



RMS FOR GIRLS

POLICY AND GUIDANCE FOR THE SUPERVISION OF PUPILS

School update	
Responsible for review of policy	Deputy Head Pastoral/CH Head/RH Head
Last school update	March 2022
Governor Sub-Committee approval	
Sub Committee to review and approve	Pastoral
Review Period	Annual
Last Sub-Committee review date	October 2016 (School Update August 19; June 2021)
Scheduled review	June 2022
Approved by Sub Committee (Meeting date)	
Version number	3
Next Sub-Committee Review	N/A
Related policies	Extended Day Care, Supervision of Boarders, Hind House Information Handbook, Boarding House Handbooks (specific to each House), Senior School Information Handbook, Staff Handbook, School Procedures, Teaching Staff School Information, Boarding Staff Handbook

Uploaded to Staff Shared	March 2022
Uploaded to Website	March 2022

SENIOR SCHOOL

Day pupils

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their daughters travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school coaches; they are expected to behave responsibly, according to the Code of Conduct sent to all families who book transport on school coaches. Failure to do so may result in a girl being denied a place on a coach.

Parents of pupils in Y7 are offered the opportunity to book a place on the school minibus, which makes journeys daily during winter months to and from Rickmansworth underground station. Pupils are expected to behave responsibly and appropriately. Failure to do so will result in her losing this facility.

Before School 7.30am –	Pupils arriving early should go to Devonshire House, the Day House, supervised by the Day Matron, Miss Whitfield. Arrangements can be made for Day pupils to have breakfast with the Boarding community at 7.30am
8.25 – 8.35am	Registration in Form Rooms.(From Jan of year 12 through to end of year 13 no formal tutor registration in am)
8.40 - 9.55am	Lessons
9.55 - 10.15am	Break – Sixth Form may have break in HH and Years 7-11 may have supervised break in the Dining Hall supervised by Teaching and Support Staff. Pupils may use the RC. Pupils should not remain in classrooms at break (Teaching Staff supervision see duty rota)
10.15am - 12.50pm	Lessons
12.50 – 2.00pm	Lunch – supervised lunch is in the Dining Hall (Support Staff in the Dining Hall and Teaching staff with the queue in the corridor outside assisted by Sixth formers). Pupils may attend supervised activities, use the supervised RC, or Devonshire House supervised by Miss Whitfield and Teaching Staff. Pupils must not remain in classrooms during lunch - There are supervised detentions on Mondays and Thursdays (Teaching Staff supervision see duty rota).
2.00 - 2.40pm	Registration followed by Assembly, Lifeskills or Form Time
2.45 – 4.00pm	Lessons
After School 4pm -	Pupils may attend supervised activities and classes. They may also use the RC when it is supervised (Monday – Wednesday 4pm – 9pm, Thursday 4pm – 8pm and Friday 4pm – 6pm). Devonshire House is also supervised from 4pm-6pm. Pupils who wish to stay for tea and Prep should make arrangements with Miss Whitfield. Parents are required to make it clear to Miss Whitfield if a pupil is to remain in the supervised area of Devonshire or has permission to be off site whilst making use of the Extended Day provision prior to the departure of a school trip in the evening or if waiting to be collected by an agreed adult. Parents who are unable to pick up pupils at the pre-arranged time should inform the School so their daughters can join others in Devonshire House or the Resource Centre. Senior pupils remaining in school after 4pm, including pupils waiting for a trip to leave or a club that commences after 4pm, should be signed in, either in Devonshire House or the Resource Centre.

Attendance and Registration

All pupils register with their form tutor at 8.25am and again at 2.00pm (see sixth form exceptions) and with their class teacher at the beginning of each lesson. Day pupils arriving late for registration sign in at reception. The School expects to receive an email before 8.30am on the first day of a day pupil's absence, on the dedicated line. Where the reason for absence is not known, parents/guardians are contacted if a girl has not been present at Registration and has not signed in at reception. Sixth Form students are, after January of Year 12, permitted to be out of school during lunchtime and then after the

end of the afternoon assembly/Lifeskills/tutorial time/mentoring, once they have signed out at Reception and, additionally, if they are 'free p1 and 2'. Further details are available in the Sixth Form Handbook.

