



The Yehudi Menuhin School

P3.1 (ISI 8c/14A) – SUPERVISION OF PUPILS POLICY

Policy Owned By :	David Bruce – Director of Academic Studies Ashley Wass – Director of Music	4 th March 2021 12 th March 2021
Reviewed By :	Leadership Team	26 th March 2021
Approved By :	Ben Gudgeon - Head	26 th March 2021
Governor Review By :	Not required	

Contents

Revision History	3
Abbreviations, Acronyms and Definitions	3
Aim / Objective / Statement of Intent	4
Staffing	4
Daily Registration of Pupils (Monday – Friday).....	5
Supervision of pupils during lesson times.....	5
Supervision of pupils during activities / exercise.....	6
Supervision of pupils outside of lesson times.....	6
Supervision of Pupils Overnight.....	6
Supervision in Areas Accessible to the Public.....	6
Pupils leaving the school site	7
Appendix 1: Missing Pupil Procedure	8
During Office Hours (08:00 – 16:30)	8
Evenings/Night time (17:00 – 08:00)	10
Appendix 2: Missing Pupil Process Poster	12
Appendix 3: Missing Pupil Process Checklists.....	13

Revision History

Revision	Paragraph Number	Revision
November 2017		
Spring 2021		Updated Format. Replaces previous policy 4.8. Policy updated to reflect current practice.

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition

Aim / Objective / Statement of Intent

1. As stated in the P2.3 Staff Code of Conduct, all staff at The Yehudi Menuhin School have a shared and individual responsibility to exercise close and appropriate supervision and control of the pupils under their charge, which may include supervision of sleeping areas, bathrooms and changing rooms as well as the more usual supervision of pupils in lessons and activities.
2. It is the School's responsibility to ensure that highest standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities off the site. It is also our responsibility to ensure that there is effective supervision of the school buildings, and that the site is secure.
3. Duty of care is a legal requirement: the School and its staff are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day, to guarantee their health, safety and welfare. It is essential that supervision is pro-active: pupils must be aware that members of staff are alert, observant and there to support them.
4. All staff (including those on duty at any pupil social events) must establish a visible presence and ensure they are always acting to both supervise and support pupils.

Staffing

5. The suitability of staff is monitored and recorded in accordance with our P4.1 Recruitment Policy.
6. Staff should have a mobile phone with them at all times when on duty within the School.
7. All staff involved in the supervision of pupils have a job description detailing the main responsibilities and requirements of the role. All boarding staff are inducted by the Houseparent on arrival. Staff are appointed by interview and selected on the basis of experience and of their suitability to work with teenagers.
8. All boarding duties are taken into consideration during the annual appraisal process.
9. Adult members of boarding staff households are introduced to the pupils resident in the house; their roles are clearly defined and explained to pupils and the house team.
10. Where older pupils have any supervisory responsibilities for younger pupils (such as wake-up routine duties), a member of staff must always be readily available and in overall charge.
11. A Residential Duty Staff Rota is drawn up each term to ensure that there is weekend and evening cover in the house at all times. There should be at least two house staff on duty in the School at any one time, in case of an emergency which may cause one of them to be called away to cope with a problem.
12. It is the duty of all staff to supervise and monitor the behaviour of pupils throughout the school day, including lunchtimes and morning and afternoon breaks.

13. At least one member of staff is resident in each boarding house every night when pupils are resident. Boarding staff are expected to make the boarding house their home during term time, to provide additional cover for emergencies.
14. A member of the Leadership Team is on call at all times throughout the week to support boarding staff in the event of unforeseen circumstances.
15. Residential staff whose accommodation is in the boarding house have private toilet and washing facilities. The accommodation is appropriately separated from the accommodation and facilities provided for boarders.
16. Boarders may be invited to staff accommodation, but only with the agreement of the Houseparent, and never alone. If the Houseparent themselves invites pupils to private side, they inform another colleague.

Daily Registration of Pupils (Monday – Friday)

17. All pupils are registered at breakfast, lunch and supper (although some day pupils may leave school, before supper with parental permission. This register is recorded on the ISAMS management system.

