

Last Reviewed	January 2024	
Review cycle	2 years	
Issue control		
Date to be reviewed	Comment	Updated by
January 2026		Deputy Head

SECTION 2.10 – SUPERVISION AND STAFF DUTIES

Introduction

Above all other considerations the safety and emotional welfare of students is an overriding concern. The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students throughout the school day. Supervision arrangements on School Trips can be found in the Educational Visits Policy (including Health and Safety on Trips). Staff will be reminded to familiarise themselves with both these policies annually at the start of each academic year and before they take a school trip.

Legal obligations

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, children and others whom enter the school. The employer is required to ensure that the supervision of children throughout the school day is adequate to ensure their health, safety and welfare.

A teacher has a duty of care to the children which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children. If a claim of negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a student would not in itself be grounds for a successful action against a member of staff or the school. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the student. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a student, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur legal liability.

Please refer to the Missing Child policy for guidance and information regarding a student going missing at any time they are in our care.

Access to campus

Frensham Heights is a 120 acres site with three main exits. The Main School entrance gate is open from 06.00hrs to 22.30hrs on schooldays. This allows for early morning deliveries and late-night pick-ups from the boarding houses or from school trips. Beyond these

times the gate is locked with residential staff being the only key holders. There are two other gates at either end of the campus: one by the Head's house and one by Middle Park Lodge. They are locked by default and again the only key holders are those who are resident. The perimeter of the campus is largely fenced off. Staff as a matter of course are encouraged to challenge unknown visitors in a friendly manner and determine their business on the school site.

CCTV is used to monitor the entrances/exits to both sides of our campus. Please see separate policy for further details

Access to boarding house

All boarding houses are different and unique due to the buildings that they occupy. They are also occupied with students with varying degrees of age related of freedom and responsibility (see handbooks for expectations on signing out procedures and "sign ins"). All rooms with ground floor windows (or windows of concern) have a restraint on them to allow air in – but do not allow enough gap so that a person could climb in or out.

Main House (Year 10, boarding boys and girls) being the most complex as it is part of the Main School during the day. However, its boarding accommodation is secured by number locks that only boarders and staff are aware of. These numbers are changed at least annually; more if it is felt the number has been misused. The number locks are on a timer to ensure that students do not have access to the boarding houses at times when staff are not on duty. The arrangements for accommodation are that girls and boys occupy one wing (West Wing). There is an alarm system in place after 10.30pm to separate the boys and girls. There is a further alarm system in place to ensure that students are safe from unwanted visitors in the wing, but also have access to all fire routes. After school, in the lighter months students may leave the campus and go to Rowledge but they must inform or ask staff for permission and sign out.

Hamilton House (Years 7, 8 and 9, boarding boys and girls) is situated at the easterly side of the campus, near the Head's house. The boarding accommodation is secured by number locks that only boarders and staff are aware of. Staff have a "fob" to reduce the risk of students becoming aware of the staff code. These numbers are changed at least annually; more if it is felt the number has been misused. The number locks are on a timer to ensure that students do not have access to the boarding houses at times when staff are not on duty. The arrangements of accommodation is such that boys occupy one wing (e.g. upstairs), and girls the other (eg downstairs). There is an alarm system in place to ensure that students are safe from unwanted visitors, are safe in their own wing, but also have access to all fire routes. Students do not have permission to go to Rowledge unless supervised by duty staff.

Roberts House (Years 11, 12 and 13 day and boarding and day, girls and boys)

Roberts House is predominantly the sixth form center. During the day students are expected to be on campus and attending lessons as per their timetable. Sixth formers have more freedom and responsibility than other year groups due to their age. They have study periods where they are allowed to be anywhere on campus. They are not expected to leave campus, unless they have asked permission to do so. At lunch times and after school, students may leave the campus and go to Rowledge or Farnham – but again, must inform or ask staff for permission and sign out. The building is secured by a number lock, which staff and students are aware of. This number changes annually; more if it is felt the number has been misused. The accommodation is split into boys and girls wings and an alarm system is in place to ensure that this is secured during night times.

