



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

Supervision Policy (MHS/MMHI) 2020

Key Points of the Supervision Policy

Purpose	The safety of our pupils is paramount at Mill Hill School (MHS) and The Mount, Mill Hill International (MMHI). They are supervised throughout the day in accordance with the provisions of this Policy. We expect all pupils to have good behaviour at all times, staff will observe and report any pastoral issues.
Expectations of Staff	<p>Staff must:</p> <ul style="list-style-type: none"> • Be punctual • Be constantly moving around the designated duty area • Deal with minor incidents on the spot • Investigate situations which may be a cause for concern immediately • Communicate concerns to other staff at the point of handover and to Form Tutors/HMM/HP if appropriate • Communicate details of any serious incident to a member of SMT/SLT immediately • Avoid lengthy discussions with colleagues which prevent proper supervision of pupils • Never leave an area unsupervised. If the handover person does not arrive send a pupil to tell a member of SMT/SLT.
Organisation of Duties	This is organised on a termly basis by the Assistant Head (Staff Development and Wellbeing) of MHS and the Deputy Head of MMHI. Staff are given a number of duties depending upon their role in the School.
Review by the Head and the Senior Team	This is an annual policy that is reviewed and updated each year by the Deputy Heads of MHS and MMHI. The policy is scrutinised by the SLT/SMT to ensure that there is sufficient supervision whilst the pupils are on the MHS and/or MMHI site.

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority.



1. INTRODUCTION

Mill Hill School and The Mount, Mill Hill International are both part of the Mill Hill School Foundation (Foundation). Both Mill Hill School (MHS) and The Mount, Mill Hill International (MMHI) acknowledge that they have a duty of care to ensure that pupils who are on any part of their School premises, or for whom their School has accepted responsibility are supervised appropriately.

2. SAFETY OF THE PUPILS IS PARAMOUNT

All teaching staff, teaching support staff, Housemasters/mistresses/House Parents (whether of Boarding or Day Houses) are required to perform supervisory duties around their School in addition to their teaching commitments. All staff are effectively on duty whenever they are involved in School related activities and are required to monitor behaviour and attitudes.

3. BEING ON DUTY TAKES PRECEDENCE OVER ALL OTHER COMMITMENTS.

Aims:

- To keep pupils safe
- To ensure good behaviour around their School is maintained
- To observe individual pupils and pick up any pastoral care issues

Effective Supervision requires staff to:

- Be punctual
- Be constantly moving around the designated duty area
- Follow the direction given for specific duties and areas as detailed in the Staff Handbook
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
- Communicate concerns to other staff at the point of handover and to Form Tutors or HMM/HP if appropriate
- Communicate details of any serious incident to a member of SLT immediately
- Avoid lengthy discussions with colleagues which prevent proper supervision of pupils
- Never leave an area unsupervised. If the handover person does not arrive send a pupil to tell a member of SLT.

This Supervision Policy should be used in conjunction with the following school policies:

- The Policy to Safeguard and Promote the Welfare of Children who are pupils at the Foundation;
- Health and Safety Policy;



- Promoting Positive Behaviour Policy;
- Anti-Bullying Policy
- Missing Child Policy

4. SUPERVISION OF PUPILS

4.1 Timetabled Taught Lessons

During timetabled lessons pupils are supervised by the teachers taking their classes. When a teacher is away, staff cover is arranged for those lessons up to and including the Lower Sixth Form. Cover for Upper Sixth Form lessons is only arranged where the presence of a member of staff is required to enable pupils to continue with their work and when there is a Health and Safety issue. In most cases, Upper Sixth Form pupils study in a library or in House if a teacher is absent from a lesson. Teachers must record attendance of pupils at all lessons. This should be completed (for MHS via ISAMs) within the first 10 minutes of a lesson so that it can subsequently be referred to in order to check the attendance of any pupil. The register should also be retained at the end of each academic year.

4.2 In Boarding Houses

Boarding Housemasters/Housemistress/House Parent are responsible for arranging appropriate levels of supervision in House at all times. The Housemaster/Housemistress/House Parent, together with the Resident Tutors, Visiting Tutors, Matron, school staff and House Prefects make up the team which provides appropriate levels of supervision.