Supervision of pupils during lesson times

18. Although some music lessons take place outside these times, in general lesson times are 9:30am to 12:40pm and 2:15pm to 6:25pm from Mondays to Fridays, and 9:30am – 12:40pm on Saturdays.
19. **Academic Lessons** - Teachers register their classes and keep their own copy of the register for inspection by the leadership team if required.
20. **Music Lessons** - Teachers report any non-attendance to the Music Administration Department, who then contact Reception and/or the relevant houseparent (see Appendix 1 below).
21. **Boarding houses during lesson times: private study and practice time** - Every practice hour is allocated to a specific room; this schedule is developed each term by the Music Administration Department and is incorporated onto the individual timetables. The schedule is made available and accessible to all staff. Boarding staff patrol the houses to provide supervision of pupils undertaking practice.
22. **Older pupils (years A1 – A3)** - Pupils with more free time in their weekly timetables are assigned additional practice or PS slots to undertake in the boarding house (or day common room).
23. **Cover of lessons due to teacher absence** - If a teacher is absent, the Director of Studies will arrange cover for all C group classes. Older students will not be supervised directly but can complete academic work in the boarding house or day room or use the time for musical practice. This is at the discretion of the Director of Studies.

Supervision of pupils during activities / exercise

24. All pupils take part in a sports lesson on a Wednesday between 1:15pm and 3:15pm. These lessons are supervised by external coaches or teachers and a register is taken. The Sports co-ordinator collects these registers and chases up any absences.

Supervision of pupils outside of lesson times

25. **During the school day** - The Music Administration Department, whose offices are centrally located within the Music Studios, maintains a watchful brief on student activities within the Music Studios. All use of the Menuhin Hall has to be booked and authorised in advance, and Hall staff monitor activities accordingly.

26. **Evenings** - In general, pupils are expected to base themselves in the boarding houses from after supper (7pm) each day.

27. **Pupil use of facilities** - The following facilities are available for pupil use outside of lesson times, including **before** the school day. This is unsupervised directly, but boarding staff patrol the school site while on duty.

- The **Library** is available for all pupil use until 7pm; from 7pm – 9pm, only older pupils (A1, A2 and A3) may use this resource.
- The **Tech Room** is available for all pupil use until the pupils are expected to be in the boarding house.
- Other classrooms are out of bounds to pupils when teachers are not present.
- All pupils are permitted to practise in the **Music Studios, Norris Room, Kentner Room, Recital Room, Menuhin Hall**, in the evenings until they are expected back in the boarding house, and in any case no later than 10pm (unless the facility is locked earlier).

Supervision of Pupils Overnight

28. The Houseparent and Assistant Houseparent are resident in each boarding house. The Houseparent and Assistant Houseparent share responsibility of the boarding house overnight according to a weekly schedule.

29. Pupils are told to call the duty mobile phone in the case of any need of support. The phone is handed between members of staff depending on the duty rota.

Supervision in Areas Accessible to the Public

30. The Yehudi Menuhin School is an open campus and as such is accessible to the public. All visitors are required to report to the school reception and will be given a visitor badge. All

visitors to the school (including contractors and guest speakers) are escorted at all times by a member of staff, unless the visitor has DBS clearance and the school has a record of the clearance.

31. All staff are asked (and pupils are encouraged) to challenge any unknown or unbadged person on the school site.
32. The School uses CCTV, which is used in accordance with P5.12 CCTV Policy.
33. Key areas of the school site where the public have more open access (Menuhin Hall), are supervised by members of the school staff.
34. With the exception of the details listed below, pupils are not permitted to leave the school site without prior permission from House staff.

Pupils leaving the school site

35. The Yehudi Menuhin School recognises the need to allow trust and for pupils to have unstructured time. There are times when pupils are allowed to visit nearby towns and villages and will be unsupervised during that time.
36. Pupils in the A years may go unaccompanied, if permission is granted from the Houseparent, who will in turn seek consent from the pupils' parents or guardians. All pupils leaving the school site must sign out from the boarding house, notify the duty member of staff that they are leaving, and ensure that their mobile phone is fully charged before departure. On Wednesday evenings, the school offers an unescorted trip to Cobham between 7 and 9pm for all A's.
37. Younger pupils are always escorted by school staff (or their own parents) when leaving the school site.
38. No pupils may visit the town on a weekday unless they have had special permission from their Houseparent.
39. The P3 Behaviour Management Policy clearly explains the conduct expected of pupils away from the school site.
40. A detailed policy listing supervision requirements for school-organised off-site activities, including supervision ratios is provided in the P5.4 Offsite Activities Policy.

