



Pupil Supervision and Safety Policy WSP18

Owner: Principal Deputy Head (Repton)
Last Revised: Michaelmas 2023

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1 Links to Other Policies

This policy should be read in conjunction with the policies/protocols on:

Admissions and Attendance Registers
Safeguarding Children & Child Protection Policy
Educational Visits Policy
Guardianship Policy
Staff Code of Conduct
School Rules
Wellbeing Policy
House Risk Assessments
Health and Safety Policy
Visitor and Visiting Speakers Policy

2 Key Staff

John Golding jgolding@repton.org.uk	Principal Deputy Head	i/c Day-to-Day Management of the School
Tom Naylor tnaylor@repton.org.uk	Deputy Head Pastoral	i/c Discipline i/c Pastoral management and development i/c Hsms
Ashley Currie acurrie@repton.org.uk	Deputy Head Academic	i/c Academic Management
Anna Parish aparish@repton.org.uk	Deputy Head Inclusion and Wellbeing	i/c PSHCE i/c CPD i/c San and Matrons Deputy DSL
Anton Smith asmith@repton.org.uk	Director of School Operations	i/c Daily operation of school sanctions i/c Security

Sally Lees slees@repton.org.uk	Deputy Head Safeguarding Designated Safeguarding Lead	i/c Safeguarding and child protection
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Supervision of Pupils

3 Staff responsibilities

- 3.1 Repton School is committed to safeguarding and promoting the welfare of its pupils. The Governing Body and the Headmaster will ensure that adequate, safe supervision of pupils takes place throughout the school day and that the School is a safe environment for pupils and staff. Members of staff are expected to have due regard for all pupils' safety and welfare at all times.
- 3.2 Staff are also expected to take responsibility for specific groups of pupils at particular times such as academic lessons, extracurricular activities and supervision of boarding houses, as directed by the Headmaster. This responsibility may also extend to school activities away from the site, including residential trips.
- 3.3 Practice at all times must be in adherence with the School's published policies and procedures.
- 3.4 Training on pupil supervision will be provided within the School's induction programme for new staff. The promulgation of guidance to Common Room and the promotion of best practice are ongoing.
- 3.5 Care is given at every stage to consider the risk tolerance of a situation or activity in order to strike a balance between giving pupils independence, privacy and enjoyment within a clear and robust framework of care which will necessarily impose certain restrictions for reasons of safety and security. Contextual factors to be considered include age, time, season, the need for privacy vs the need for communal activity, site and situation etc.
- 3.6 In cases of a major emergency within the school, or one involving pupils from the school on an educational visit of some sort, the staff are cognisant with the school's emergency plan and carry contact numbers on their person. The SMT (the point of contact at Repton) are all in possession of the Emergency Plan procedural document.

4 Pupils' arrival and departure

- 4.1 Parents are responsible for their children during their journeys to and from school. This includes:

boarders at the beginning and end of terms and half-terms

boarders on Privilege Weekends, Exeats or at other times when they leave the school site with parental permission

day pupils at the beginning and end of each school day

While many parents may choose to make travel arrangements themselves, overseas pupils are required to have an English-speaking contact in the UK who can take responsibility for travel arrangements to and from school on behalf of families. Parents and guardians should ensure that Houseparents have written notification of these arrangements. The role of the guardian is explained more fully in the School's Guardianship Policy.

4.2 While responsibility for pupils on journeys or at friends'/guardians' houses as described in 4.2 ultimately lies with those adults, the School does have commitments and responsibilities to keep pupils safe beyond the bounds of the site through the following measures:

- ensuring that the correct permissions and details of safe travel have been received prior to pupils leaving the care of the Housemaster/mistress.
- ensuring that all travel details, passport and visa documentation for all international pupils is in place prior to pupils leaving the care of the Housemaster/mistress.
- all required documentation or stipulation for any Tier 4 pupil is in place and has been communicated to the parent and/or guardian.
- usually, the Housemaster/mistress would expect to book all taxis through Ambassador Cars. In the event of any personal arrangement being made with Ambassador (or with other companies which the School does not use), we would always need to be in receipt of those details as soon as possible.
- any individual arrangements for transport or lift-sharing e.g. to and from sports fixtures or trips, must have permission from the School via the Housemaster/mistress.

4.3 Day pupils are the responsibility of the School from their arrival in the morning (by 8.20am) until the end of their school day (from 6pm, Monday to Friday; from 12.15pm, Saturday). They are required to register with a member of staff on arrival and to sign out at the end of the day. If a day pupil wishes to return to the school site over the weekend, they should seek the Housemaster/mistress's permission first, and sign in and out of the House with them. There is a specific section in the School Rules regarding day pupils.

5 Pupil absences

5.1 It is the responsibility of parents/guardians to inform the School if a pupil is unable to attend school at any time. This will usually be communicated to a member of staff in the relevant House, by phone or email before 8.30am.

5.2 Staff will proceed in accordance with the School's policies on Admissions and Attendance Registers and Missing Pupils. Registration is formally conducted in the Houses twice a day (8.30am and 1.00pm), Monday to Friday, and on Saturdays at 8.30am.

5.3 Other than the formal DfE requirements for registration, the whereabouts and wellbeing of all pupils will also be checked at 6.00 pm each day and a final check on boarders by 11.00pm after day pupils have left (usually by 9.00pm). There are additional checks made at regular points during the weekend: on Saturday at 8.30 am, 12.30 pm, 6.00pm, 9.00pm and by 11.00pm, and on Sunday at 9.30 am, 1.00pm, 6.00pm, 9.00pm and by 11.00pm. Any unexplained absence should be followed up by staff without delay.

5.4 Registrations are also taken in every lesson and at activities.

6 Lessons and extracurricular activities

- 6.1 It is the responsibility of individual teachers to supervise academic lessons or activities according to the published timetable and schedule. Staff are expected to arrive promptly for the published start time and to remain in attendance throughout. If they need to respond to a genuine emergency, additional staff assistance should be sought to ensure that pupils are not left unsupervised for any length of time.
- 6.2 Attendance information is accessible to all staff via the School's MIS. Unexplained absences of pupils from lessons and other compulsory activities should be reported to the relevant Houseparent and Matron promptly. Absences from sports activities should be reported by coaches via SOCS and the Sports Administrator will liaise with Houseparents.
- 6.3 If a member of staff knows in advance that he/she is not able to fulfil a scheduled commitment such as a lesson, permission needs to be sought from the Principal Deputy Head. It is his/her responsibility to make alternative arrangements to ensure that the activity can still take place and to inform the Head of Department or member of staff in charge of that activity. If the absence is because of illness, an email is sent to the Head of Department, the Head of HR and the Principal Deputy Head. If an activity cannot take place, this must be communicated to pupils, alternative arrangements for their time made clear and appropriate staff informed.
- 6.4 Access to the Art School, Music School, Design Technology, 400 Hall and ICT is available outside lesson times only when there is a staff presence or through specific risk-assessed arrangements. Opening times are advertised by departments.
- 6.5 Where senior pupils (such as CCF NCOs) are supervising a group of younger ones, a member of staff must always retain overall responsibility and be readily available.
- 6.6 When not in use classrooms and other rooms should be locked both to ensure unsupervised groups of pupils may not gather there and to safeguard school property.
- 6.7 Upper Sixth Formers are expected to spend Private Work lessons either in their own Houses, the School Library, or the Kan Library. Staff will be available within these areas. Sixth formers are expected to attend staffed PWs in periods 1 and 2 of morning school. At all other times, they should be in the rooms allocated above.
- 6.8 Staff supervising evening activities should ensure that pupils do not move unaccompanied around the site.