Further details outlining staff responsibilities regarding supervision in boarding houses is set out in the Boarding Staff Handbook

4.3 In Day Houses – Mill Hill School - Please See Covid Addendum

Day Housemasters/Housemistresses/House Parents are responsible for arranging appropriate levels of supervision in House at key times such as break-times, during the lunch period and after school. Senior Tutor support this process.

In addition, Housemasters / Housemistresses / House Parents should implement the following agreed protocols relating to supervision in House:

- Protocol for pupil action in the event of an adult not being present in an emergency

The protocol should be publicised in House and clearly displayed on noticeboards and pupils should be reminded regularly of procedures via both House Assemblies and Tutor groups.

- Standardisation of opening/closing times for houses

The following were agreed as “ideal” minimum requirement for supervision:



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- 7.45-8.20am
 - 10.25-10.50am
 - 12.20-2.20pm

After school on weekdays to 6pm.

The Housemaster/Housemistress/House Parent, Senior Tutors, School Staff and House Prefects are part of the team which provides appropriate supervision in House that covers the key times identified above.

- Housemasters and mistresses should regularly review their visitors' policy

4.4 In and around the Schools' site

The Duty Rota is published at the start of every term and sets out the key responsibilities of staff who are on duty as well as which staff are required to fulfil the various roles each day.

4.5 MMHI

The Mount, Mill Hill International site is supervised from 8am each morning when the pupil gate opens. Those pupils who will remain at The Mount, Mill Hill International for an after-school activity will be supervised by the teacher leading the activity. All other pupils will normally return home after school (Boarding House or home if day pupils). There will always be a member of SMT at School until 6:00pm or until the campus is empty of pupils.

4.6 Off site (matches and fixtures/Educational visits etc)

There are many occasions when pupils are taken offsite to take part in Educational Visits/Activities/ Work Experience or sports fixtures. It is the Group Leaders' responsibility to ensure that pupils are adequately supervised during these visits. The arrangements for the supervision of pupils who are taking part in Educational Visits is set out in the Educational Visits Policy which can be found on the Mill Hill School Foundation website and in the Educational Visits Guidance Handbook.

5. BOARDERS AT WEEKENDS

A programme of academic, cultural, sporting and social activities runs throughout the year (The Weekend Programme).

Full boarders: For full boarders, attendance at Saturday morning sessions is an expectation. Failure to meet this expectation will result in the sanction of a School Detention.

Weekly boarders: Attendance is optional for weekly boarders, but if a commitment has been made to an activity, there must be a good reason for non-attendance and the information should be communicated formally to the appropriate Housemaster/Housemistress/House Parent in advance of the session for safeguarding reasons. Failure to inform, or lack of an appropriate reason for non-attendance, may result in a sanction.



5.1 Sports Fixtures

Sports fixtures are compulsory for all pupils who have been chosen to represent the School. If a full boarder has a sports match in the afternoon, then attendance at Saturday morning activities remains an expectation. In such cases, the relevant information must be passed to the Housemaster / Housemistress / HouseParent in good time, so that staff running activities can be informed in advance of authorised absence. The wording in 'Expectations and Standards' regarding Saturday fixtures is as follows:

Pupils selected to represent the School in Saturday fixtures are expected to attend without fail. All fixtures are published in the School Calendar at the start of each term and are available on the School website and all parents are asked to consider the fixtures in which their son or daughter is likely to be involved and to identify any potential clashes as far in advance as they possibly can. On an exceptional basis, parents are asked to contact the Deputy Head (Pastoral) (MHS) / Deputy Head (MMHI) in order to seek permission to be excused from the commitment. Such requests must be received at least one week prior to the fixture so that due consideration can be given to the matter and an appropriate decision made.

Social and cultural activities such as ten-pin bowling; ice skating; theatre and cinema trips; museums and galleries trips; top sports events and attractions such as Thorpe Park provide something for all boarders, but these are optional. All activities and trips are supervised by members of the teaching staff and/or the boarding staff. There is also a Sunday Sports Club programme for those who prefer to remain on site and which involves coaching and team competitions in activities such as basketball, volleyball and football. This is staffed by teaching and/or boarding staff.