Boarder supervision

Each boarding house is staffed every minute that the students occupy them as home. A Houseparent covers the 4.10pm-5.30pm slot and then two duty members of staff are on duty from 5.30pm-finish the time of which varies depending on the house and whether anything has arisen during the evening. At the end of each shift one member of staff will remain on call through the night. At 7am duty staff are back in each boarding house. No boarder is allowed to leave campus (other than to visit Rowledge when age appropriate) without written permission from their parents. Students are allowed to enjoy the campus, but they must sign out and inform duty staff where they are going to be. Activities are run each evening for boarders to enjoy and these are fully supervised. Sixth form students are allowed to use the art studio and gym independently (if parents have given permission, a gym induction has been completed and a training program has been produced) in groups of 3. A duty staff member will check in on these students.

At the weekends two houses are open and these are again staffed all day with duty staff and have a staff member on call after hours. The same permissions apply at the weekends in terms of boarders being able to use the campus or leave site for visits. Day staff members run various trips for boarders over the weekend which boarders can sign up for.

External lettings

The school does hire out its facilities outside of the normal school day in the evenings and weekends. Lettings related visitors are instructed to stay in the area in which they are involved – rather than walking around the campus. All external lets are asked to share their safeguarding policies and procedures with the school, including the name/s of their welfare officer.

Life after 4.30pm

Please see the appendix 1 for the document that is well publicised to guide students and staff as to the expectations for procedures in school for years 7-11

Junior School N-3

Access to the N-3 School building is via a keypad lock on the main door or via side access gate also by a keypad. The top gate is open for drop off in the morning (from 8.15) and is closed at 9am. Any access through the locked side gate to the EYFS outside area will be overseen by EYFS staff when parents pick up at the end of the morning session for Nursery. The playground is enclosed and gates from it are secured. Children in N-3 are always accompanied around the site by adults. Registration is completed by 8:40 to ensure staff are aware of any absences.

At the end of the day the children are seen to their parents/carers front the classroom doors one by one. Children in Nursery are signed in and out at the beginning and end of their sessions. Their parents drop off and collect from the classroom apart from the end of the morning session where the staff take the children directly to the side gate to hand over children to their parents/carers.

At playtime and lunchtime there are always at least two adults in the playground and they are known staff for the children. One staff member is in the outside Early Years area and one in the inside Early Years area as those children are kept within their designated area so they are closely supervised and have access to the toilet if necessary. The children are accompanied to and from lunch and supervised and assisted by staff whilst eating.

There is after school care which runs from 3.20-5.30 for children in Years N-3, this is at cost to the parents. This is run by two members of staff, at least one is Pediatric First Aid trained and the ratios are appropriate for the space and staff: children.

Junior School 4-6

Children in Years 4-6 arrive at school from 8.15 am. They can access the 4-6 building or at 8.15am when the doors open and the registration period begins. The children are not allowed to leave the playground/4-6 class area without permission of a teacher. Leaving the playground without permission is forbidden.

All children enter the classroom for registration between 8.15 to 8.30am. Registration is then completed by 8:40am.

During break and Lunchtimes, the children are supervised by three members of staff. The children are dismissed at the end of the day into the playground. Any that are not collected are checked into the 4-6 Late Stay and supervised by the two staff members on duty (one of these will be a Teacher) until they are collected by an adult or older sibling (Year 10 and above) by 5.30. If they are not collected their parents are contacted and if they are running late the child is managed by the staff and Junior School Head or in some cases may be taken to the Senior school library and handed to the member of staff on duty.

If we cannot contact the parent then please see 2.32 Uncollected Child Policy. The children in Years 4 and 5 are supervised when moving around site as a class, whereas Year 6 are able to move independently with permission.