Boarders may not return to the boarding house during the school day, except Sixth Form boarders, who may use their House study facilities after 2:45 if they have no classes or lectures during the afternoon. Teaching staff register pupils in each lesson. Staff are given clear guidelines regarding the management of missing pupils.

If a boarder is unable to return to school at the expected time, a phone call must be made to the Housemistress to explain her absence.

Unsupervised access by pupils

Pupils are not allowed in certain areas of the grounds or school buildings without supervision of a qualified member of staff. Areas that are out of bounds are clearly marked and pupils are denied access to maintenance, caretaking and catering areas of school without permission and supervision.

Staff Induction

All new members of the teaching and house staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Detailed guidance is given in the Staff Handbook (found in the shared area of the RMS network).

Staff Duties

All members of the Teaching and House staff are expected to take their share of supervisory duties and expectations are made clear to them. Depending on the time of year staff, on rotation, are on duty at break and lunchtimes in the Dining Room, at Centre Doors, in the teaching corridors, in Devonshire House, on the Lower and in the Resource Centre. Outside duties move 'inside' from Michaelmas to Hilary ½ terms.

Heads of Department supervise, on a rota, the after school detention duty on Wednesday from 4.10 – 5pm.

Medical Support

The fully trained nursing staff of the Health Centre look after the health of all pupils. A nursing sister is on duty between 7.30am and 4.30pm Monday – Friday and is on call at all other times. Any pupil feeling unwell should inform her teacher or member of the House Staff who will arrange for her to go to the Health Centre, if necessary. In some circumstances, another pupil will be asked to accompany a fellow pupil to the Health Centre.

No girl may telephone home to ask to be collected. The nurse or nursing assistant on duty will decide the appropriate course of action to be taken and will, if necessary, contact the parents/guardians.

BOARDERS

Supervision of Boarders Y4 – 11

Weekdays

<p>Before school Breakfast</p>	<p>Wake up by house staff is at 6.50am Boarders register at line-up each morning in house at 7.20am and are then accompanied to breakfast by House staff. They are supervised in the pupils' dining room by House staff. A member of staff returns with the pupils to their respective Houses. The dining room is supervised until the last girl leaves at 8am. Pupils are supervised in-house until they leave for school at 8.20am. Prep pupils are escorted to Cadogan House by a member of Harris House staff after breakfast.</p>
<p>After school 4.00 – 7.00pm</p>	<p>Pupils return to the Houses at 4.00pm where pupils are supervised by House staff. A signing in and out system operates so staff are aware of a girl's whereabouts at all times. Pupils must inform a member of staff they are leaving the House and sign out. Boarders can access the school grounds, unaccompanied, within the boundaries shown on the site map. Outside of the boundaries, they are accompanied by boarding staff. They may attend extra-curricular clubs. They may use the Resource Centre which is supervised by a member of the academic staff. They may use allocated ICT rooms in Zetland House. They have access to Alex House Monday – Thursday and over weekends at allocated times, supervised by staff. Permitted music students may use the piano in the Great Hall. Pupils may use Nuffield Centre, which is supervised by RMS staff at until 5:00pm each weekday; Over 16's over 16s to have access to the Fitness Suite during Nuffield opening hours (5pm-10pm M-Th, 5pm-9pm Frid and 9am-5pm Sat & Sun) providing they: a) Have had a Gym Induction b) Are issued with a swipe card which they use to register in/out c) Sign in/out of Boarding House</p> <p>At 5.15pm Cadogan House pupils return to Harris where they are supervised at all times. Boarders are registered at line-up at 5.50pm and all pupils are accompanied to the dining room where they are supervised by House staff. The girls are observed as they enter and leave the servery. Girls in Harris House tell staff when they are leaving the dining room to go to the bathroom and acknowledge staff on their return. A member of staff returns with the pupils to their respective Houses. The dining room is supervised until the last girl leaves at 7pm.</p>
<p>7.00 – 9.00pm</p>	<p>Supervised prep for Year 7-9 pupils begins at 7pm and ends at 8 or 9pm. They are supervised in Harris prep room or Zetland ICT room. If the boarders still need to work on their prep they can do this in the House.</p> <p>Y10 and 11 have set prep and may use the Resource Centre, supervised by a member of the academic staff, Zetland House IT room or study in-house. Boarders may attend supervised boarding activities such as swimming, trampolining , Paddleboarding. Or Horse riding during this time but must complete prep earlier in the afternoon.</p>
<p>9.00pm</p>	<p>All pupils are in-house unless participating in a supervised school event or on a trip. Boarders are signed in at night prior to their respective bedtime.</p>

