Cothill Policy Documents

ISSR 14 Supervision Policy

NMS for Boarding: 20

Date: September 2026
Next review: September 2027

This Policy should be used in conjunction with other Policies and the Staff Handbook, which provide specific information with regard to our supervision of the pupils in our care. In particular, look at policies on:

Professional Conduct with regard to commitment, duties & pupils
Safeguarding with regard to the promotion of the pupils' welfare
Anti-Bullying with regard to prevention and maintaining an ordered environment
Behaviour with regard to Staff responsibility for pupils' conduct
Boarding with regard to specific duties
Health & Safety Around the School with regard to potential danger points
Attendance with regard to following correct procedures for registration
Consumption of Alcohol relating to Cothill events and residential stays

Legal obligations and the duty of care

The Council and Head have specific obligations to ensure, as far as is practicable, that Cothill is a safe place for all pupils, employees and others who enter the school when they are in our care. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.
All members of Staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

As the Safeguarding Policy makes clear, central to the School's ethos is an understanding that ***the child's welfare, physical and mental health and emotional wellbeing, is of paramount importance***. All Staff therefore have a responsibility to ensure that the pupils in their care are provided with a safe, stimulating and supervised environment. Moreover, Staff must provide sufficient supervision measures to maintain an orderly, respectful and positive school environment. It is recognised that prep school aged children are easily distracted, easily led astray and seldom remember all the sage advice and instruction they are given from day to day. Staff are therefore expected to maintain a constant vigilance - whether on duty or not - given that they are in *loco parentis*.

Co-educational school environment

As Cothill becomes increasingly co-educational, it is important to ensure that all policies apply fairly to both girls and boys. Staff will receive training on specific roles and duties that relate to supervision of both boys and girls.

Outside of regular school hours (7.30am to 7.30pm) boys and girls are housed in separate boarding wings. The boys are housed in either Fen Side or Bowlers, whilst the girls are housed in Garden Side. These three areas are secured by key-coded entry doors and are only opened by staff at the necessary times in the evening and in the morning. The boys' sick bay and girls' sick bay areas are also secured by key-coded entry doors and are supervised by the school nurse and matrons.

- Boys are not allowed entry to Garden Side
- Girls are not allowed entry to the dorms or changing rooms in Fen Side or Bowlers
- The above rules apply to the sick bays, WC, and changing facilities throughout the school site. These are clearly signposted.

As part of our commitment to a co-educational school environment, there may be occasions in which boys and girls may wish to socialise together in either the boys or girls boarding common room areas. This is acceptable but can only be done so with the express permission of the Houseparent or Assistant Houseparent on duty. The opposite gender shall be escorted into the common room area, avoiding the dorms and WCs and shall be supervised at all times. A risk assessment has been produced for this.

Additional Points

In order to facilitate the effective and practical supervision of the pupils, the following points should be noted:

1. A duty rota makes clear which members of Staff are responsible at any given time. These duties are outlined in the Staff Handbook, as is advice relating to specific duties. When on duty, Staff must move around the School and duty teams will ensure that there is a constant, visible presence of Staff. Being on duty does not mean just standing in the yard. New Staff will be assigned to duty teams with older & more experienced Staff, who can provide guidance. Only female members of staff will be assigned to duties in the girls' changing room and boarding facilities.

2. Male members of staff will not enter a girls changing room, WC area or boarding house. The exception to this would be if there were a genuine emergency that necessitated a male member of staff's involvement. Male members of staff are allowed in the girls boarding house (Garden Side) but only outside of shower times and only with the permission of the Girls' Houseparent or duty person/matron. Male staff should be aware of the need to respect girls' privacy and ensure that safeguarding is maintained.

3. Staff must always endeavour to be on time for lessons, games and duties. It is recognised that when groups of pupils are confined and left unsupervised (e.g in classrooms, changing rooms, meal queues, etc), problems can quickly arise. Cothill is committed to providing a happy environment where no child will ever feel threatened or bullied; proper supervision will ensure that this objective is met.

4. Specific policies provide guidance with regard to particular areas of concern, such as crossing the village road, taking teams, driving minibuses, etc.

5. Small classes and dormitories, etc help ensure that the supervision of pupils is effective, and issues regarding effective supervision are raised at Staff meetings. Teachers, Form Tutors and House parents monitor pupils' well being and behaviour throughout the day. Assemblies and PSHE/RSE emphasise the importance of correct behaviour and focus on the personal skills necessary for living in a community.