Year 4-6 children are collected and taken to their individual music lessons and specialist support lessons by the peri / teacher, yet Year 6 children may be allowed to independently walk there if there is a need for this happen.

At lunchtime the children sit with their friends with teachers on hand should they be needed.

The children are dismissed from the dining room by one of the teachers on duty. The other one already waiting in the playground for the children to arrive. ECA leads will return the children to the 4-6 area for collection unless by prior arrangement with the Head of Junior School and the staff member running the ECA must ensure all children are seen to the appropriate parent/carer.

Staff Duty Guidelines

The duty scheme has been constructed to ensure, as far as possible, the safety, security and good behaviour of the students. It also ensures that the duties are shared as equally as possible between members of the full-time teaching staff. Boarding house duties are shared by those members of the teaching staff who live in school accommodation and are divided as evenly as possible among those in the house duty teams.

The guidelines below set out the responsibilities of colleagues who are allocated to the week day duties. Guidelines for members of the boarding house teams are published in the appropriate house handbooks.

Please be assured that the aim of 'Duty' is to ensure the well-being and safety of all our students at all times. There is a professional responsibility to ensure that all areas of school life are covered but in true Frensham style, with good communication in advance there can be flexibility where needed.

Please see appendix 2 and 3 for further details on timings and duty expectations

Appendix 1 - Year 7-11 Life after 4.30pm

Life in Frensham after 4.30pm We have a duty to ensure you are safe, but at the same time we want to give you the freedom to make choices. Therefore, the following will be our expectation:

4.30-5.30pm

If you have an ECA or other school event

If you have signed up for an ECA or are committed to a school event (concert, rehearsal, performance, fixture), you should honour that commitment. If you are unable to attend, you must let the teacher know in advance.

Day Students: If you don't have an ECA but need to stay in school you should sign in at the Library where you can either stay there for "Quiet Time" or go to a common room if you wish to be more social.

Year 7 to 11 Boarders: If you don't have an ECA but don't want to stay in your boarding house you should sign out at your boarding house and be in the Library or a common room. Your House Parents should know where you are.

5.30pm

Main House and Hamilton House Boarders should go to the boarding house for prep and sign in.

Year 7 to 11 Day Students should return to the library and start prep. If you have not been collected by 6.30pm you should go to the Dining Room and report to the duty staff (of the house for your year group)

Year 12 and 13 Day Students: Your studies will start being locked at 5.30pm. If you need/are planning to stay later, you need to sign in and let duty staff know.

Supper for Day Students (6.30pm)

Day students are welcome to stay for supper if you or your parents have signed up for this at least a day in advance. Students who have not signed up can usually have supper if required, although this is not guaranteed and you would have to wait for boarders and signed up day students to be served first.

After Supper

If you are a **Day Student in Year 7 to 13** who for a known reason needs to still be in school, or you find yourself still in school/not picked up, you should go to your age-appropriate boarding house and report to the duty staff. You should stay with the House, following house routines, until you can be picked up.

Where to go if you need help

The main points of contact or help in the evenings are:

- **The Library** is the central point for Year 7 to 11 Day Students. The member of staff on duty from 4pm – 6.30pm will base themselves here and there will also be staff members circulating appropriate areas such as Flottage, the woods and the basketball courts from 4.30-5.30pm.
- **Reception** is staffed until 5.30pm and is usually the first place a parent will contact if plans change, or an urgent message needs to be relayed
- **Hamilton House** is open with a member of staff on duty from 4pm
- **Main House** is open with a member of staff on duty from 4pm
- **Roberts House** has a member of staff on duty every day and evening

