



SUPERVISION POLICY

Malvern College seeks to ensure that pupils are properly supervised at all times. Professional judgement is needed and should take into account a pupil's age and the activity in which they are engaged.

Registration and Roll Call

Housemasters and their deputies are expected to follow school procedures for attendance, registration and roll call. House registration is carried out at the following times:

- Morning Registration at 08:10
- Lunch Roll Call between 13:10 and 13:45
- Supper Roll Call at 18:40
- Hall Roll Call (between 19:20 and 21:00)
- Bedtime Roll Call (varies depending on age of pupil)

There are additional roll calls on Saturdays: at 21:30 for Lower School pupils and 22:30 for Sixth Form pupils.

Where a day pupil is absent the parent should telephone the House; where this has not happened and where a day pupil is absent the Housemaster or assistant must ascertain the whereabouts of the pupil.

Absentee Lists for Educational Visits (see Section 6 of the Staff Handbook for further details).

If permission has been granted for a group of pupils to be absent from lessons (for example, if they are on an educational visit or on an 'away' match), Housemasters should ensure that the pupil(s) are assigned 'out of school' on iSAMs.

Any pupils missing from class, who are not on an official list, should be reported as missing to the Housemaster at the first opportunity using the alert system.

Absence without leave: Procedure

Please refer to the Missing Pupil Policy for procedures to follow if a pupil is missing'.

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 Document for Off-Site Visits.

Pupils sponsored under Tier 4 of the Points Based System: As a licensed UKBA sponsor under Tier 4 of the Points Based System, the College has an obligation to report certain events/absences of Tier 4 sponsored pupils to UKBA within 10 working days. This should be done through the Admissions Office Manager.

Library Supervision

During the working day the librarian(s) are on duty in the Grundy Library. On those evenings when the library is available to Sixth Formers there is an adult supervisor on duty who keeps Housems informed as to who is present and when they leave.

Medical Supervision

One or more trained medical staff are on duty 24 hours a day at the Medical Centre. In addition, basic first aid is available in the Boarding Houses where there is always one adult on duty (Housem, Assistant or Deputy Housem). If there is an emergency and the adult on duty in a House is unavoidably called away, s/he should leave a note on the connecting door suggesting where a pupil should go in the case of an emergency (i.e., boarding House next door, Medical Centre).

Supervision in the Boarding Houses

Housems are responsible for ensuring adequate staff cover. Generally there is at least one adult on duty in the House. During the day this may be the Housem, the Assistant or the Deputy Housem. On weekday evenings the Housem is assisted by a House Tutor who is on duty between 18:20 and 23:30. In all but one of the boarding Houses there is a live-in assistant in addition to a 'day' assistant.

Supervision in the Sports Centre

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

Staffing Ratios for Out of School Visits

Risk assessments should be carried out so that the staffing ratio is appropriate to the circumstance. See the document for Off-Site visits.

Saturday Evening and Weekend Supervision

There are designated Lower School and Sixth Form Duty teams, led by a member of the SMT on call. The Lower School Duty team (one teacher and two Chapel Prefects) monitors the campus every Saturday evening, between 19:30 and circa 21:30. Each team member is briefed as to where to patrol. The Sixth Form Duty team monitors behaviour Up-Town

between 20:30 and 22:20 and then returns to monitor pupils returning to Houses from the Sixth Form Centre.

There are additional roll calls on Saturday evenings (cf: above):

21:30 Lower School Roll Call 22:30 Sixth Form Roll Call

Sixth Form Centre Supervision

Under the guidance of the Director of the Sixth Form Centre whenever the centre is open it is manned by at least two adults.

General Guidance

- Morning, lunch and supper registration must be done by a member of staff. Bed-time registration may be taken by a Sixth Former but must then be ratified by a member of staff.
- When a member of staff is supervising pupils on an educational trip it is advisable to carry mobile 'phone and have a list of the pupils' mobile phone numbers.
- 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, Strength & Conditioning Suite, Ceramics Rooms or Science Laboratories without staff supervision.