6. Trips out of School are not undertaken without the completion of a risk assessment and a ratio of one member of Staff to 10 pupils is considered a minimum.

7. Girls' access to the swimming pool is through the boys changing rooms and into the co-educational 'sauna' room. To enable girls to safely access the swimming pool they will be escorted by a female member of staff through the boys changing area. This will only be done once all boys are changed and the 'coast is clear'. On exiting the pool, the girls will go through the empty boys changing room to their changing area, again escorted by a female member of staff. It is important that staff remain vigilant in these areas and ensure that privacy and safeguarding is maintained at all times.

Missing pupils

If a pupil is missing from a lesson, meal, etc or cannot be found when a register is taken, the following action should be taken:

1. In the first **15 minutes** the duty member of Staff will:

- Check Extra lessons/iSAMS/Absence email/Orah/Peers
- Send email to missing@cothill.org.uk to initiate school search.
- This will alert the school office, matrons and DSL who will conduct a check of the buildings & grounds, using Staff and/or Prefects as necessary

2. If the pupil's whereabouts cannot be established after **45 minutes**, the Head, or senior member of Staff, must be alerted immediately. Parents will be notified.

3. A thorough search of the School will be initiated and Staff will, if necessary, be tasked to check the woods and drive down Blackhorse Lane, through the village & towards Marcham.

4. If the pupil is still missing after **75 minutes**, the police will then be contacted via the School Office, with the approval of GHSM or ASP (or their designated representative).

A similar procedure will take place at night. As soon as the alarm is raised, the Head, Housemaster or Matron will first check records in the Matrons' office in case the pupil is legitimately out of school.
If the pupil is deemed to be missing without explanation, searches of other dormitories, washrooms and WC areas in the bedroom areas will take place. If the pupil cannot be found following the same timescales, the search will be extended to other areas of the school and the Head will be alerted, if he has not already been contacted.

Resident Staff will be contacted by The Head, if necessary, and tasked to join the search. If the pupil is still missing, parents will be informed and the police will be contacted, with the approval of GHSM or ASP (or their designated representative). The School office has at least two emergency contact numbers for each pupil in the school.

Statutory guidance can be found in:
Statutory guidance on children who run away or go missing from home or care
(January 2014)

Uncollected children

In the eventuality that a day pupil is not collected by their parent/guardian at the expected time at the end of the school day, that child will follow the boarding routine with their cohort until such time that he is collected from Cothill.

If a parent/guardian is more than 30 minutes late in collecting their child, the school secretary, DSL or DDSL will contact them. If contact is not made with the primary carers, another relative or guardian should be contacted, if possible. If there is still no contact from the parents/guardian or emergency contacts by 7:30pm, the DSL, DDSL or Head should be informed in order to decide the next course of action. Social Care and/or the police will be informed that a child has not been collected and their advice will be followed about next steps.

The same course of action should be followed for children at Exeat/Half-term if parents have not informed the school already of their late arrival. The difference being, in this case would be the pupils waiting for collection, or a decision, should assemble in the Yr7 Games room. If the parent/guardian cannot be contacted by 5:30pm, the DSL, DDSL or Head will inform social care and/or the police as above.

Travel & Trips

See RSG Minibus Policy here & Risk Assessment Templates here.

The Management of Health and Safety at Work Regulations 1999, made under the Health and Safety at Work Act 1974 require us to:

- assess the risk of activities
- introduce measures to control those risks
- inform relevant members of Staff about those risks
- take reasonable care of their own and others' health and safety
- cooperate with our employers over safety matters
- carry out activities in accordance with instructions
- inform employers of any serious risks

All potential trips made with the pupils must first be approved by the Head or member of SLT.

For all trips (other than for established sports fixtures), a Risk Assessment must be completed.

For trips which might be considered unusual or out of the ordinary, seek advice from the Head, a member of SLT or the Head of Operations.

Well in advance of any school outing, excursion or trip abroad, suitable reconnaissance and forward planning must be carried out with consideration of pupil Staff ratios and insurance implications.

- Begin by clicking on the Educational Visits/Trips button on the school Intranet (Intranet)
- The Educational Visits Coordinator (EVC) will then send a copy of the Risk Assessment form to be filled in. These forms are also available in the Staff Shared area of Google Drive.
- The completed Risk Assessment form is archived and available in the Staff Shared area of the Google Drive. The EVC will advise of any changes to the risk assessment or request further documentation, if necessary.

Where trips involve strenuous physical activities (e.g. the annual Leavers' trip) the provider must provide proof that they have appropriate safety standards and liability insurance.