7 Houses

- 7.1 There must be a member of staff responsible for the House at all times. The Houseparent should ensure that there is an adult staff presence within the building itself unless an urgent reason dictates otherwise
- 7.2 An emergency contact sheet should be visible on all house boards in the event of the Houseparent and/or Matron being absent.
- 7.3 During the mornings and afternoons, when Housemasters are likely to have teaching or extracurricular commitments or are required to attend meetings, responsibility for providing a presence in the House may be routinely delegated to the Matron.

- 7.4 A Relief Matron will provide cover during the Matron's day off.
- 7.5 If the Matron's duties take her away from the House during the morning (for example, to the Bursary or to take a pupil for a medical appointment), a designated senior cleaner will deputise for them and this will be communicated to pupils.
- 7.6 At other times, if responsibilities require the supervisory member of staff to be elsewhere on the school site, pupils must have clear directions on how to contact the member of staff (eg a house mobile number or the house phone which may be diverted) or to summon assistance without delay (eg contact details for the Health and Wellbeing Centre). All houses are supplied with a house mobile to facilitate communication and ensure an immediate response. Ready access to information and effective communication between staff and between staff and pupils are crucial.
- 7.7 Houseparents should have a list of all mobile phone numbers of pupils in the house.
- 7.8 Supervision of pupils within the House is overseen by the Houseparent. The House team (Houseparent, Matron, Resident Tutor and House Tutors) will be the visible, pro-active supervisory presence in the House during those periods when visitors from other houses may be present. Pupils may be invited into a boarding house by a member of that house at the specified times, but permission is required of the designated member of that House Team in person or, failing that, by email. Signing in and out of a House by the visitor is also required. Visitors are restricted to specified Common Room areas only.
- 7.9 The School uses the Paxton door entry system for pupils and staff to provide an extra level of security for entrance to all school buildings. This system can be retrospectively checked by both the Houseparent and (centrally) by the School Marshal.
- 7.10 In October 2023, the School is additionally using the REACH system to complement Paxton on key buildings and all and boarding houses which provides real-time supervision in non-teaching time, tracking and monitoring pupil whereabouts.

8 Mealtimes

- 8.1 Meals in the Houses will be supervised by at least one member of staff. The expectation is that the Housemaster/Mistress, the Matron, the Resident Tutor or the spouse, will singly or collectively be the staff supervisory presence.
- 8.2 Breakfast and lunch provide a convenient mechanism for taking the two formal registrations each day and pupils' presence and wellbeing should also be checked at Tea.
- 8.3 All members of Common Room and also support staff, are encouraged to attend lunch in the Houses, Monday to Friday, as arranged centrally by the Deputy Head Pastoral. This creates a more formal atmosphere for the pupils' main meal of the day and encourages the development of good table manners and conversational skills. Members of staff and other visitors such as prospective parents sit with the pupils, rather than at a staff table.

9 Evenings

- 9.1 Tutors, both resident and non-resident, are on duty in the Houses on one designated evening per week, usually from 7.00pm-10.30 pm or other hours as agreed with the Houseparent.
- 9.2 There should be an effective mechanism for a 'hand-over' between Houseparent and Tutors at the beginning and end of the evening. For example, this would usually take the form of a face-to-face conversation with a handover sheet.
- 9.3 Matrons are not expected to be the first port of call for pupils during Prep (7pm-9pm), although they should remain contactable during these times.
- 9.4 Pupils should obtain permission from a member of staff before leaving their Houses after Lock-Up (nominally 6.00pm) and all Houses must have a procedure, known to the pupils and regularly monitored by staff, by which they sign in and out of the House at this time. This might take the form of a 'signing out book' or a card system (to be supplemented by REACH); to indicate a pupil's whereabouts which in turn informs any emergency roll call. Pupils are expected to adhere to the School Rules when moving around the school site at these times.
- 9.5 The member of the house team on duty (Housemaster/mistress or Tutor) must ensure that all boarders are safely within the House once the building has been secured before the close of the day.
- 9.6 Where senior pupils (such as Prefects) are supervising a group of younger ones, a member of staff must always retain overall responsibility and be readily available.

10 Overnight

- 10.1 The Housemaster/mistress, or the Resident Tutor if on duty, is responsible for overnight supervision of the House.

- 10.2 There will be at least one member of staff resident in each House overnight, although in practice there will normally be several: the Houseparent, their spouse and the Matron, and in addition Houses have a Resident Tutor (with the exception of The Orchard which has a Boarding Tutor with similar responsibilities).
- 10.3 If it is necessary for a Houseparent to be away from the House overnight, it is his/her responsibility to ensure that another member of staff is resident and has responsibility for the pupils. This will normally be the Resident or Boarding Tutor, although another member of the tutor team or a senior member of staff may also provide cover.
- 10.4 On five weekends a year (two in the Michaelmas Term and three across Lent and Summer Terms) Resident and Boarding Tutors will take responsibility for the House, in accordance with the policy on Protected Time for House Staff. On these occasions there should be an effective handover between staff, as for regular duty nights. Senior staff and other members of the house team should also be aware of the arrangements and ready to support the Resident or Boarding Tutor if required.
- 10.5 The Deputy Head Pastoral (Headmaster@ copied in) must be informed of any overnight absence by a Housemaster

11 Other areas of the School

- 11.1 Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.
- 11.2 Pupils are not permitted unsupervised access to potentially dangerous areas. These include: the swimming pool; science laboratories; Design Technology workshops; the Armoury. These areas are kept locked at all times when not in use.
- 11.3 Any potentially dangerous substances or items such as flammables are kept securely locked in appropriate storage facilities.
- 11.4 Pupils do not have access to the Grounds and Maintenance areas of the School. These and other areas are stipulated as out of bounds in the School Rules.
- 11.5 The School Marshal provides a supervisory presence in the area of the Arch, at the Cross at peak times to ensure pupil safety on the roads and around the site. Reminders regarding personal and road safety are regularly delivered via house and senior staff and senior pupils, and particular attention given during the period of Winter Timetable.

12 Educational Visits

12.1 Requirements for supervision of pupils on school activities and journeys beyond the site are described in the Educational Visits Policy. The potential to encounter unusual situations and the consequences of any failure of appropriate supervision and safety arrangements are all the higher on trips away from the school site and planning and application must therefore be meticulous and robust. Distance, overnight supervision/accommodation and potentially hazardous environments are the greatest factors to consider. Arrangements for Education Visits are the responsibility of the member of staff in charge of the trip and must be approved by the Director of School Operations. Other members of the Senior Management Team, including the Headmaster, the Principal Deputy Head and the Deputy Head Pastoral, as well as the Safeguarding team, should be consulted as appropriate with the Headmaster signing off on trips overseas.

13 At other times

13.1 It is the nature of boarding school life and of the school site that pupils will not be directly supervised at all times - for example, as they move around the school site and around the village - and parents are advised of this practice in the Welcome Pack. At the same time the School seeks to instil qualities such as independence, resilience and self-reliance in its pupils over their five years in the School. Pupils of all ages, but especially the senior ones, are encouraged to take a sense of responsibility for the welfare of their peers and to support the culture of the community. The extent of pupils' free time and the freedom which they are granted will depend principally on their age but other factors such as their reliability and trustworthiness will also be taken into account.

