

Supervision of Students Policy

Introduction

This policy is concerned with the health and safety of students on the College site during the day and, in the case of boarding students, in boarding accommodation and around the site outside of lesson times. It deals with the roles and responsibilities of staff and of systems designed to ensure students' safety in this way. The policy does not cover specialised activities such as sport, extracurricular activities covered by the College's Policy on Visits or the requirements of teaching and learning activities such as science practicals which form part of the lives of students here. For these, please refer to specific policies or risk assessments. Nevertheless, the College's policy on supervision of students applies to all students at all times when they are in the care of the College:

- In lessons and whilst in teaching or other buildings during the school day;
- In any curriculum-related or co-curricular activity;
- Passing between college buildings;
- In college buildings (such as Bosworth Hall) outside of lesson times and
- In boarding accommodation.

This Policy needs to be read in conjunction with separate policies and procedures for students attending the College's Summer School, since additional or alternative measures apply in light of the younger ages of many Summer School students compared to full College students.

Statement of Principle

Bosworth College takes students mainly of ages equivalent to UK NC Years 9-13 or older. The College seeks to prepare students for independent life at university. Part of this includes students' growing freedom to make their own decisions and to lead their lives in College with a level of adult supervision matching these aims and their age. At the same time, students' safety and welfare are paramount, as is the avoidance of unacceptable implications for students and staff of poor conduct from students. The presence at Bosworth of Year 9 students also means that rules and systems and the principles behind them are applied to ensure the particular welfare and safety of these students. This is also the case when Bosworth admits students younger than the chronological age of a year group. This also applies to boarding students who are 15 years of age or younger. This Policy aims to achieve a balance between students' independence and necessary supervision. This is accomplished by a culture of risk assessing procedures, situations and students (once known to the staff working with them). Students are entitled to raise questions about or objections to procedures or situations in the normal ways for them to raise concerns: in conversation with staff, via the Student Council or through complaints procedures.

During the College Day

Students are allowed in any part of the College buildings (Nazareth House, Queen's and Bosworth Hall) without a member of staff being present EXCEPT that:

- One adult must always be in the building and in a place where a student knows how to find them – e.g. in Reception, the staff rooms or the office of a senior member of staff;
- Students are not permitted to be without supervision in a laboratory or other teaching room if there are equipment or substances accessible that may be a hazard;
- At the end of the College day, Queen's, Nazareth House and Bosworth Hall are checked by a member of staff before being closed.

- During morning and afternoon breaks in Nazareth House, staff are and must be readily available in the staff room, Reception and senior staff's offices. In Queen's, the basement location of the staff room means that a member of staff is detailed to patrol the building. (S)He checks students' conduct, such health & safety matters as blocking of corridors and stairways and must stay outside the staff room accommodation.
- **At lunchtime**, there must always be at least one member of staff in the Bosworth restaurant and Bistro area. (S)He must stay standing and not be sitting eating at a table in order that (s)he can check the queue, students' conduct and welfare and help deal with any concerns catering staff may have.
- **Year 9 students are allowed these levels of freedom** only following risk assessments by appropriate teaching and boarding staff that demonstrate students will behave safely and reasonably. So, for example, Year 9 students will at the beginning of an academic year (and unless or until it is safe for them to have greater freedom)
 - be accompanied by staff or by trained older students when moving between College buildings.
 - be provided with their own 'home' area during lesson time exclusive to Year 9 students.
 - be supported, if needed, by staff supervising in crowded situations shared with older students, e.g. lunchtime or tea breaks.
 - be escorted back to boarding houses from Bosworth Hall, particularly when it is dark (see below)
 - be expected to stay in pairs or larger groups if allowed at weekends to visit the town centre or other venues.
 - be accommodated in boarding houses as far as possible separately (in terms of bedrooms and bathroom access) with students of their own age or students in Y10.
 - not be allowed access to the Coop in Semilong Road during break-times. Boarders will be allowed access to shops on Barrack Road after lessons only without crossing Barrack Road.
- In the same way, **boarding students of 15 years old or younger** are managed with the following measures in addition to those followed by other boarders. (Subject to risk assessment of boarders as they reach their 15th birthday and of boarders of this age as a group, the Head of Boarding may vary what is below, if appropriate.)
 - After lessons, once they have returned to their boarding houses, students must go from their houses to Bosworth Hall only in groups of at least two students: never alone.
 - Students will be accompanied back to their boarding house after Evening Study Hall by a supervisor.
 - Students allowed to visit Northampton after lessons or at the weekends are normally allowed to do so for only 2 hours. If longer trips are allowed, the student and supervisor must make phone contact at times decided by the supervisor.
 - Students who are under 16 years of age are not allowed in senior student houses.

In Bosworth Hall in the Evenings and at Weekends

Bosworth Hall is staffed by College boarding supervisors. There will normally be two on duty, except at times (e.g. on Sundays from 8am-6pm) when use of the building is low. Supervisors are available in Reception, move around the building as necessary or in order to find and support students, ensure one supervisor is present in the restaurant at meal times and ensure

one supervisor oversees boarders' Evening Study Hall. If called away from Reception, supervisors must leave a clear notice saying where they may be found.

In Boarding Accommodation

(i) In Boarding Houses: Either a supervisor or boarding houseparent is always present in a boarding house at times when students are present. Supervisors or the houseparent work from the house office and, if called away or patrolling the house, leave a clear notice saying where they may be found. Overnight, a houseparent (or occasionally a supervisor) always resides in a boarding house. Students must be aware how to contact a member of staff during the night if they need help or support.

(ii) In Senior Houses: These are houses rented to students aged 18 or above. No adult resides in these buildings. Appropriate supervision and the health and safety of students are assured as follows:

- The Head of Boarding assesses students' suitability for this level of independence in consultation with House-parents, PTs and other staff;
- Senior House places are withdrawn if a student cannot cope with or misuses the freedom;
- Staff support is available 24/7 and during holiday periods;
- Visits are made unannounced to Senior Houses by staff.
- Students absent from College or who phone to notify their absence, are visited by the College Nurse or other appropriate staff.
- There is a daily visit each weekday to each Senior House room by a cleaner appropriately trained in safeguarding.

Around the College Site

Students are required:

- To cross Barrack Road and St George's Avenue by pedestrian crossings.
- (This is enforced by staff.)
- To avoid the Racecourse after dark.
- To use public transport alone if aged under 16 only after a risk assessment.

Exceptional supervision in the case of medical need

Occasionally, exceptions to the standard arrangements outlined above may be needed for medical reasons, e.g. if a student is mentally unwell and needs to be accompanied during the day.

- Such arrangements are put in place by the Vice Principal, the Head of Boarding or Assistant Principal Alison Lewis in the case of KS4 students.
- This is in consultation with the College Nurse, the student and normally with the student's family or carers.
- Such arrangements may be permanent (e.g. in the case of students with a chronic condition such as an ASD), in certain situations or temporarily as indicated by the College Nurse.

Conclusion: This Policy needs to be read in conjunction with College policies or procedures as follows:

- College Safeguarding and Child Protection Policy;

- College Health and Safety Policy;
- College Risk Assessment Policy;
- Boarding Policies and Procedures for Boarding Houses, Senior Houses and reporting-in times.

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