



Mill Hill

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The Mill Hill School Mill Hill International

Supervision of Pupils Policy 2023 2024

Mill Hill School, and Mill Hill International

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Table of Contents

Introduction	Page 2
Supervision of Pupils	Page 3
Boarders at Weekends	Page 4
Review	Page 6

1. Introduction

Both Mill Hill School (MHS) and Mill Hill International (MHI) 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.

Safety of the Pupils is Paramount

All teaching staff, teaching support staff, Housemasters/mistresses 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.

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 Housemasters/mistresses 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:

- Safeguarding and Protecting the Welfare of Pupils Policy ;
- Health and Safety Policy;
- Promoting Positive Behaviour Policy;
- Anti-Bullying Policy;
- Policy in the Event a Child Goes Missing from School/School Activities.

2. Supervision of Pupils

2.1 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 the Sixth Form Centre or in one of the libraries or in-House if a teacher is absent from a lesson. Teachers must record attendance of pupils at all lessons. This should be completed 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.

2.2 In Boarding Houses

Boarding Housemasters/mistresses are responsible for arranging appropriate levels of supervision in House at all times under the leadership of the Assistant Head (Boarding). The Housemaster/mistress, together with their Assistant Housemaster/mistress, 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.

2.3 In Day Houses – Mill Hill School

Day Housemasters/mistresses 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 Tutors support this process.

In addition, Housemasters/mistresses 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:
 - 7.45 - 8.20am
 - 10.25 - 10.50am
 - 12.20 - 2.20pm
 - After school on weekdays to 6pm. (this will be rotated between Day Houses but there will always be cover in each House area.)

The Housemaster/mistress, 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/mistresses should regularly review their policy regarding visitors.

2.4 In and around the Schools' sites

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.

2.5 Mill Hill International

Mill Hill International site is supervised from 8am each morning when the pupil gate opens. Those pupils who will remain at 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/SLT at School until 6:00pm or until the campus is empty of pupils.

2.6 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 and in the Educational Visits Guidance Handbook.

3. 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 activities (of which they have a choice be it academic, co-curricular, sporting etc.) is an expectation. During Rest and Relaxation weekends (R&R) boarders' activities are not compulsory.

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/mistress in advance of the session for safeguarding reasons.

3.1 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/mistress 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 Housemaster/mistress in the first instance in order to seek permission to be excused from the commitment. If necessary, the Housemaster/mistress will refer the matter to the Assistant Head Boarding, or the Deputy Head (Pastoral) of the relevant School. 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.

3.2 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 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. Full details of bounds and signing out procedures are published in the Boarding Handbook.

It is the pupil’s responsibility to inform the Housemaster/mistress 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. Off-site visits will not be permitted unless the correct permission request on Orah has been completed in advance by parents.

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

3.3 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, giving full details of the visit on Orah by Thursday during the week of the intended visit. Occasionally, alternative arrangements will be requested. In such cases, the Housemaster/mistress 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. Full details regarding weekend leave for boarders are contained in the Boarding Handbook.

3.4 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 will follow the Saturday morning programme, as outlined in the Boarding Handbook. 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.

Weekend leave should also be indicated and permitted through the same signing out procedure as already highlighted. All boarders are expected to return to the House in good time for registration at 8:20am each Monday morning.



4. Review

This Policy should be reviewed annually by the Deputy Heads of MHS and MHI 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: November 2023

Date of next review: September 2024

This Policy has been Approved by the Education Committee of the Court of Governors, 22nd November 2023.

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