The School seeks to avoid or minimise risks to pupils at these times by providing:

clear School Rules which specify which areas of the school site and village and which activities are out of bounds
up-to-date and rigorous risk assessments
regular reminders to all pupils regarding personal safety, including notices on house boards and in the School Rules
a regular staff presence: almost all members of the teaching staff live on or around the school site
security measures including use of CCTV, security personnel (Friday to Sunday), designated Duty Staff around the site and at all pupil events, and a rota of duty SMT at weekends and in pupil free time during the week
maintaining lists of pupil mobile phone numbers kept in houses
clear guidelines and procedures on how to make use of school facilities in permitted times ie. The gym

- 13.1 During Break (10.35-11.05am) pupils are permitted to return to the Houses during Break or to visit the Grubber, JCR or shops in the village. Matrons will usually be present in the Houses during this period. The Grubber and JCR are staffed during this period by the School Shop team, supported by the School Marshal and Duty Staff.
- 13.2 Pupils enjoy the opportunity to move around the school site in the period after Tea during the first half of Michaelmas and the Summer Term (6pm – 6.50pm) and after Tea on Saturdays and Sundays throughout the year (6pm – 9pm). This will be extended in the Winter Timetable from November 2023 to allow O Block and Sixth Form to access other houses, the JCR and the 1557 Café (sixth form only) with B and A Blocks also having some limited access to the above. There are clear School Rules governing their conduct during these periods to ensure that they do not move around on their own or congregate in large groups, and there is a staff presence around the site and in the village, including the Duty Staff, Security and SMT. Pupils are checked at their House at the start of Prep (7pm) or at roll-call (9pm on Saturday and Sunday).
- 13.3 There are three designated Duty Staff each week, who provide supervision in the Grubber, at JCR, Chapel and other school events, and maintain a general presence around the site, especially at breaks and after Tea in free time and are contactable via the Duty Staff mobile. On Saturday evenings there is at least one designated member of SMT on duty.
- 13.4 Pupils are permitted to attend social events (including Junior and Senior Socials, the JCR, guest dinners and house dining nights) on Saturday evenings. Attendance at these is subject to the agreement of house staff and all events are supervised by a team of staff, organised by the Principal Deputy Head, Deputy Head Pastoral and Deputy Head Inclusion and Wellbeing or Houseparents. As with all evening events, pupils are expected to return directly to their own houses afterwards, where they must be checked in by a member of the house team. On Saturday evenings (9:00pm – 10:15pm) members of the sixth form are permitted to attend the JCR. Hsms are required to complete the list of those that are attending using Teams just prior to the pupils leaving the house. The duty members of SMT will then enter the time they arrive at Bar and the time they depart. A hard copy of this register will be filed in the JCR and be monitored by the AH(O).
- 13.5 Staffing arrangements for Sunday trips and weekend events are published by the Principal Deputy Head initially, with the Deputy Head Inclusion and Wellbeing taking responsibility for the individual trip.
- 13.6 Pupils may leave the village only with the express permission and prior knowledge of their Housemaster/mistress. They are expected to sign out of the House and to report to a member of staff on their return.
- 13.7 Unaccompanied trips outside the village (eg. to Derby) are normally restricted to members of the Sixth Form as a privilege. There is a full programme of supervised weekend activities, on and off site.
- 13.8 At parental request, permission may be granted for pupils to leave school for specific events such as university open days or sports training, subject to approval of safeguarding protocols. At such times pupils are the responsibility of their parents or, with permission from all parties, another specified adult.

- 13.9 All such trips are granted at the discretion of the Deputy Head Pastoral or the Principal Deputy Head via the Housemaster/mistress who must be provided with all relevant information and be satisfied that the pupils will be safe and act appropriately.
- 13.10 Permission is required from parents/guardians on each occasion when their son/daughter wishes to take a Privilege Weekend. Parents are responsible for their son/daughter from the time when he/she leaves the school premises until their return. If the pupil is staying with the family of another child, permission must be given by both sets of parents. If parents wish their son or daughter to be independent overnight (for example, staying in a hotel), explicit permission must be obtained from the Headmaster; this practice is discouraged in the interests of pupil safety.
- 13.11 The school employs security guards to patrol the site on a Friday, Saturday and Sunday evening and for specific events.
- 13.12 Particular events, such as the Steeplechase, will have individual supervision risks and measures considered and stipulated as part of a specific risk assessment.

14 Travel

- 14.1 Pupils using public transport must ensure that their Houseparent has full details of their travel arrangements and that they remain contactable by phone at all times. They are expected to adhere to the School Rules while they are away from the site.
- 14.2 Staff may book taxi journeys for pupils, the cost of which can be charged to the school bill, but this must be with the School's preferred provider (currently Ambassador Cars). If parents wish to use another taxi company, they must be responsible for making the booking and provide full details to Houseparent. Pupils may not make their own bookings.
- 14.3 The School Rules stipulate that pupils require the permission of their Houseparent to travel in vehicles unless they are with their own parents or a member of staff. If a pupil wishes to travel in the vehicle of parents other than his/her own, permission must be given by both sets of parents. They may not be driven by anyone under 21 other than a sibling or only if specific permission has been given by the Principal Deputy Head for a regular event such as hockey training at a club.
- 14.4 Members of staff must refer to and follow the specific guidance in the Staff Code of Conduct when transporting pupils.
- 14.5 Pupils may not drive a vehicle into school other than with the express permission of the Principal Deputy Head, which is usually given only to day pupils and is subject to a series of conditions which must be agreed with parents and pupils. These include the requirement for the vehicle's details to be logged with staff, the vehicle parked in a place known to the Houseparent, and the key handed over to a member of staff for safe keeping throughout the school day. Pupils may not drive another member of the School other than a sibling, except with the express permission of the Principal Deputy Head.
- 14.6 Pupils are the responsibility of their parents on their journeys to and from the School, unless they take advantage of the school bus service. The driver is the representative of the school on that journey and pupils should obey the School Rules accordingly as soon as they board the bus.

Missing Pupils Policy

15 Registration

- 15.1 Registration of all pupils, both boarders and day, is undertaken formally by a member of the house staff twice during the day – before the morning and afternoon sessions - Monday to Friday, and before the morning session on Saturday. This data is recorded on the school database.
- 15.2 If pupils are not seen by a responsible adult, they should be regarded as absent. Reasons for pupils' absence will be logged on the school database.
- 15.3 Day pupils who arrive at school after registration should report to the Lodge; house staff will be informed so that this can be logged on the database. Day pupils must also sign out at 6.00pm with house staff when they leave the school site at the end of their day.
- 15.4 Pupils are also checked at 6.00pm and bedtime each day and at regular points during the weekend, at 9.00pm and bedtime. A record of this is maintained electronically.
- 15.5 A registration is also taken in each lesson and activity.

16 Absence from school activities

- 16.1 If a pupil is absent from a lesson without prior explanation, staff should check the attendance information on the school database. Any unexplained or unexpected absences should be promptly investigated with an email sent to the relevant Matron and copying in the relevant Houseparent.
- 16.2 Pupils' attendance at all compulsory extracurricular activities should be monitored. As with lessons, it is the responsibility of the supervisory member of staff to notify any absences to the relevant Houseparent. Absentees from sports activities should be reported on SOCS and will be monitored by the Sports Administrator.
- 16.3 Pupils are required to attend all meals in their Houses (with some local exceptions at Breakfast) and this provides a convenient opportunity to check on their presence and well-being.

17 Movement around and beyond Repton

- 17.1 The School Rules make clear which areas of the school site and village are within bounds for pupils. These are published on house boards, and details are given in the calendar booklet, a copy of which is given to all pupils.
- 17.2 There are specific regulations governing cross-country runs, including approved routes, which are available on house notice boards.
- 17.3 Pupils must obtain permission to leave the House and sign out if they are leaving the House for an evening activity after Lock-up (7pm in the first half of Michaelmas and Summer Terms; 6pm in the second half of Michaelmas and Lent Terms). They must sign in on their return.

17.4 Pupils must obtain specific permission from their Houseparent if they have reason to leave the village, other than on a school activity.

17.5 Arrangements for boarders' Privilege Weekends must be notified in advance and explicitly sanctioned by the pupil's own parents and any other supervisory adult taking responsibility for them.