Appendix 2 – Duty Guidelines Senior School**Before School**

7.00am	Wake Up MH / HH	To be undertaken by resident staff as appropriate for each house. House Master/Mistresses to determine appropriate rota.
	Bus Duty	Grad Gap to collect lists from Reception and return once busses have departed
7.30-8.00	Breakfast	Be a visible presence and ensure dining room is left in a decent state (using students for and when to support)
8.00 - 8.25	Drop off ZONE - SLT	Being a presence to ensure parents / students are safely using the drop off area. Ensuring students use Zebra crossing, parents "drop and go", coaches drop off in correct location
8.00 - 8.25	Main Car Park - SLT	Being a presence to ensure parents / students are driving safely in this area ensuring students use Zebra crossing, parents "drop and go" and do not drive past the theatre.
8.00-9.00	RH	Open the Goldfish Bowl up – and ensure window is open . Be a presence in RH, with Duty phone; please do not just sit in the Goldfish Bowl. Ensure that students are up, out of their rooms and have registered at the Gold Fish Bowl before 8.30am (if they do not have a period 1 lesson)

Break

10.25-10.50	Morning break - Year 7,8,9,10,11 Snack. Collected and served under Canopy	Ensure Christine (Holroyd Howe) have support for distributing snack and students are respectful of each other. Be a presence in Flottage drive/Flottage area - including a sweep of toilets areas as needed
10.25 - 10.50	Morning break	Be a presence in Flottage, monitoring the Day House (F5 and F5a). Ensure snack is collected sensibly and calmly. Check year 7 tutor base corridor.
10.25-10.50	Astro Supervision	To be a visible and engaged presence to ensure students know who to come to / supervision of behaviour
10.25-10.50	Morning break - Arts Plaza	To be based in the Cafe and ensuring Theatre foyer is not being taken advantage of. Keeping a visual check on Astro and Arts Plaza areas - a point of contact if needed

Lunch

12.25-1.10pm	Lunch Queue Supervision on the doors. SLT	Be there early to see in and support all year groups going through.
12.45-1.20pm (leave lesson a few minutes early if possible/leave when quite/calm/clearish)	Lunch queue and supervision inside dining hall	Support the member of SLT managing the Lunch queue by monitoring the line at the bottom of the ramp. When this quiets down patrol dining hall to ensure students are clearing their plates and not being silly.
12.45-1.20	Library(ensuring quiet work space + support for those that need it) + Flottage	Supporting Noel to ensure Library is a quiet space for work or quite groups to be together. Active engagement of those using the library to check all is well. (left side chat and chill / right hand side computers and working) Plus monitoring Flottage
12.45-1.20	Flottage Lunch Duty	Be a presence in Flottage, monitoring the Day House (F5 and F5a). Check year 7 tutor base corridor. When open do a sweep of the woods by the sports field
1.00-1.55 appx	Arts Plaza side of campus	Be a visible and active patrolling presence in the areas as needed. To be based in Theatre if it is open or a visible presence in Studios. (checking on Arts dept/as needed). Point of contact if Fire alarm goes off in that area during the time/to contact BLS/reception.
1.20-1.55	Library(ensuring quiet work space + support for those that need it) + Flottage	Supporting Noel to ensure Library is a quiet space for work or quite groups to be together. Active engagement of those using the library to check all is well. (left side chat and chill / right hand side computers and working) Plus monitoring Flottage
1.20-1.55	Flottage Lunch Duty	Be a presence in Flottage, monitoring the Day House (F5 and F5a). Check year 7 tutor base corridor. When open do a sweep of the woods by the sports field
12.45-1.15pm	Astro	To be a visible and engaged presence to ensure students know who to come to / supervision of behaviour
1.15-1.45	Astro	To be a visible and engaged presence to ensure students know who to come to / supervision of behaviour