Appendix 1: Missing Pupil Procedure

41. A pupil will be reported missing by:

- an email or telephone call to the school reception or the boarding house from a teacher, tutor or member of boarding staff; or
- word of mouth from a pupil or member of staff to the school reception.

42. All staff and pupils have an obligation to report the unexplained absence of a pupil from class or music lesson, or any other supervised activity to the school reception, or to the pupil's boarding house if after office hours. To allow for genuine cases of lateness, the pupil should not be reported as missing until they are 15 minutes late for their expected class or activity. Pupils themselves are reminded to consider the safety of their friends and are encouraged to report any information regarding missing pupils.

43. The school reception is central to the procedure of locating missing pupils during the school day; the boarding house staff take the lead during out-of-office hours. Other members of staff may be enlisted to help search for a pupil, but no member of staff (other than boarding staff or the Leadership Team) should enter boarding accommodation without clear instruction to do so from the Director of Pastoral Care.

44. Unauthorised long-term pupil absence is covered within the P6.1 Absence & Attendance Policy under "Pupils missing in education".

45. The following procedure is to be adopted (following the checklist in Appendix 3):

During Office Hours (08:00 – 16:30)

a) Note the time of being alerted

[Items b-g may be undertaken in any order, or simultaneously if possible]:

- b) Establish contact with the boarding house immediately
- c) Boarding staff to check the pupil's living area for evidence of a recent departure or a note
- d) Call the pupil's mobile number and email/text the pupil
- e) Ascertain the last point at which the pupil was registered or seen (with certainty). This will involve checking the pupil's timetable and consulting the teacher(s) of the previous lessons
- f) Notify the teacher of the subsequent lesson and request to be notified immediately if the pupil arrives
- g) Call the following departments, in any order. In each call, avoid vague or informal language: be sure to use the term "missing pupil procedure". Ensure that all people consulted know to notify the school reception should the pupil arrive.
 - Music Administration Department
 - Accompanists
 - School nurse, remembering to check for external appointments and the school counsellor
 - EAL department
 - Menuhin Hall
 - Bursar

Notify the Designated Safeguarding Lead or duty member of the Leadership Team at this stage

- h) Call the other boarding house and ask duty staff to check if the pupil has visited that house;
- i) Email and Teams message all staff to see if the pupil is being supervised elsewhere (Office staff);
- j) Check the pupil's last use of the school WiFi (If possible via NetTech);
- k) Check with the pupil's close friend(s) for any further information. Ask the friends to attempt calling or messaging the missing pupil using their own mobile phone or device;
- l) Re-check with subject teacher/games coach/activity supervisor for any further information;
- m) Conduct a thorough search of the area where the pupil was last seen, using all available staff

Inform the Head and discuss the next steps to be taken, which may include:

- Sound the alarm in the boarding house/school building if appropriate
- Call a full school evacuation if appropriate
- Enlist the support of staff or senior pupils to sweep the school campus
- Send staff to search in nearby locations if information is supplied from the pupil's friends of useful places to search.

Then, following direction and deployment from the Head:

- Phone the next-of-kin/guardian to inform and discuss
- If no satisfactory information has been gained, inform the next-of-kin/guardian that the local Police will be notified
- If it is not possible to contact the next-of-kin/guardian, the Director of Pastoral Care will notify the local Police immediately.

46. Individual cases will vary, but, having followed the steps above, **the need to phone the local Police should not be more than 1-2 hours** after the pupil has been reported missing.

47. The following information should be given to the local Police:

- YMS point of contact, phone number, the Houseparent's phone number and the pupil's mobile number (if known)
- Name of the missing pupil
- Age of the missing pupil
- Length of time unaccounted for
- Last known location
- Detail of clothing worn, if known
- Where the Police should report on arrival.

48. Once the local Police arrive, all relevant parties, and others if requested, will assist in any search procedure instigated by the senior Officer in charge.

49. All relevant information about the pupil must be given to the local Police Officer in charge at this stage.

50. The next-of-kin/guardian should be kept informed of all developments.

51. **If the pupil is found during any point in the process above, all staff will be notified by email.**

52. **At all stages, school office staff are to make written notes so that they have clear information that can be referred to in case of dispute with pupils or parents after the event.**
53. When it has been necessary to instigate a search procedure, the Houseparent of the missing pupil should write a brief report analysing any lessons learned and any points which may help in future search procedures. The report should also make clear any reasons given by the pupil for being missing. This should be sent to the Director of Pastoral Care who will send a copy to the Assistant Bursar (Estates & Compliance) for the Health and Safety File.