18 Procedure for pupils thought to be missing from school

18.1 The School conducts regular checks on pupils' whereabouts and welfare throughout the school day. It is imperative that any unexpected and/or unauthorised absence from school is investigated by staff promptly and effectively and the following strategies may be employed. These are conveniently summarised in the Missing Pupils Protocol at Annex A, which should be displayed in the Houseparent's Study.

Staff should try to contact the missing pupil by mobile phone to ascertain his/her whereabouts and safety. It can be very useful to enlist the support of fellow pupils in this: a child in distress may more readily answer a call from a friend. Mobile numbers for all pupils should be readily available to other house staff.
A thorough search should be made of the House and relevant parts of the School. While it is important not to exacerbate anxiety, other pupils can also be useful in helping to cover the school site
It is important to establish last sightings, so check to see if he/she has been missing from lessons or activities and ask other pupils if they know of his/her whereabouts or of his/her intentions to leave the school site.
Wellbeing/safeguarding concerns, pastoral notes, parental communication and medical records should be checked for identified risks or current causes of concern
Other Housemasters should be informed that a pupil is believed to be missing, to establish whether they or their pupils have any relevant information
Particular care must be taken with siblings, who may have relevant information but need to be informed of the concern with sensitivity to their own welfare, preferably by their own Houseparent
The DSL/Deputy Head Pastoral, or, if unavailable, the Director of School Operations, should be informed for guidance and to help with co-ordination of the search until it is necessary to inform the police. This might be done without delay if the pupil is considered particularly vulnerable.
Responsible adults should check the local area, including bus stops, bus stations, railway stations, taxi firms etc
CCTV footage from a number of locations around the site can be checked. Security personnel (on site on Friday, Saturday and Sunday evenings) can be contacted via the Duty Master or the Director of School Operations
Responsible adults should continue searching unless/until police advise otherwise

- 18.2 If a pupil fails to return from a leave of absence such as a holiday or Privilege Weekend, it is important in the first instance to check travel arrangements and make contact with the parents, guardians, etc responsible for the pupil during this period.
- 18.3 Many factors, such as the time of day, the state of mind of the pupil involved or comments made by other pupils, will usually determine the seriousness of the situation. A common-sense approach is important and close liaison with SMT essential. Any evening or night-time absence is particularly serious and house staff should not hesitate to contact SMT, whatever the hour. It is important that the DSL is made aware to consider safeguarding aspects of the incident.
- 18.4 Houseparents should use their discretion in deciding when to inform authorities such as the police. For example, if a suicidal or depressed pupil goes missing, it may be thought necessary to inform the police quickly. In cases of suspected abduction, the police should be informed immediately. In other cases, it is appropriate to search the environs of the School thoroughly before contacting outside agencies. Police should be contacted once it is clear that the pupil has left the school site but his/her location remains unknown, or if there is any concern regarding his/her safety or ability to return to school.
- 18.5 Parents should be contacted once it has been established that the pupil has left the school site without permission.
- 18.6 Once the missing pupil has been located and recovered, all parties who have been made aware of the situation should be informed as soon as is practical by the Houseparent, either by email or phone. Priority should be given to parents and to any member of staff actively engaged in the search.
- 18.7 A written record should be made of any incident of a pupil going missing, the actions taken and the parties involved, and the reasons given by the pupil for being missing.
- 18.8 If investigation establishes that a pupil has deliberately broken bounds without extenuating circumstances, a disciplinary process will be followed and sanctions may be applied.

19 Educational Visits

- 19.1 If a pupil goes missing on an educational visit, in addition to taking appropriate local action, the member of staff in charge of the school party should contact the Houseparent, the DSL/Deputy Head Pastoral and the Principal Deputy Head to inform them of the situation and to ensure that all welfare information is known. Staff should refer to the guidance in the School's policy on Educational Visits.

20 Missing pupils protocol



Safety of Pupils

The safety of our pupils is of paramount importance. This is addressed through a number of school policies, including:

- The Safeguarding Policy.
- The Behaviour Management Policy and The School Rules.
- The Health and Safety Policy.
- The National Minimum Standards for Boarding with particular reference to the protocol addressing NMS 20.10
- The Repton Organisation: Safeguarding of Pupils Protocol
- A large number of specific risk assessments

This section of the Pupil Supervision and Safety Policy deals specifically with:

- the measures in place to mitigate risk from visitors on to the site, including parents and guests.
- the measures in place to mitigate risk of harm to our pupils in the physical environs of the Boarding House and the School site.
- the measures in place to mitigate risk from intruders on the site.

21 Access to premises

21.1 Introduction

The purpose of this section of the document is:

21.1.1 To act as an overview to co-ordinate the various policies and directives on access to school premises by people from outside of the School.

21.1.2 To ensure that the School is safeguarding boarders with regard to access to premises, such that it meets Regulation 8 of the Documentation Required for Regulatory Compliance.

21.2 Responsibilities

21.2.1 The School has a responsibility to keep pupils safe as is stated in the Child Protection and Safeguarding Policy.

21.2.2 In practical terms, this responsibility for monitoring and restricting access is devolved into various areas and on to various individuals around the school site. There are two main areas in this regard:

- (a) The boarding houses.
- (b) The school site and grounds.

22 The Boarding House

- 22.1**In terms of the boarding house, access is carefully restricted through code locks on doors, window locks and alarmed doors and windows. This is particularly carefully defined in site-specific, annually maintained House Risk Assessments. Generally, each house has a maximum of two pupil code-doors which are dead-locked usually by 9.00pm but, at the latest, by 10.00 pm each night, whereupon entrance is only possible via the Houseparent's front door.
- 22.2**Windows in boarding houses are fitted with restrictors which are the subject of regular checks by the housemaster and the house team.
- 22.3**As per Supervision (5 - Houses), in daytime, there will be an adult on site to whom children can refer. Invariably, this will be the Housemaster / mistress, Matron or Tutor on Duty.
- 22.4**Academic and Support staff are aware of the need to challenge strangers and of the safeguarding requirements of the boarding house.
- 22.5**The Houseparent educates each year group as to the security requirements of the house: maintaining the need for care and vigilance over access, maintaining the security of the building by not tampering with fixtures and fittings, and challenging politely or reporting to an adult, any stranger noted in or around the house.
- 22.6**Apart from denying access to potentially harmful individuals, there is a particular need to control access to the boarding house given that a pupil often comes to regard it as being a 'home from home' with all of the attendant needs for privacy that entails. Pupils shower and change for sports and activities in the house as well as perhaps being ill in bed on occasion with no wish to be disturbed.
- 22.7**Access for pupils. No pupil from another house is allowed in any room other than the designated common rooms. Pupils should not go into kitchen or maintenance areas unaccompanied. Access to the staff residential area is limited, controlled and monitored in accordance with NMS 20.10 (see Appendix 4)
- 22.8**Access for parents. Parents should not be allowed into the boarding house independent of the Houseparent's knowledge and/or permission or given access by their children. Obvious exceptions to this are at the beginning and end of terms, or half terms, when the house is expecting their presence.
- 22.9**Access on public occasions. On several occasions during the year; Sale of Work dinners, cabaret evenings, Speech Days, even House Suppers, parents will have been invited into the house but this access is limited to certain public areas only.
- 22.10**Access for teaching staff. Other for staff on duty, at times, usually after tea or in prep, it might be necessary for teaching staff to go into a house outside usual hours to pass on work, tutor an individual or convey important messages to pupils. It is important that staff should first always make themselves known to a member of the house team – the Hsm or the tutor on duty - and then restrict themselves to the public areas as per the Child Protection and Safeguarding Policy.
- 22.11**Access for Maintenance. See Appendix 1.