Check the provider's:

Insurance	*Meeting of legal requirements*
Health & Safety policies	*Risk Assessments & Control Measures*
Use of vehicles	*Staff competence*
Safeguarding	*Accommodation*
Any sub-contracting	*Licences - where required*

Cothill Staff must be aware of the emergency procedures outlined in th**e Major Incidents Policy**.

Where regular trips are being made to certain establishments (e.g. book shops in Oxford), only one Form is required per academic year. The proforma can be used for most trips, although more will be required for anything out of the ordinary (e.g. trips abroad).
Consult the Bursary first, if charges are going to be made to pupils' parents.

Trips out of School must be adequately supervised. A Staff : pupil ratio of 1:10 can be seen as a minimum; 1:8 is better. Where pupils will be supervised by adults outside the school (e.g. on the Leavers' activity trip in June), proof of Public Liability Insurance, Staff qualifications, CRB checks on those adults etc will be required by the school.

Staff should use iSAMS to indicate which pupils are being taken out & when.
Login to iSAMS here
A video tutorial on how to mark pupils as out of school is on the Intranet here.

In brief:

iSAMS:
- scroll down to **School Registration** in the **Wizard Bar** on the right
- click on **Assign out of School**
- click on the **Custom Search** tab at the top of the new pop up window &

enter pupil's name
• Check the tick box to the left of the pupil's name and then click on the tab **Mark Selected pupil out of School**
• complete the dates and times of absence & provide the code which indicates the reason for absence

For more than one pupil:
• Click on **School Structure** instead of **Custom Search**. This allows you to select a whole class or year group

Before leaving, staff will have checked with the Head Nurse in case medication or special food for pupils is required, also that they are all in good health, that they are properly dressed, with plenty of warm clothing if it is wet and cold, or with sun hats and cream if very hot. Parents will be advised - and permission sought if necessary - if a trip involves an overnight stay. The school holds insurance for Staff and pupils off site and further details on all matters relating to insurance can be obtained from the Head of Operations.

Visits abroad are occasionally undertaken (to France or Iceland for instance) and the organisers of such trips will liaise closely with the Head, EVC, Jane, Nurse/Matrons, the Head of Operations and parents to ensure that Risk Assessments are comprehensive and that all possible and reasonable precautions have been taken to ensure the welfare of the pupils in their charge. Non-EU pupils will probably require Visas in order to travel.

Staff taking trips will carry mobile phones and will have all the necessary school contact details in case of emergencies. Staff must also maintain regular contact with a member of SLT regarding the progress of the trip. All Cothill pupils' parents complete a form giving consent to emergency medical treatment if they cannot be contacted.

The school is advised by *Health and Safety Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies* (2014). It is emphasised that these procedures are not only to protect the wellbeing of the pupils, but also to protect Staff in the event of an accident.

Accommodation for pupils on school trips is checked before use and will be of a comparable standard to that provided by the school.

Minibus Use

See the guidance on the Trust Staff Intranet site here.
See the Risk Assessment: Minibus Trips

Booking arrangements
Minibuses should be booked in advance via the link on the School Intranet. Bookings are co-ordinated by the Bursary team. When booking a minibus, there must be enough notice given to allow for a thorough pre-outing check and refill.
The minibuses are regularly cleaned, serviced and checked but each driver must also be responsible for checking the road worthiness of the vehicle before departure.

It is not intended that minibuses are for private use.

Appendix A

Exploratory Visit Assessment: data required:

Date
Name of venue
Reason for trip
Name of trip leader
Name and telephone number of contact at the venue
Risk assessment carried out by
Trip authorised by

Identify and list potential hazards which could reasonably be expected to result in significant harm (i.e. walking on roads, beside a river, abseiling, climbing, watersports etc).
Identify who might be at risk.

Consider existing controls (i.e. measures in place at the venue).

Check the provider's:

Insurance	*Meeting of legal requirements*
Health & Safety policies	*Risk Assessments & Control Measures*
Use of vehicles	*Staff competence*
Safeguarding	*Accommodation*
Any sub-contracting	*Licences - where required*

Assess the likelihood of risk & the severity of risk by giving a level from 1 to 5 (where 1 is low and 5 is high). Read the guidance provided on the intranet and/or ask for help from senior staff if required.

In the case of high risks, assess whether the venue or activity is suitable.

Ask the EVC, Head of Operations or a member of SLT for advice if required.

INSET is provided regularly.

ASP - Sept 2026