After School

4.10-4.30	Dining Hall snack Duty and Fleet bus check	Open dining room MH doors and let students come in for snack. "grab and go" and supervise so that there is sensible behaviour in queueing and leaving. (TBC: 4.25 head to Reception, get bus lists and Register the AMK bus departing to Fleet. (return register to Reception))
4.30-5.30	Library support and supervision	To supervise the library and those who are staying at a safe place to wait. Quiet chatting or work to be completed; reading and expanding ones knowledge / creative work encouraged! Gaps will take over at 5.30pm. All Yr7-11 students to register that they are in school/in library if not attending an ECA/a boarder
4.30-5.30	Common room patrolling and checking all day students registered /+ bus support	Patrol of Flottage areas ensuring students are not wandering around. Days should be in an ECA/Library/Prep club. Boarders should have signed in at their house/be in an ECA. At 5.20 head to reception, collect bus list and register those getting on school busses. Please stay until busses depart. If busses have not appeared by 5.35pm, please call SLT on call. All Days should be in library at 5.30 if not collected.
4.30-5.30	Cafe and Arts Plaza side of campus patrol and supervision	Be a visible and active patrolling presence in the areas as needed Base yourself in the cafe to start with and at 4.30 ensure students know expectation (Library/common room/ House/ECA) Hanging in the Foyer is not an option. Point of contact if Fire alarm goes off in that area during the time (call BLS/reception). Please do not sit in an office and wait for students to come to you
5.30-5.30	Library support and supervision	To supervise the library and those who are staying at a safe place to wait. Quiet chatting or work to be completed; reading and expanding ones knowledge / creative work encouraged! Gaps will take over at 5.30pm. All Yr7-11 students to register that they are in school/in library if not attending an ECA/a boarder
5.30-6.30	library (days late stay) GAPS	GAPS: supervise
5.30-6.30	House Routines - HH	Resident Staff - as per Housemaster/mistress guidance
5.30-6.30	House Routines - MH	Resident Staff - as per Housemaster/mistress guidance
5.30-6.30	House Routines - RH	Resident Staff - as per Housemaster/mistress guidance
6.30-7.10	Supper	Manage the queue. Make sure that those who are entitled to have supper (i.e. all boarders and any day students who have previously signed in) do so before any day students who have not signed in. If there are any of the latter then make a note of their names and pass the list to the kitchen authorities so that those students will be charged for the meal. Be responsible for the behaviour of the students in the Dining Room and ensure that the students in the supper duty team clear the Dining Room at the end of the meal. Notify appropriate tutors if students fail to do their lunch duty.
post supper- 11.00appx	House Routines - HH	Resident Staff - as per Housemaster/mistress guidance
post supper- 11.00appx	House Routines - MH	Resident Staff - as per Housemaster/mistress guidance

post supper- 11.00appx	House Routines - RH	Resident Staff - as per Housemaster/mistress guidance
---------------------------	---------------------	---

Appendix 3 – Duty Guidelines Junior School

Time	Duty	Duty Description
8.00-8.20	Junior School 4-6	Be a visible presence in the atrium and playground ensure that students are arriving and behaving calmly and positively and that they are punctual for Registration at 8.25
am break	Junior school	Be a visible presence in the atrium and playground ensure that students are arriving and behaving calmly and positively and that they are punctual for Registration at 08.25
12.20-140	Junior school - lunch	To have lunch at the same time as the students (12.20 – 12.40) and be a presence in case of any incidents while the children are eating. To send the children from the lunch hall to the playground when they are finished and follow them down. To be a presence in the playground, ensure all the children are in the playground unless, for example, going to the toilet. Assist in any disagreements or accidents. Ensure Y4 – 6 staff members are around before sending children in at the end of break and let them know of any incidents as appropriate.
12.20-1.40	Junior School playgrounds supervision N-3 and 4-6	Be a visible presence in the appropriate areas as needed ensuring that the students behave appropriately and that they are safe and secure
2.30-2.45	Junior School N-3 break playgrounds supervision	Be a visible presence in the appropriate areas as needed ensuring that the students behave appropriately and that they are safe and secure
4.10-5.30	Junior school (atrium)	Find out which children are still at school from class teachers. Monitor the playground and classroom areas until about 4.30pm to ensure appropriate behaviour and safety, then any who are left come in and complete homework or read inside. Children are not allowed to wait in the drop off for parents who should come and collect them from the playground or classrooms. Any children still in school at 5.30pm to go to the main Library