- 22.12 Access to School Visitors. Occasionally speakers or guests of the school might be invited into the house, even staying overnight. All such visitors would need to have been signed in at the Arch and badged as per the Visiting Speakers Policy WSP22.
- 22.13 Access for Contractors. See Appendix 2.
- 22.14 Access for Old Reptonians. No Old Reptonian should be allowed free access to the house. Any tour must be accompanied. Younger leavers, returning to see erstwhile fellows, should already know not to attempt to gain access via an existing member of the house. All access for Old Reptonians is via the Hsms' front door in the first instance.
- 22.15 Each housemaster or housemistress is responsible for producing a general Risk Assessment for their house, in the construction of which the pupils' safety is of paramount importance. This will cover relevant structural, electrical, procedural, security, extra-curricular, chemical and individual health risk. The School's Health and Safety Officer, the Domestic Bursar, is able to offer advice on risk assessments.

23 The School Site and Grounds

- 23.1 For the purposes of this document, the focus is on areas of the school used by the pupils, other than the boarding houses, which are covered in section 3, in order to complement the wider Health and Safety Policy. The AH(O) has responsibility for the security of pupils within the School, working in tandem with the School Marshal, Head of Facilities and Director of Facilities & Services who collectively have responsibility for the overall security of the site and buildings. The AH(O) supervises the external security company provision, liaises closely with the local police and advises on all issues of security and protection for personal property.
- 23.2 Repton School is an open site intersected by a number of public rights of way which does allow the public access or near-access to much of the school site.
- 23.3 In addition, on a regular basis, at certain times eg. on Saturday for sports fixtures, large numbers of parents, both of Reptonians and of the opposition, will be present. Though we cannot vouch for every visitor, there is always a large staff presence around the school site on any match day. Though this influx will disperse around the pitches for a time, the post-match focus is on tea in Sports Centre area, again where the movement of adults is restricted to certain areas and where there is again a staff presence.
- 23.4 Staff wear identification lanyards and are evident on public occasions.
- 23.5 The swimming pool, and at certain times, the fitness suite, the sports hall and the astroturf are used by the general public. For the former, a membership is required and for the individual to sign in with the sports centre staff while for the rest, a member of the sports centre staff is on site to monitor. Separate risk assessments are in place for these areas.
- 23.6 Just as in the boarding house, pupils and staff are asked to be vigilant around the school site and to report or challenge any obvious strangers or unusual behaviour.
- 23.7 If intruders, harmless or otherwise, are identified as being present on the school site, either the School Marshal or the Assistant Head Operations is responsible for asking them to move on and/or communicating information to the houses and staff, as well as the DSL.
- 23.8 Pupils should not traverse the site on their own in the hours of darkness. Younger pupils should ask sixth formers to accompany them to and from post- six o' clock events in winter timetable.
- 23.9 Access cards are overseen by Maintenance.
- 23.10 All pupils should be encouraged to treat their personal safety and security as a high priority. Frequent verbal reminders are given of the instructions and advice contained in the notices on House noticeboards (specifically; Road Safety, Personal Safety and Cross Country Running) and these are regularly reviewed by the Deputy Head (Pastoral). Particular vigilance must be exercised during the hours of darkness, especially afternoon lessons on Winter Timetable.
- 23.11 Detailed guidance is in place to ensure pupils' safety on the roads which dissect the School site, particularly at peak times. Pupils must use the designated crossing points and where possible take advantage of automated crossings, pedestrian refuges and any other traffic calming measures in place. When on the public roads they may not use a mobile phone or wear headphones, which would mask the sound of approaching traffic.

- 23.12 All members of staff are expected to support these guidelines and to deal directly with any situation where a pupil contravenes them or places himself or herself or any other person in danger. The School Marshal has a specific responsibility for the areas at the top of Boot Hill and outside the Old Mitre West Wing at the start and end of the teaching day.
- 23.13 The nightly locking-up of buildings is carried out by the porters under the supervision of the Head of Facilities.
- 23.14 Staff are expected to lock classroom doors and close windows once the class exits at the end of the lesson if the room becomes vacant.
- 23.15 In the event of a crime against pupils from an outside agency, or the imminent risk of it, staff should first dial 999 and then inform SMT. SMT will direct co-ordinate the school's response and further contact with the police. Messages will be relayed via email and confirmed via phone on a basis of greatest imminent risk.
- 23.16 Immediate contact might well need to be made with another house in the event of an emergency. Staff should make use of House Contact details (Appendix E) but should ensure that the private mobile phone numbers on this list are not given out and are only used at the appropriate times.
- 23.17 CCTV cameras are located at various points around the school site both inside and outside main school buildings. Boarding accommodation is also monitored in such way that they don't intrude on a pupil's privacy i.e. external entrance /exit areas only. These can be monitored via the School Network and recorded material is retained for up to 14 days. The addition and positioning of any new CCTV cameras is the responsibility of the COO in consultation with the DH(P) and AH(O). The provision of CCTV was reviewed in 2023 and will remain under annual review.
- 23.18 Appropriate and effective lighting, safety signage and seasonal safety measures such as the spreading of grit on icy surfaces are the responsibility of the Bursarial/Estates Management team.
- 23.19 For any large-scale, one-off events which take place on the school site, there is an Events Form on the school dashboard which needs to be filled in by the organiser of the event which is sent automatically to the Assistant Head Operations and the Deputy Head Safeguarding to be scrutinised for risk assessment and management purposes.

24 Outside Speakers and Visitors

Visiting speakers or volunteers who do not have an enhanced DSBS for Repton School may not be left in sole charge of a group of pupils. The Headmaster has the authority not to accept the help of volunteers or allow entry to visitors if he believes it will not be in the best interests of the pupils. For pupil safety, any unaccompanied volunteers or contractors are required to have appropriate checks and clearance (DBS) before they work in the school.

On arrival, visitors will be asked to produce ID if they are not already known to the school. This applies to any outside provider or contractor. Also, pupils that undertake training or attend events at our school must be accompanied by their member of staff at all times.

Repton School often invites visitors or speakers to give talks to or work with our pupils to enrich their experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

The protocols are:

- All visitors to have a nominated point of contact at the school (the organiser).
- Visitors to provide photo ID upon arrival at School and to be provided with a Visitor Badge or Lanyard.
- Visitors are asked to sign the Visitors' Book at The Lodge or Sports Centre receptions. Contractors may also sign in at the Maintenance Yard.
- Visitors are asked to read the information in the School Reception (The Lodge) or Sports Centre concerning Safeguarding and Health and Safety (including Fire Safety).
- Visitors are to be accompanied at all times by a member of staff and not left unsupervised with pupils at any point.
- Request any visiting speaker to complete the Visiting Speaker at Repton School – Procedure for Staff and Visiting Speakers, which provides a checklist for staff and asks visitors to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached to the form).
- The organiser to conduct research on the person/organisation to establish whether they represent a potential safeguarding risk (including extremism).
- Refusal to allow people/organisations to use school premises if they represent a safeguarding risk (including having links to extremist groups or movements). Justification of the school's decision will be provided to the person/organisation in writing.

Appendix 1

Repton Maintenance Staff: Procedures for visiting Boarding Houses

Contact the House staff in advance to let them know you will be working in the house.

- Wear appropriate Maintenance Department badged clothing.
- On arriving at your work location please liaise with either:
 - The House Master/ Mistress
 - Matron (by phone if necessary)
- Please explain the reason for the visit, and give an approximate completion time.
- Knock on all rooms you need to work in and announce yourself before entering by shouting 'Maintenance', if anyone is occupying the room please ask permission to enter.
- When working in rooms doors to be left fully open, wedge if necessary.
- Maintenance staff must be in pairs if working in pupils' rooms.
- NO doors are to be locked, when you are working in rooms or Houses.
- Maintenance caution signs MUST be placed in the area you are working.
- Inform the house staff that you are leaving the building.
- Where Health and Safety or serious security is an issue it may be inevitable that the above procedures cannot be followed, but this would be an extreme exception.

