



EF ACADEMY

International
Boarding Schools

EF ACADEMY – TORBAY

Supervision of Students



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Document title:	Supervision of Students
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Author:	Deputy Head (Head of School)
Individuals Involved in Developing the Document:	Designated Governor for Safeguarding Head of School
Document Purpose:	States how the school ensures adequate supervision of students in day and boarding
Related Documents:	Safeguarding Policy Care of Students who are Unwell Missing Persons Policy Children Missing Education Policy E-Safety Policy Access to School premises by People Outside School Policy
Date of Next Review:	September 2021
Change Log (what changes have been made, by who and when):	June 2018 – MBR: added note about signing in / out books; minor word changes. September 2018 – RTA: reference to other policies, lesson time supervision, IT supervision, amended times of key points of the day, name changes, classroom supervision added, response to visitors added September 2020 – RTA: names, roles and contacts updated



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Supervision Statement

As a boarding school, EF Academy Torbay has a duty to adequately supervise students during the school day, throughout the evening, across weekends and whilst on day or residential excursions from school. It is equally important that the school is able to know or find the whereabouts of students at all times. This document should be read in conjunction with Children Missing Education (CME) Policy and Missing Persons Policy for more information and wider context.

The school day

Students are expected in school by 9am, registration is taken in tutor groups and again at each lesson of the day. Heads of Boarding monitor absences and follow up by calling residences, students and host families.

Students who are unwell are required to come into school to be seen by the nurse. Where that is not possible, the Heads of Boarding will attend to the student in situ and make a decision either to bring them in or to take them to one of the boarding residences where they will be monitored throughout the day.

Teachers are alert to their duty of care towards students in their classes. They will not only report absences but also pass on any concerns about behaviour or safeguarding to Heads of Boarding and/or the DSL as appropriate.

Students and staff move around to go to specialist and non-specialist rooms for lessons and are expected to arrive for lessons promptly. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a student will be asked to seek assistance or a call made to Reception. In the event of a fire or other evacuation, staff should follow the procedures as outlined in the school Fire, Emergency and Evacuation Procedures.

Students are permitted to leave site during the school day; Students may go into town during break and lunch times but must sign out and back in again. Failure to do so will be seen as a safeguarding concern and this privilege withdrawn. There daily members of staff on duty to supervise students.

After school clubs and activities are coordinated by the Head of Co-curricular and the Head of Sport who ensure that staffing levels are adequate for each activity and appropriate registers are provided and taken.

For IT supervision regard should be made to the EF Academy Data Protection Policy, E-Safety Policy which includes the School Acceptable Use Policy for information on the supervision of student use of IT.



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Day and Residential Excursions

The Head of Co-curricular manages all excursions to ensure that they are properly risk-assessed and adequately staffed. On day trips we apply a staff-student ratio of 1:15; on residential trips this is a ratio of 1:10. Registration is taken before the trip departs and any absences reported to staff in school, registration is then taken at a suitable mid-way point on day trips as well as before returning to school; for residential trips itineraries will vary but will always include registration at equivalent points of departure from, and return to, the residential base.

Evening Supervision

Most students are resident in the school's boarding accommodation. This accommodation is staffed by House Parents at all times when students are onsite. Staffing levels can vary due to time of day, day of the week, time of year but students will always be under the supervision of (and have suitable access to) a House Parent, including throughout the night. In addition there are always 2 separate members of staff on emergency call including a member of SLT at all times.

Students are expected back for dinner or to have notified their House Parent in advance if they will not be returning for their evening meal due to clubs or other activities. Sunday to Thursday students have supervised study between 7:30pm and 9pm unless other activities are taking place; House Parents take a register and will follow missing persons procedures if they are unable to

determine the whereabouts of a student. Friday and Saturday evenings students are granted leave at the discretion of House Parents and the Head of Boarding. Again, registers are taken and missing persons procedures followed where a student's whereabouts are unknown. Each residence has its own signing in / out books which are also checked throughout the evenings and at weekends to help monitor student whereabouts.

Some of our students are in Host Family accommodation. Host Families understand that they should immediately report the absence of a student after curfew to the Emergency Phone. The Emergency Phone Holder will then follow missing persons procedures and escalate the issue as appropriate.



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Visitors

All visitors must enter and sign in and out at the main point of entry to School premises' (main school site or residences) and will be issued with a visitor's badge. If staff have made an appointment to see a visitor, they should inform Reception or the House Parent in advance. Visitors must be collected from the relevant Reception and not be allowed to move around the school premises' unaccompanied. Staff should politely challenge any person not displaying identification and walk them back to the relevant Reception area.

Knowing or Finding the Whereabouts of Students

Students are regularly updated by teaching staff, tutors, boarding and support staff of any changes to routines. Expectations of students to communicate any requests for leaves or give notice of illness are made clear through induction and reinforced throughout the year.

House Parents and the Heads of Boarding collect and regularly update mobile phone numbers of students throughout the year. Ascertaining the whereabouts of a student that is not accounted for will begin with calling the student, which usually leads to a successful outcome; if the student is not immediately contactable, missing persons procedures will be followed.