Evenings/Night time (17:00 – 08:00)

54. Using discretion, the same procedure should be followed as stated above, though the boarding house will now be central to the process. The Houseparent has the right to contact anyone at any time to seek information.

Pupil(s) missing from a boarding house at night:

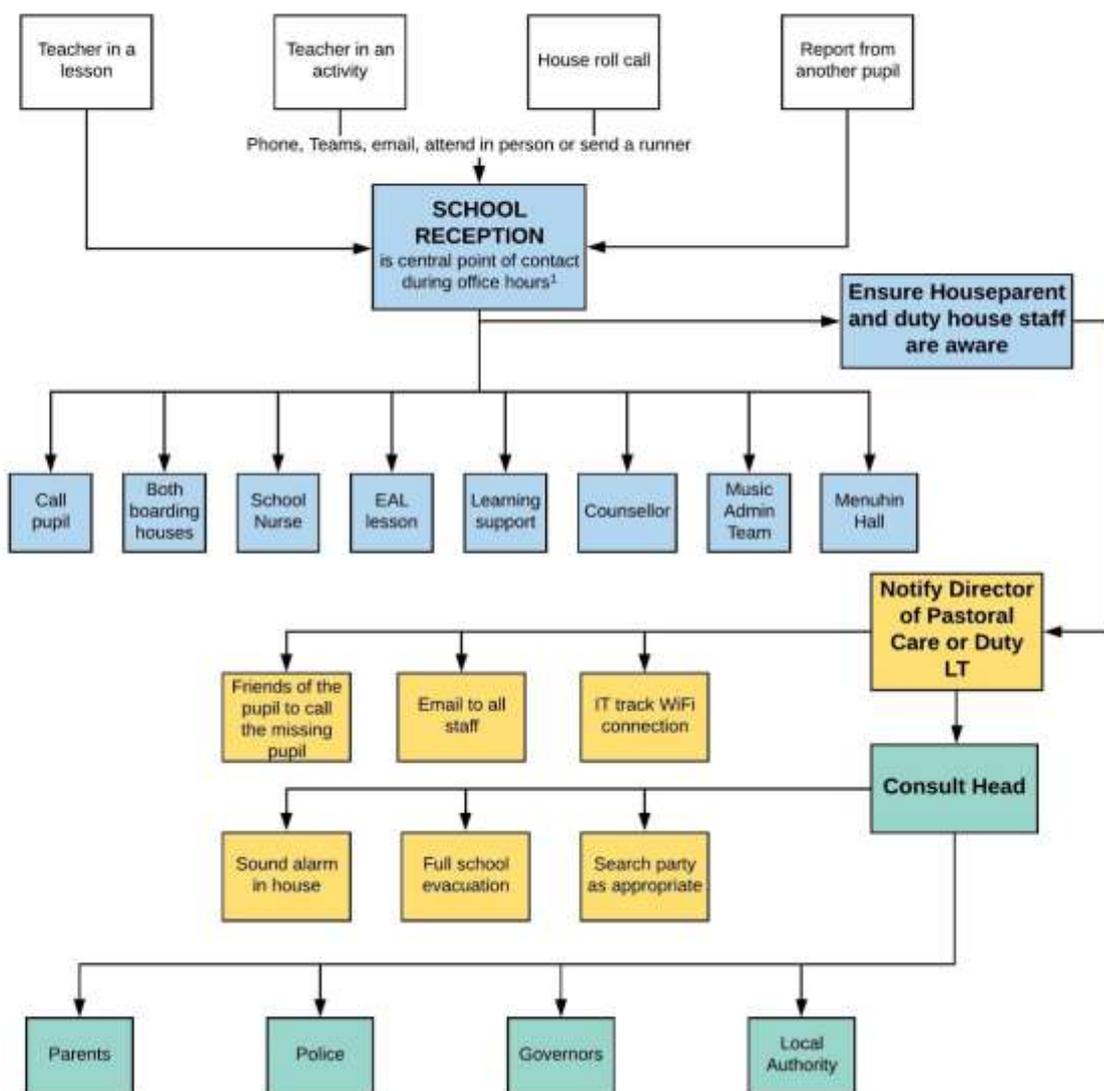
55. In a case where a member of boarding staff (or pupil) discovers that a pupil is missing from bed at night time, the procedure outlined below will operate.
- Ascertain the time of the pupil's last check-in/confirm that they were seen at roll-call and "Lights Out" if it is past bed-time;
 - Phone the pupil's mobile phone number;
 - Check the public areas of the boarding house – bathrooms, toilets, common rooms and kitchens; and
 - Check the rooms of other pupils in the year group/friendship group of the missing pupil, including in the other boarding house, and establish whether anyone else is missing. Note carefully who is absent if there are other empty beds.
56. Once it is established that there is no simple explanation for the pupil's absence, the Houseparent should ring the duty member of the Leadership Team and discuss the situation.
57. The member of the Leadership Team will determine what action needs to be taken – e.g. contact the Head, contact the pupil's parents, sound the alarms, notify the police, or make a search of the school/its environs. The pupil's parents or the police must not be contacted prior to the Head being informed.
58. At all stages, the Houseparent should make written notes so that they have clear information that can be referred to in case of dispute with pupils or parents after the event.
59. At all times, if the Houseparent is away from the school site, the person left in charge of the boarding house will be responsible for conducting the search procedure. If the Houseparent is on duty but needs to leave the boarding house to search for a pupil, the Assistant Houseparent or any other resident member of staff must take responsibility for the house and must be briefed accordingly in advance.
60. When it has been necessary to instigate a search procedure, the Houseparent of the missing pupil should write a brief report analysing any lessons learned and any points which may help in future search procedures. The report should also make clear any reasons given by the pupil for being missing. This should be sent to the Director of Pastoral Care who will send a copy to the Assistant Bursar (Estates & Compliance) for the Health and Safety File.