Appendix 2

Visitors for Maintenance and Contractors/Subcontractors

1. All visitors and contractors related to work on the houses or around the school site are the responsibility of the Director of Facilities and Services and/or the Head of Facilities.
2. For pupil safety, any unaccompanied volunteers or contractors are required to have enhanced DBS checks by HR and clearance (DBS) before they work in the school.
3. The Director of Facilities and Services and/or the Head of Facilities must ensure that all workmen or visitors related to their department have their visits to the site arranged in advance, logged or booked in by their teams and at the Lodge so that all such visitors are booked in properly at the Lodge and lanyarded. Lanyards, entry cards and codes must not be retained by contractors.
4. Contractors must be met at the Lodge by a Porter or a member of the Maintenance Team and accompanied to and in their place of work unless confirmed as having had enhanced checks by HR (in which case they would then be directed to the House to be met by the Matron).
5. The Director of Facilities must inform the occupant/building user in advance when a visit or work will be carried out.
6. If contractors are working in boarding houses, there must be a clear handover of responsibility from Maintenance to the Matron. Once the contractor has signed in at the Lodge, contact must be made with Matron who should wait at the door of the House to escort the visitor in.
7. Care is needed on proper supervision of all contractors within the house:
 - i. This will be judged on a case-by-case basis.
 - ii. Supervision in public areas should be easily accommodated: kitchens, matrons' rooms, washing rooms, boilers etc.
 - iii. Matrons will need to determine whether or not work is possible depending on pupil presence.
8. On larger capital projects the main contractor will manage their own, clearly defined site using their own dedicated booking-in procedures. Therefore, the main contractor's own workforce or subcontractors will not be wearing visitor badges when working within the confines of these sites. The site management team will be vetted by the Director of Facilities and Services and/or the Head of Facilities before the project commences.
9. If a contractor does arrive at a school domestic accommodation, boarding house or classroom unannounced they must be asked by the building user/occupant not to start work and report directly to the Lodge. The building user/occupant should contact the Director of Facilities and Services and/or the Head of Facilities and inform them of the situation. If the building user/occupant has any suspicions they should note the vehicle registration, company name and try to establish the ID of the driver if possible.

Appendix 3

Repton Organisation: Safeguarding of Pupils Protocol

- This Safeguarding Protocol sits in the Repton Supervision and Safety Policy (on the Repton School website).
- It is referenced as an associated document in the Repton Child Protection and Safeguarding Policy.
- It exists as an appendix to the Safeguarding policies of each of the individual Repton clubs - Hockey, Swimming and Rackets - and Repton Enterprises.
- The individual safeguarding policies of the Repton clubs and of Enterprises will sit as appendices in the Supervision and Safety Policy.

25 Introduction

As a School, we now have involvement in a number of other organisations, namely:

- Repton Enterprises
- Repton Swimming Club
- Repton Hockey Club
- Repton Rackets Club

These organisations have individual associations with the School which vary to some degree...

- **Repton Enterprises** has no direct involvement with Repton School pupils unless they enroll on Enterprise courses or are hired as course helpers. However, Repton School facilities will be hired to external individuals and organisations during school and holiday time as residential/day lets and day courses are run by Repton staff. There is therefore an element of responsibility for safeguarding, whether directly or vicariously, and an element of brand reputation risk at the very least.
- **Repton Swimming Club** is an organisation affiliated to Swim England and subject to its safeguarding guidelines while operating out of the School. It has its own Safeguarding Officer (Mrs Sarah Kennedy, mother of Dan U6C) and its own organisational structure, but there are three lines of accountability for the Club: to Swim England for official status, to Repton Enterprises for its commercial activities and to Repton School for its operational management. Elite swimmers do come from outside the School to use Repton's facilities, though the majority are existing pupils. Coaches are paid/managed by Enterprises/School.
- **Repton Hockey Club** is an organisation affiliated to England Hockey and subject to its safeguarding guidelines while operating out of the School. It has its own Welfare and Safeguarding Officer (Mrs Paula Swain, mother of Claudia U6M) and its own organisational structure, but there are two lines of accountability for the Club: to England Hockey for official status and to Repton School for much of its operational management (main coaches – MLJ & NR, the vast majority of its players (current pupils or ORs and its pitches). There is a role for Repton Enterprises in running holiday courses through the Club but this is not as integral a part of the structure as it is with the swimming.
- **Repton Rackets Club** is an organisation operating out of the School. Its safeguarding

structures follow LTA guidelines with Hannah Boyles as the Welfare Officer and its own organisational structure but there are three main lines of accountability for the Club: to the LTA for official status, to Repton Enterprises for its commercial activities and to Repton School for its operational management. Coaches are paid/managed by Enterprises/School.

...and thus all pose slightly different Safeguarding challenges and demands.

The purpose of this Safeguarding Protocol is to:

- 1.1 Bring a coherence to safeguarding policy and practice across the various branches of the organisation.
- 1.2 Ensure continuity of safeguarding and supervision for Repton pupils, especially when moving from the School's remit to a club's.
- 1.3 Ensure safeguarding awareness within the process of mixing Repton pupils with non- Repton pupils, parents and external visitors/customers/members/non-members.
- 1.4 Ensure monitoring of operations through regular meetings between the clubs/Enterprises and the School DSLs.
- 1.5 Create specific liaison responsibilities within the Repton School DSL team.

26 Safeguarding Responsibilities and Measures

General Principles:

Repton Hockey Club, Repton Rackets Club, Repton Swimming Club, Repton Enterprises and Repton School will all have their own Child Protection and Safeguarding Policies. This protocol is designed to link them together to create continuous, joined-up safeguarding protection.

Given the different requirements of each club and of Repton Enterprises, details of their responses to the safeguarding areas listed below will be found in the individual policies rather than this document.

- 26.1 All pupils, while in the clubs, should have a clear understanding of how they need to behave to meet the School's safeguarding expectations.
- 26.2 All staff in the clubs and in Enterprises should understand and follow both the general safeguarding requirements and their own specific operational/safeguarding duties.