Weekends

Saturday	<p>Boarders register at line-up in house at 8.50am and are then accompanied to breakfast by House staff. They are supervised in the pupils' dining room by House staff. A member of staff returns with the pupils to their respective Houses. The dining room is supervised until the last girl leaves at 9.30am.</p> <p>Y10 and Y11 boarders are allowed out of school for 4 and 5 hours respectively in pairs or small groups, without supervision. They have emergency contact numbers for House staff and the School emergency number.</p> <p>Boarders' outings and visits are supervised by boarding staff.</p> <p>Boarders in Y4-6 are supervised at all times on an outing.</p> <p>Boarders in Y7 – 9 on an outing are allowed to spend time in small groups for short periods of time within a defined area. Checks are held at regular intervals appropriate to the venue. Until staff are satisfied that new pupils are confident and competent, they are more closely supervised either by being accompanied by GAP staff, having shorter check in periods or within smaller defined areas. New pupils in Y8 and Y9 are also paired with more experienced boarders and must be in a group of 3. All pupils must take a mobile phone and programmed into the phone is the House mobile number. This is supervised by staff who have a record of the telephone numbers for the pupils on the trip.</p> <p>Duty staff supervise boarders staying in-house. Boarders register at line-up in House at 12.20pm and are accompanied to lunch by House staff. The girls are observed as they enter and leave the servery. Girls in Harris House tell staff when they are leaving the dining to go to the bathroom and acknowledge staff on their return. A member of staff returns with the pupils to their respective Houses. The dining room is supervised until the last girl leaves at 1.00pm.</p> <p>Boarders register at line-up in House at 5.50pm and are accompanied to supper by House staff. A member of staff returns with the pupils to their respective Houses. The dining room is supervised until the last girl leaves at 6.45pm.</p> <p>Boarders have free time or organized activities in-house and similar arrangements pertain for music practice etc as during the week supervised slot 3 – 5pm.</p>
9.00pm	<p>All pupils are in their House unless participating in a supervised school event or on a trip. Boarders are signed in at night prior to their respective bedtime.</p>
Sunday	<p>Duty staff supervise boarders in-house. Boarders register at line-up in-house at 10.50am and are then accompanied to the Gathering and brunch by House staff. They are supervised in the pupils' dining room by House staff. A member of staff returns with the pupils to their respective Houses. The dining room is supervised until the last girl leaves at 12:30 pm.</p> <p>Boarders have free time in Houses or organized activities.</p> <p>They may use the Resource Centre between 2.00 – 5.00pm which is supervised.</p> <p>Y10 and Y11 boarders are allowed out of school for 4 and 5 hours respectively in pairs or small groups, without supervision.</p> <p>Y4 – Y9 may go to Rickmansworth accompanied by members of staff.</p> <p>Boarders are registered at line-up at 5.50pm and all pupils are accompanied to the dining room where they are supervised by House staff. The girls are observed as they enter and leave the servery. Girls in Harris House tell staff when they are leaving the dining room to go to the bathroom and acknowledge staff on their return. A member of staff returns with the pupils to their respective Houses. The dining room is supervised until the last girl leaves at 7pm.</p> <p>Boarders have free time or organized activities in-house</p>
9.00pm	<p>All pupils are in their House unless participating in a supervised school event or on a trip. Boarders are signed in at night prior to their respective bedtime.</p>

Supervision of Boarders

Years 12 – 13

Boarders in the Sixth Form are given greater freedom: with it comes responsibility. We are preparing the girls for the next stage in their lives. Supervision is still in place but is discreet.