61. The DSL should always be informed if a pupil is missing overnight, as this is a significant safeguarding issue.

Appendix 2: Missing Pupil Process Poster

A copy of this poster is to be displayed in all offices.

Missing Pupil Procedure: Overview



1. The school reception is central to all communications. All updates should be communicated to the school reception. Outside of office hours, this role is undertaken by the duty member of staff in the pupil's boarding house.
2. When calling to locate the pupil, the words "Missing pupil procedure" should be used, to avoid any uncertainty. The member of staff being called should be asked actively to search for the pupil in their respective department.
3. The respective Houseparent, the DSL and the Head should be notified at least by the point listed above; there is no harm in notifying them earlier, but it should be made clear which point in the process has been reached.
4. Senior pupils may be called upon by the houseparent to assist in the searching of the boarding house or the school grounds. Mobile phones should be used for communication.
5. The school reception will keep a checklist to record progress of the procedure, and to ensure that no stage is omitted, even if circumstances require a different order.
6. The decision to notify parents and any external agencies will be made by the Head. Parents will be notified by the Houseparent, DSL, the duty LT or the Head, following discussion between those people.
7. When a pupil is found, it will be communicated to all staff by email. The Senior Deputy Head (Pastoral) should be made aware of any incidents which require implementation of this process, including false alarms or if the pupil is found in the early stages of the process.

Appendix 3: Missing Pupil Process Checklists

A copy of this checklist should be printed and easily accessible in the school reception and in boarding house offices.

Checklist for Missing Pupil Procedure (Office Hours)

Date and Time:

Name of Pupil:

Reported missing by:

Checked:

- Boarding house
- Teachers of previous lessons
- Notified teacher of next lesson
- School Nurse
- Music Admin Team
- Accompanists
- Menuhin Hall
- Houseparent notified
- Time of last WiFi access
- DSL/Duty LT notified
- Head notified
- All staff emailed

Pupil found:

- Time
- Location
- Other information
- All staff notified

Further actions taken

Checklist for Missing Pupils Procedure (Out of Office Hours)

Date and Time:

Name of Pupil:

Reported missing by:

Checked:

- Boarding house
- Teachers of lessons that day
- School Nurse
- Accompanists
- Tennis Courts
- Houseparent notified
- Time of last WiFi access
- DSL/Duty LT notified
- Head notified
- All staff emailed

Pupil found:

- Time
- Location
- Other information
- All staff notified

Further actions taken