- 26.3 All of the clubs and Enterprises have their own, trained safeguarding/welfare officers (Mrs Swain, Mrs Kennedy, Hannah Boyles and Leanne Chandler) with the liaisons as follows: Repton Hockey Club (Anna Parish), Repton Swimming Club (Tom Naylor), Repton Rackets Club (Tom Naylor). In addition, Sally Lees (DSL) and Matthew Carrington (Assistant Head Sport) are understood to be safeguarding liaisons across all three clubs. Sally Lees is the Safeguarding Liaison for Repton Enterprises.
- 26.4 Repton Enterprises understands its vicarious responsibilities from lets and mitigates any risk accordingly.
- 26.5 Sally Lees, as DSL, will provide safeguarding updates across the organisation and lead on monitoring and training.
- 26.6 There is a balance to be considered between compliance with the safeguarding requirements of the individual sporting bodies to which the clubs are affiliated (England Hockey, Swim England and the LTA) and the School's own safeguarding requirements. Ultimately, the reputation of the School and the welfare of its pupils will take precedence.
- 26.7 A strong commitment to safeguarding and excellent pastoral care is a core component of the Repton brand that is shared – and should be maintained - by Enterprises, the clubs and the School.
- 26.8 All *members* of the Hockey Club, the Swimming Club and the Rackets Club should be registered and full contact details readily available. This must also be true for any temporary *users* of the School's facilities on a more casual or one-off basis eg. a non-member who wishes to hire a tennis court. All residential/day lets must require a similar accountability for all adults and children coming on to the site.
- 26.9 All Safeguarding policies (N.B. this document will represent the safeguarding interface between the School and the clubs/Enterprises) of RHC, Repton Swimming Club, Repton Rackets Club must consider the following areas of risk:
- 26.9.1 Pupil safety in movement from boarding houses (ie. school responsibility) to matches and/or training eg. early morning swim sessions, RHC evening training.
- 26.9.2 Pupil supervision. Consideration should be given to the component parts: arrival, activity and departure. Knowing where pupils are through attendance lists and checks at arrival and departure. and ensuring adult presence at these key handover times is essential.
- 26.9.3 Clear arrangements for handovers of external club members from parents to coaches eg. pupils from other schools arriving for training/matches.
- 26.9.4 Ensuring younger pupils, especially those from the Prep, are appropriately supervised and receive enhanced supervision and safeguarding measures on arrival and departure.
- 26.9.5 Ensuring the safety of all pupils in all arrangements for travel to away fixtures, especially for any overnight stops (eg. trips and tournaments). All overnight stays involving Repton pupils should fulfil enhanced scrutiny requirements and separate risk assessments. These should be submitted to SJL and then shared with the Educational Visits co-ordinator (Anton Smith). Key areas of risk are departure arrangements/checks, independent or shared car travel to be in line

with Repton safeguarding policy, post-match arrangements for tea (ie. under-age pupils in pubs), room allocation, supervision rotas, site security and fire reg briefings to pupils.

- 26.9.6 Management of the Sports Centre facility in tandem with Repton Enterprises and sports centre staff to ensure safe and segregated changing facilities for training sessions and match day activity.
- 26.9.7 Management of parents and spectators into clearly designated/signed areas eg. 'No Parents/Visitors Beyond This Point'.
- 26.9.8 Management of visiting teams / adult players into changing areas separated from those used by pupils.
- 26.9.9 A clear, accessible timetable of permanent and daily adjusted (eg. match day) sports centre use.
- 26.9.10 All Repton staff (school, club or Enterprise) should be identifiable (badged/lanyarded).
- 26.9.11 All DBS checks are properly carried out on all coaches and other staff as necessary.
- 26.9.12 All clubs are aware of how to deliver an appropriate management of changing facilities for practice and match-day sessions – one which offers a degree of clearly signposted supervision yet does not impact on necessary privacy – which takes into account the relative age of the pupils/players/swimmers concerned.
- 26.9.13 Clubs should carry out surveys of parents to determine their satisfaction with safeguarding arrangements and to allow suggestions for improvement.
- 26.9.14 The contact details of the welfare/safeguarding officer must be available to all club members.
- 26.9.15 For all lets for U18s, but especially residential lets, Repton Enterprises must insist on an identifiable safeguarding lead who is on site with the group and has produced in advance, a clear safeguarding policy for the duration of the stay eg. contact numbers, parental signatures, DBS certificates, individual medical, dietary and safeguarding information, gender-segregated rooming arrangements, clear rotas of staff supervision in activity time and down-time.
- 26.9.16 At the Sports Centre, clear signage is needed to identify visitor-only toilets and those for teams.
- 26.9.17 Repton Enterprises take responsibility for the safety and security of the Sports Centre as a visible and active presence. Access should be controlled (N.B. the door from the Sci Pri entrance must remain closed at all times on the keypad lock) and checked, and suspicious or 'lost' visitors challenged politely.

JGG 3.9.22

Appendix 4

NMS Section 20.10 Safeguarding Protocol

This protocol is:

- Kept as an appendix to the Supervision and Safety Policy on the School Website.
- Referred to in the Safeguarding and Child Protection Policy.
- Referred to in individual House Risk Assessments.

27 Introduction

The new guidance for the National Minimum Standards for boarding (gov.uk) comes into practice from 5th September.

Standard 20.10 requires specific attention as a significant change to previous legislation. It reads:

No boarders have access to staff residential accommodation (44), other than in exceptional circumstances. Where this occurs a one-to-one situation should be avoided with boarders with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.

Discussion with the BSA has resulted in an explanatory footnote (44) being added to the guidance:

44 This standard applies to the private parts of staff residential accommodation. It does not apply to public or shared use spaces. If a public or shared use space exists within staff accommodation, the school should clearly articulate this in writing in relevant policies and have a clear policy on safely managing the use of such spaces. This standard does not prevent boarders visiting their friends who live in staff residential accommodation. As with any such visit (such as boarders visiting friends' houses off site) the school should have clear policies ensuring such visits are conducted safely.