If a girl is accepted into Sixth Form aged 15 years she will abide by the guidelines set out for girls in Year 11 until she reaches the age of 16.

Weekdays

Before school Breakfast	Sixth Form are responsible for getting themselves up. Year12 + 13 register at line-up at 7.20am and attend breakfast in the dining room. Y13 can stay in house for breakfast and have the House mobile number in case of emergency. House staff are aware of the students in the dining room. All boarders are supervised in the dining room by House staff and a member of staff stays until the last boarder leaves at 8.00am. Year12 return to their House unaccompanied. There is staff supervision in the House until all boarders have left for school at 8.20am. Girls are checked out of the House to school.
2.45 – 4.00pm	The House is staffed from 2.45pm onwards when a boarder may return to the House if she has a study period 7&8.
4.00 – 7.00pm	The House is staffed from 4.00pm. Boarders return to the House from school at 4.00pm. A signing in and out system operates so staff are aware of a boarder's whereabouts at all times. Boarders can access the school grounds, unaccompanied, within the boundaries shown on the site map. Outside of the boundaries they are accompanied by boarding staff. They may attend extra-curricular clubs. They may use the Resource Centre which is supervised by a member of the academic staff. Year 7-13 can using the fitness suite 1.00-1.30pm and 4.15-5.00pm each week day. This is under the supervision of an RMS teache. Over 16s also have access to the Fitness Suite during Nuffield opening hours (5pm-10pm M-Th, 5pm-9pm Frid and 9am-5pm Sat & Sun) providing they: a) Have had a Gym Induction b) Are issued with a swipe card which they use to register in/out c) Have informed their boarding house (signout) Boarders in Y12 and 13 have access to Rickmansworth or closer to RMS and msut go with a friend. They may use allocated ICT rooms in main school or the ICT room in Zetland House. Permitted music students may use the piano in the Great Hall for practice unsupervised. They may use Alex House for music practice 8-9pm Monday-Thursday when it is supervised. Sixth Form students are observed in the dining room during supper and should arrive no later than 6.15pm unless participating in an extra-curricular activity or taking an 'Out 'till 8'. The dining room is supervised until the last boarder leaves at 7pm. The Sixth Form may take one 'Out 'till 8' Monday – Thursday and are required to sign the 'Out 'till 8' form before 5:30pm with all their details.
7.00 - 9.00pm	Boarders must continue to sign in and out of the House. Y12+13 have prep time and may study in-House or the Resource Centre, which is supervised by a member of the academic staff. Boarders may attend supervised boarding activities or paid extra-curricular activities.

9.00 - 10.00pm	Boarders must continue to sign in and out of the House. They can use the Resource Centre and Zetland ICT. All Boarders are required to be in the House by 10.00pm unless they are participating in a school event or on a trip. Boarders sign in with the member of staff on duty by 10pm.
Friday nights	Y12 are allowed off site and must return to site by 10pm, and sign in with a member of staff by 10.30pm Y13 are allowed off site and must return to site by 10:30pm and sign in with a member of staff by 11.00pm

Weekends

Saturday	Sixth Form boarders are required to sign in and out of the House at all times. All Sixth Form must sign in with a member of staff by 11.00am. If they are going off site any earlier than 9.00am they must inform the member of staff on duty the previous evening and see the member of staff before they leave. Sixth Form are allowed off site during the day and are required to sign in and out at all times. Sixth Form students are observed in the dining room during supper and should arrive no later 6.15pm. Y12 are allowed off site and must return by 10pm and sign in with a member of staff by 10.30pm. Y13 are allowed off site and must return by 10:30pm and sign in with a member of staff by 11.00pm
Sunday	Sixth Form boarders are required to sign in and out of the House at all times. All Sixth Form must sign in with a member of staff by 11:00am and are then accompanied to a Gathering and brunch by House staff. They are observed in the dining room by House staff. If there is no Gathering Sixth Form sign with the member of staff on duty at 11.20am. They may use the Resource Centre between 2.00 – 5.00pm, which is supervised. Sixth Form students are observed in the dining room and should arrive no later 6.15pm. Y12 and 13 are allowed off site and must return and sign to a member of staff by 10.00pm

