Guidance & Procedures documents the supervision requirements for students which is overseen by the EVC.

Specific supervision requirements for the "journey" part of the trip are as follows:

Coach Journeys - 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.

Any trip on which more than 50 pupils travel, the group must be split, with a separate member of staff having total responsibility for each of the subdivided groups. Co-educational groups would normally contain at least one member of staff of each gender; the Senior Deputy Head must agree any exception.

Each member of staff should have supervisory responsibility for specific named pupils. Pupils must know which adult is responsible for them.

Minibus Journeys - it is recommended, for longer journey, that a second responsible adult, is travelling on the minibus.

The driver has the legal responsibility for ensuring that seatbelts are worn by passengers under the age of 14. However, as an employee of HCS, there is a duty of care to all pupils travelling on a minibus and so this simple check should be made for all pupils before setting off on a journey.

All drivers should note that driving and supervising children are potentially stressful in their own right. Combined, they offer a serious risk to safety. It is essential that teachers are aware of the potential risk particularly on long journeys. Drivers should adopt a sensible approach and take a break if necessary. It is essential that a mobile telephone is carried in all minibuses to cover emergency situations.

For away sporting fixtures; where a second responsible adult is not possible, reciprocal arrangements should be agreed with the host school whereby should the visiting teacher be required to deal with an incident, the host school staff are willing to assume responsibility for the rest of the group until another member of the visiting school can arrive to regain responsibility.

Other Journeys – all journeys require a formal risk assessment which can be found in the EVC trips folder. Specific staffing ratios and supervision requirements are determined by School and national guidance which is overseen by the Educational Visits Coordinator (EVC).

School Run – the risk assessment and procedures are the same for other journeys. Drivers (employed by the school) are trained in safeguarding and supervision. They are made aware of bus safety and reporting procedures regarding any pupil issues.

Boarding (Airport Run) – the school utilises the services of taxi firms to transport boarders to and from airports. The company has provided written confirmation regarding safer recruitment, DBS checks and have read and agree to following HCS Health & Safety and Safeguarding policies.

Boarders will be escorted to Check-in and seen through the Departure Gate. The airline then takes responsibility for the student. Parental consent has been obtained to travel independently and all students carry an emergency contact number should the need arise.

Reviewed by PLJ/BGB September 2024