

SUPERVISION, ROLL CALL AND ABSENCE POLICY

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Introduction

The purpose of this policy is to provide guidance to employees of Benenden School (Kent) Limited and its subsidiaries (collectively 'Benenden' or 'the School') on how pupils are supervised in School, what freedom they are given and how absences are reported. It should be read in conjunction with:

- National Minimum Standards for Boarding.
- Educational Visits Policy.
- Safeguarding Policies.

The Department of Education guidance states that during the time pupils are in school, staff are under a legal duty to exercise reasonable care to ensure that all pupils are kept safe. Teaching and Boarding staff are required to maintain good discipline among pupils and to safeguard their health and safety, whenever they are authorised to be on the school premises or engaged in authorised activities elsewhere. The extent of the supervision is affected by:

- The ages and numbers of pupils supervised
- Whether they have any additional needs
- The environment of the school, i.e. particular risks assessed at that location. A systematic approach to safety and risk assessment taking into account reasonable foreseeable risks is actively endorsed.

All staff are aware of their supervisory responsibilities and are appropriately trained.

Supervision Overview

Pupils are directly supervised:

- By their House staff when in their boarding houses.
- By teachers when in lessons.
- By adult supervisors when in private study or prep (IV – LV).
- By the member of staff in charge when taking part in co-curricular activities or clubs.
- By trip staff when on trips unless remote supervision has been agreed in groups.

Pupils are allowed access to their houses after morning break each day and school facilities during their free time.

V - VI2 may choose where to work during their timetabled private study lessons. Freedom is given in accordance with the age and ability of pupils to look after themselves safely and appropriately. At these times, pupils are the responsibility of their House staff, whether under their direct or remote supervision. Regular Roll Calls and class/private study registrations take place to ensure pupils are regularly seen by a member of staff.

Monday to Friday, all pupils are registered by House staff before 08.30 and during the lunch break when all pupils must return to House to register with the member of staff on duty.

Each year group has a specific time by which they must return to their boarding houses, from which point onwards they are under the direct supervision of their House staff and may not leave the buildings without permission on each occasion (and then only in exceptional circumstances). The houses are alarmed from 21.30 until 06.50.

At weekends, there is a little more flexibility to allow pupils to feel School is more homely; that

notwithstanding, there are regular Roll Calls and activities are appropriately supervised according to age, number of pupils and type of activity.

House Registration 2023-2024

Weekdays:

07.30- 08.15: All Houses*

18.00-19.00: All Houses (supper/House reg)

21.00-21.45: Lower/Middle School in bed

21.30-22.00: Sixth Form in House

***House Order takes place on Monday, Wednesday and Friday morning for all pupils.**

Saturday:

08.00-08.45: All Houses

16.00-16.30: All Houses

21.00-21.45: Lower/Middle School in bed

21.30- 22.00: Sixth Form

Sunday:

10.30-11.00: All Houses

16.00-16.30: All Houses

21.00-21.45: Lower/Middle School in bed

21.30- 22.00: Sixth Form

All registrations are logged on iSAMS.

SMT Responsibility for Pupil Welfare

One member of SMT is always present in School during term time and is appointed to take responsibility for any emergencies which arise. This member of SMT is supported by Hms who step up to be the Duty Hm. In term time, there is always a DSL trained member of staff on call and within 30 minutes of the school.

Registration/Roll Call and Absence

Academic Time (08.55– 16.50/1620 on Thursday): Registration and Reporting Absence Procedure

Academic staff are responsible for registering attendance in lessons/private study from 08.55 until the end of lessons. This is completed in the database iSAMS and in SOCS for cocurricular activities.

If a pupil is absent, staff should check the 'Out of School' record on the Portal. Medical Centre and houses will alert the School Office if pupils are with them so they can be added to the list.

Where no absence is listed or the staff member has not been given advance warning of the absence, they must press the alert in iSAMS (or call the School Office on 6676 if there is a computer glitch). The responsibility for finding the absent pupil or finding the reason for an unnotified absence then passes to the School Office.