CADOGAN HOUSE

Supervision of pupils during the School Day at Cadogan House including EYFS in Reception

Before School 8.00 – 8.20	Cadogan House provides a drop off facility from 8.00am – 8.20am for Pre Prep and Prep pupils. Girls are directed into Cadogan House through the three front doors and go to their Form Rooms. Staff in each year group arrange supervision until Registration at 8.25am.
Break time 9:55 – 10:10	A duty rota of staff is displayed in the staffroom and Cadogan House Office; this details the supervision of pupils during playtimes. There are five members of staff on duty to supervise the pupils in designated areas. One member of staff is assigned specifically to the EYFS pupils who has QTS status. A qualified member of staff is always available for First Aid. The School Nurse may be called as appropriate. When it is wet, children stay in Form rooms and each Year group team arranges supervision as appropriate.
Lesson Time 8:30 – 15:20	Teachers are responsible for the supervision of their class. No class should be left unsupervised for any reason. In case of emergency teachers might: <ul style="list-style-type: none"> • summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; • summon help, by phone, either by calling the School Office, a member of PLT or Head of Senior School;

	<ul style="list-style-type: none"> send a pupil with a companion with the Red Cross alert card to the School Office.
<p>Lunch Time</p> <p>12:00 – 13:10</p>	<p><u>Dining Room:</u> Classes are accompanied to lunch by their Form teacher, a Learning Support Assistant or a specialist teacher if they have been teaching the pupils in period 5. <u>Reception, Years 1 and 2</u> are supervised by three members of staff who eat with the children and monitor the eating environment generally including the serving area. <u>Years 3 – 6</u> A member of PLT is on duty to supervise with two members of staff who eat in the Dining Room. These staff are all supported daily by three Lunchtime Supervisors dedicated to supervising the Servery as pupils enter and exit, ‘trouble shooting’ and overseeing overall management of the process in the Dining Room.</p> <p><u>Lunchtime Play:</u> A duty rota of staff is displayed in the staffroom and Cadogan House Office; this details the supervision of pupils during playtimes. Staff on duty escort the pupils from the Dining Room to their designated area outside of Cadogan House if wet. There are four or five members of staff on duty to supervise the pupils in designated areas. A qualified member of staff with paediatric First Aid training is always available. The School Nurse may be called as appropriate. When it is wet, children stay in Form rooms and each Year group team arranges supervision as appropriate.</p>
<p>End of Day</p> <p>15:20 onwards</p> <p>17:15</p>	<p><u>Pre Prep pupils</u> At 3:20pm a member of Pre Prep staff escorts pupils to meet a known adult outside Cadogan House near their classroom areas. Girls attending a Club are escorted to meet the relevant adult responsible for the activity. At 3: 30pm girls attending After School Club are escorted to their dedicated area in Year 1 along with any pupils not collected on time.</p> <p><u>Prep pupils</u> At 3:25pm there are 3 options supervised by a member of their Year group staff team:</p> <ol style="list-style-type: none"> go home/meet a known adult following the agreed procedure i.e. <ul style="list-style-type: none"> - Year 3 meet outside Cadogan House in Year 3 area - Years 4 – 6 meet in Main Car Park on receipt of WhatsApp message go to a Club in Cadogan House or to a PE activity go to Prep in dedicated classrooms supervised by members of staff <ul style="list-style-type: none"> 1st Prep : 3:40 – 4:00pm BREAK (outside if possible followed by drink/snack) 2nd Prep : 4:25 – 5:15pm <p>Girls may attend one or both of these sessions to enable participation in different Clubs.</p> <p>Those girls from KS2, staying for tea, join the ASC in Y1 classroom.</p>
<p>Clubs / After School Activities</p> <p>15:30 – 18:00</p>	<p>There are many activities offered to pupils between 15:30pm – 18:00. Pupils are supervised by the provider of the activity with appropriate consideration being given to supervision ratios. A register is taken at each activity. As well as considering appropriate supervision ratios, teachers also consider:</p> <ul style="list-style-type: none"> barring access to equipment without direct teacher supervision the safety of any apparatus/equipment being used the suitability of the pupils’ clothing for the activity (this includes removing jewellery and watches, and wearing appropriate protective equipment such as shin guards, and mouth guards) suitability of any teaching methods and resources used <p>Any girls finishing an activity at the Sports Hall are either collected by a parent in person or are escorted back to CH to join the ASC.</p>
<p>After School Club (ASC)</p>	<p>Girls in ASC are supervised at all times. The supervisor holds a Level 3 NVQ qualification and there is also a paediatric first aid qualified member of staff available. Teaching assistants and Gap students assist with supervision. All have</p>