5.2 Boarders remaining on site at the weekend

Boarders who remain on the School site for the whole weekend are under the supervision of their Housemaster / Housemistress / HouseParent and normal weekday rules generally apply to Bounds and the Mill Hill Broadway. This is except for "dress" and certain activities and outings, which are permitted as part of the Weekend Programme in order to enable pupils to maximise their social and cultural opportunities (see above). Sixth Form pupils are allowed out on a Saturday evening if they have the permission of their Housemaster / Housemistress / HouseParent and if accompanied by other pupils but must return to House by 10pm at the latest. Juniors (i.e., pupils in the Fourth Form, Remove and Fifth Form) and seniors are allowed off site on Sunday with their Housemaster / Housemistress / HouseParent's permission; juniors must return to House by 5.30pm in time for supper and seniors by 7.30pm. Fourth Form pupils may not visit central London unaccompanied.



It is the pupil's responsibility to inform the Housemaster / Housemistress / House Parent of their movements at all times, seeking permission where appropriate, signing out in addition to receiving verbal permission; solely signing out is never acceptable for any departure from House. Various rolls will be taken in House at set times during the weekend. Any unauthorised absentees will be sanctioned as appropriate. Off-site visits will not be permitted unless the correct permission request on Boardingware has been completed in advance by parents.

Casual clothing may be worn throughout the weekend, provided pupils are sensibly and appropriately dressed.

5.3 Boarders leaving the site at the weekend

Full boarders who choose not to remain on site at the weekend after they have met their morning activity commitment and sporting commitment if required for a fixture, are expected to stay with a parent or designated guardian who should complete the appropriate leave form or give full details of the visit on Boardingware by Thursday during the week of the intended visit. Occasionally, alternative arrangements will be requested. In such cases, the Housemaster/Housemistress/House Parent must be contacted by parents/guardians, and by the intended host parents by Thursday evening or else permission to stay out will not be granted.

Boarders leaving on exeat must travel directly home, having registered with their Housemaster/Housemistress/House Parent (if they are not being collected) and return directly to School and to their House where they must report in immediately to the person on Duty. Junior pupils must return from the weekend on Sunday evening by 9:00 pm and senior pupils by 10.30 pm. Pupils may alternatively return by prior arrangement with the Housemaster/Housemistress/House Parent on Monday morning for Registration. Lateness to Registration will result in the Monday option being removed for a time.

5.4 Weekly boarders

Weekly boarders may depart from the School site on Friday afternoon once their School commitments have been fulfilled. Weekly boarders may stay in School on Friday evening, in which case they are strongly encouraged to follow the Saturday morning programme, as outlined on the Mill Hill School website. If they do not wish to follow the programme, the expectation is that they will be collected from the House by 9:00am on Saturday morning.

A Weekend Leave form will be completed at the start of the School year indicating departure choice and travel arrangements. Occasional changes to arrangements can be made at anytime, but this must be done by using Boardingware to communicate. Where this is done, the Housemaster / Housemistress / House Parent must be informed of the



changed arrangements no later than noon on the preceding Thursday. All boarders are expected to return to the House in good time for registration at 8:20am each Monday morning.

6. Review

This Policy should be reviewed annually by the Deputy Heads of MHS and MMHI who shall consider any changes to School processes that may be needed following any incidents that have arisen due to a lack of supervision during the year.

Date of Policy: December 2020

Date of next review: December 2021

Covid Addendum (In place until Covid restrictions are lifted)

During Covid times the organisation of Day Houses has varied considerably from our normal day to day practice.

Due to Year group bubbles Houses are arranged into recreation areas as follows:

Fourth Form: Murray and School House

Remove: Cedars and Priestley House

Fifth: Weymouth and the Large

Lower Sixth: McClure, Atkinson and Winfield

Upper Sixth: Sixth Form Centre

Additionally, Houses can no longer use School Staff or House Prefects due to the potential for cross year group interaction.

As such Day Housemasters and Senior Tutors are overseeing their own house areas which contains the year groups as above.

Times will vary between each year group as each have staggered lunch times and recreation times. This also varies according to the timetable on a day by day basis. Before School, Morning break and Evening times remain the same.

As per normal policy, Housemasters / Housemistresses / House Parents should implement the following agreed protocols relating to supervision in House:

- Protocol for pupil action in the event of an adult not being present in an emergency

The protocol should be publicised in House and clearly displayed on noticeboards and pupils should be reminded regularly of procedures via both House Assemblies and Tutor groups.

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