Boarding Time (post lessons until 08.55) Roll Call/Prep Registration and Reporting Absence Procedure

House staff must ensure that all pupils are accounted for at every Roll Call and must know or be able quickly to find out the location of pupils in their care at any time. Roll Calls may only be carried out by a member of staff.

Morning Roll Call

The morning Roll Call takes place for each House between 07.30 and 08.15. Though pupils may leave their boarding Houses from 06.50, when the alarms are switched off, to attend activities, they must attend their House Roll Call in person unless absent by arrangement with House staff permission. Day Students must sign in at House when they arrive.

Where the pupil has an authorised absence to take part in a school activity, they must be sighted by a member of their House staff before lessons begin, so their presence and safety in School has been confirmed by those responsible for them.

It is the responsibility of the Matron on duty to enter any absences into iSAMS each morning. This should be done before 08.55, so the list is available to teachers at 08.55 when lessons begin. The information is placed on the 'Out of School' list.

After School (post supper)

All Lower and Middle School pupils must sign out and back into their houses in the evenings. Sixth Form pupils must fill in the internal whereabouts chart if they are not returning to House for the evening or if they leave the House during the evening.

Evening Prep and Early Evening Roll Call

Quiet time in House in the Autumn and Spring Terms for IV-LV is from 18.30-19.30 and is supervised by House staff. V and UV also complete Prep in House in the evening in their own time.

All pupils are registered during supper time either in the dining room or in House. If a pupil has an activity and is therefore attending late supper, they must register back in House. All pupils must be seen by House staff during this registration period unless there is an agreement that another member of staff will register the pupil.

Night Roll Call

The final Roll Call of the evening is to ascertain that all pupils are safely back in their houses for the night. These take place at different times according to each house's routine, but all are completed by 22.00. If a pupil is out beyond this time (e.g. on a theatre trip), arrangements must be made to see her back into House so that staff know she is safe.

Weekends

Lower and Middle School pupils must sign in and out of their House when they are visiting different areas of the school campus after lessons. Sixth Form must fill in the internal whereabouts sheet stating where they will be spending their time if they are not in House but still on the campus.

On Saturday and Sunday afternoons, all pupils have an extra Roll Call between 16.00 and 16.30. This is completed in House and logged on iSAMS.

Co-curricular time

Pupils attend activities throughout the day which are registered on SOCS.

Unwell pupils

During the day, all pupils should go to the Medical Centre if they feel unwell or speak with their matron. If the duty nurse feels the pupil is too unwell to be in school, they will notify House and arrangements will be made for the pupil to go to bed in House or day students may go home. If the pupil needs further supervision, they will stay in the Medical Centre. Parents will be alerted if the pupil needs further medical treatment or it is deemed necessary for her to stay overnight in the Medical Centre. All Medical Centre stays are logged on iSAMS. At night, unwell pupils will either be taken to the Medical Centre or will stay in House, depending on the severity or possible contagious nature of the illness.

Day Students

Day students must sign in with House staff on arrival and sign out in House with a member of House staff when they leave site. They can leave after their last afternoon commitment. If they need to leave early due an extenuating circumstance, communication with House staff is required from a parent/carer. If a Day student is absent from school for a routine appointment or illness, the parent/carer should contact the House staff as soon as possible. Any requests for planned absence should be directed to the First Deputy.

School Trips and Visits

Details of the requirements for the supervision and staff-pupil ratios for off-site visits are contained within the Educational visits policy. The Trip Leader must ensure there is sufficient adult supervision and that a thorough risk assessment has taken place. All trips are signed off by the Assistant Head - Head of Co-curricular.

Absence

A request for planned absence should be submitted to the First Deputy. They will then confirm if permission for the absence will be given. If a pupil is going to be absent from school for illness or a routine appointment, parents/carers should notify their daughter's house staff. All queries about absence should be directed to the First Deputy's office.

Leaving the School Site

Pupils are not permitted to leave site without parental permission unless there is an emergency or the pupil is attending a school trip, with the exception of trips to Benenden village. For organised planned absence, a request must be made to the First Deputy. Parents should notify their daughter's Hm if she is going to be absent from school. This applies to Day students and Boarders.

If at any point a pupil is suspected to be missing, the missing pupil policy should be followed.