<p>15:30 – 17:15/18:15</p>	<p>due regard to the welfare and safety of the pupils. For Reception pupils, the EYFS guidelines are followed with respect to supervisory ratios. The supervisor is in contact with School Office by telephone. A senior member of the teaching staff is also on the premises until ASC ends and is contactable on a landline/mobile telephone. As necessary, this member of staff will supplement supervision. A register is taken of those pupils joining the After School Club for each session. A range of activities are provided both outdoors and inside.</p>
<p>Cadogan House Tea 17:45 – 18:15</p>	<p>A hot meal is available for younger girls at ASC and anyone in Years 3 – 6 who has stayed for clubs/prep. A member of staff from ASC is always on duty in the Dining Room in addition to their serving staff. This member of staff is accompanied by a teaching assistant or a Gap student. A senior member of staff is available to assist with supervision should it be required. Girls are taken to meet parents at New Mark Hall after tea at 18:15.</p>

RUSPINI HOUSE

Every member of staff at Ruspini House will act in the best interests of children at all times. It is recognised that we act 'in loco parentis' and, therefore, should do our utmost to ensure the welfare of the children during the day.

There is structured supervision, for all children throughout the day starting at 8.00am. A rota exists to ensure that all staff are fully aware of their duties and that supervision is not compromised at any time during the day. The children spend the majority of the day with their Key Person or other members of staff from their room; room staff take full responsibility for the children's welfare and planned activities throughout the day.

At times during the week, visiting staff will also be involved in leading some enrichment activities, including Music, Games activities, and Spanish. They are always accompanied by an appropriate number of Ruspini House staff.

Qualifications and Ratios

Children in Ruspini House are supervised at all times of the day by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios as set out in the DfE 'Early Years Foundation Stage Statutory Framework' (2021) at all times.

Paediatric First Aid

All teaching staff at Ruspini House have undertaken appropriate paediatric first aid training and are available to look after children at all times.

Breakfast Club and arrival

On arrival at school, children may attend Breakfast Club. This takes place in the hall from 8.00am and is supervised by an appropriate number of suitably qualified staff, depending on numbers. Breakfast Club children are escorted to their respective classrooms by 8.45am. Other children should reach their classrooms between 8.45am and 9.00am; they will be welcomed by their Key Person or room staff in each room.

In the classroom outdoor areas and garden

Every day, Ruspini House children spend time in their own classroom outdoor areas and in the garden. Room staff will ensure that there is always appropriate supervision in the classroom outdoor areas and all room staff are on duty when the children are in the garden. If a member of staff has to leave the garden for any reason (eg a sick child), another staff member (usually the Head or Secretary of Ruspini House) will cover for them.

Snack, Lunchtimes and Sleep Times

Snack and lunch is served in the hall or in classrooms. Children are supervised and assisted during snack and lunch by the Pre-School staff. One member of staff is allocated to each table for lunch. A member of staff is always present when children are sleeping.

Late Club

Children may attend Late Club from 4.00pm until 6.00pm. They are supervised by an appropriate number of suitably qualified staff, in line with EYFS statutory requirements.