28 Action

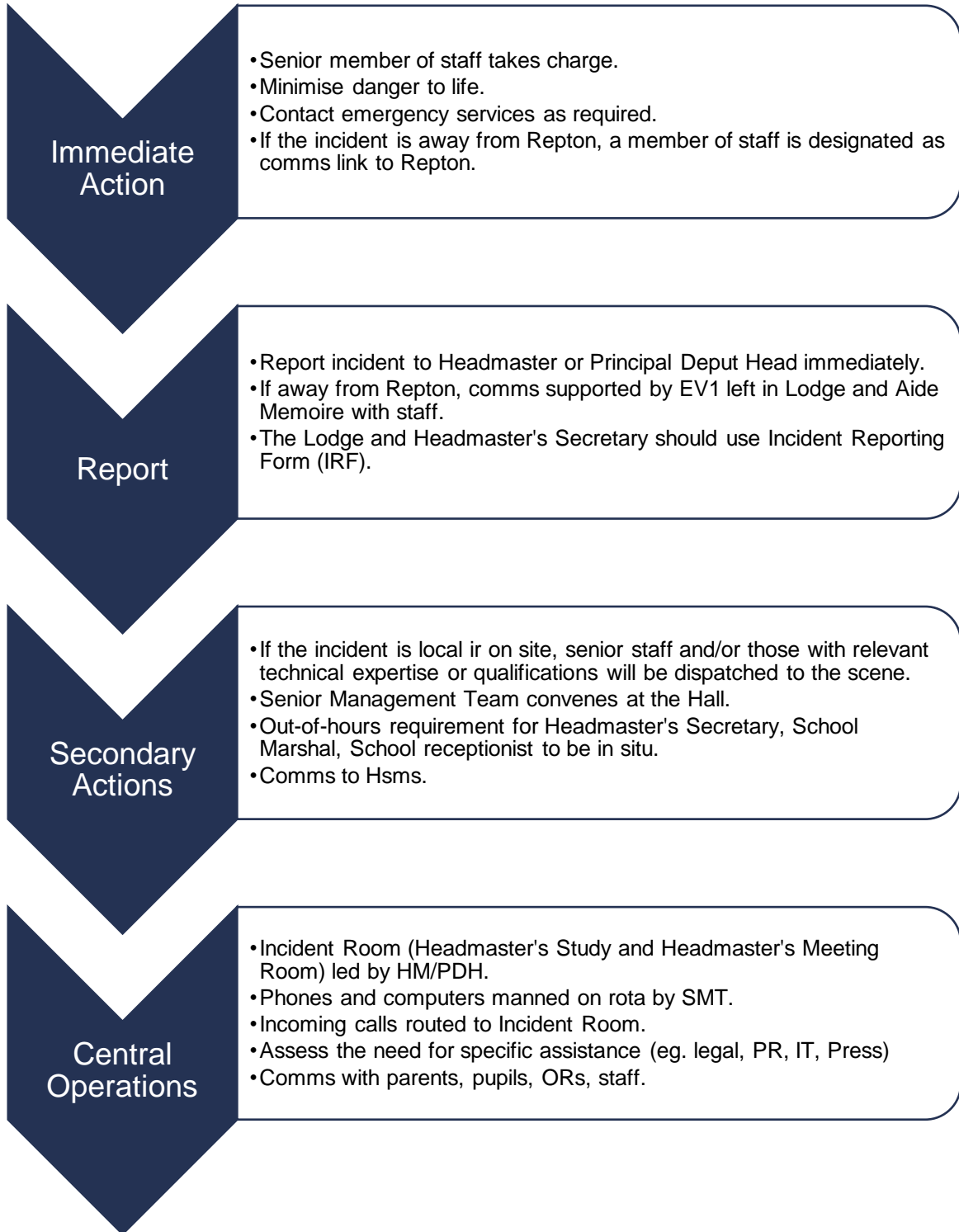
- 28.1 Pupils should not have access to rooms beyond those designated dual purpose (see 2.3) and on no account should they be allowed into private family rooms and bedrooms.
- 28.2 The Housemaster/mistresses' (Hsms) study will be deemed a working room and is therefore suitable for 1:1 meetings if required. It will be a matter of judgement whether privacy requires another individual to be present or an open door. All significant meetings in the Study should be recorded in a desk diary. These meetings can, of course, depending on their nature, take place in a pupil's study or in a common area at a time when others are in Prep or otherwise engaged and need not be recorded other than as appropriately on the School's pastoral database.
- 28.3 The following spaces are deemed dual purpose – being a part of the Hsm's private side and also, on occasion, made accessible to pupils: the sitting room, the kitchen, the dining room, the garden.
- 28.3.1 1:1 meetings should not normally take place in these rooms unless there is a particular need (to be discussed in advance with the DSL/DHP) because of the sensitive nature of the information. Such an event eg. breaking news of a bereavement, might well be best handled 1:1 in the private side but with another adult close by eg. the Hsm in the room with the pupil and the spouse close at hand, ready to join them.
- 28.3.2 These rooms are available for certain group meetings such as prefect meetings, year group meetings and social occasions.
- 28.3.3 Such meetings (see 2.3.2) in these rooms should ideally involve two staff (this includes the Hsm's spouse) though this might mean in practice that one is in the vicinity /checking in while the other takes the meeting.
- 28.3.4 A record of these meetings/occasions (extraordinary 1:1 or group) should be made on the shared document held in the Pastoral Management and Boarding File (Date and Time, House, Group (and names of attendees), Purpose).
- 28.4 To remove any suggestion of favouritism or inappropriate 1:1 contact, pupils should not be used as babysitters for Hsms' children and thus have unrestricted access to private areas of the Hsm's residence. N.B. Pupils should not be used as babysitters in any circumstance.
- 28.5 Great care needs to be taken in allowing friends of Hsms' children from other houses into the Hsm's private residence.
- 28.5.1 Any visit of a boarder as a personal friend of a Hsm's child into the private side of another house for social purposes should be recorded in the shared document.
- 28.5.2 Such a visit should be treated like a Privilege Weekend (PW) with email permissions being logged from both sets of parents with the Hsm of the pupil making the visit.
- 28.5.3 It is highly unlikely that such a visit would be made during the school week as the opportunity for such does not really exist. Any need for this to happen should be checked with the DHP.

28.5.4 Any request for the visit to be an overnight stay (eg. a group of sixth form friends taking a PW to the Hsm's child's home for an 18th birthday) should be discussed carefully with the DHP and DSL and logged on the shared document. The usual permissions from parents would be required.

JGG 5.9.22

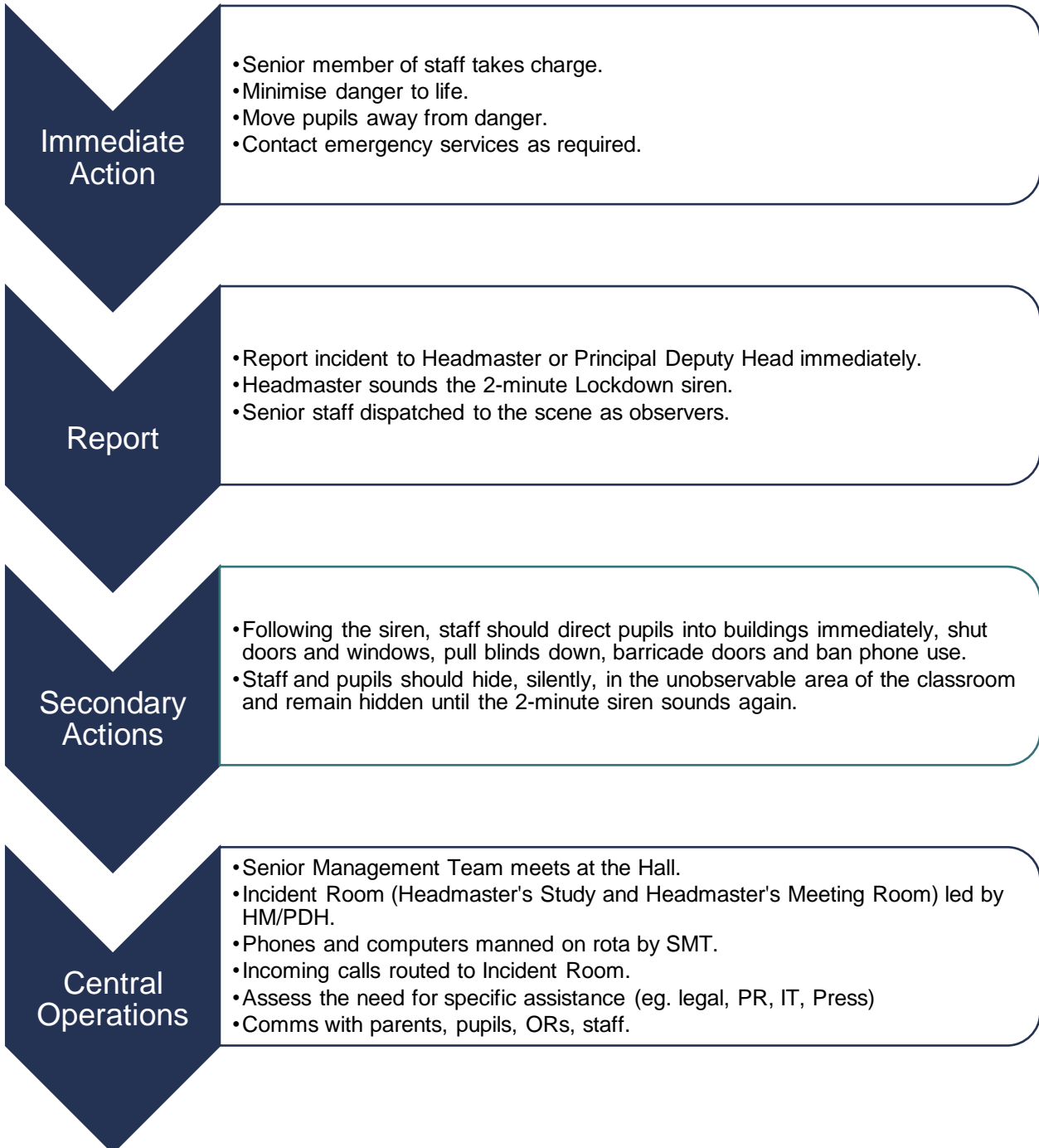
Appendix 5

29 Emergency Plan Procedure



Appendix 6

30 Lockdown Procedure



Appendix 7

31 Lesson Registration

1. The member of staff takes the registration on iSAMS at the start of every lesson, including cover lessons, tutor periods, lectures in the school day, Future Leaders ie. anything which is in lesson time.
2. Any absences of vulnerable pupils (List on REP_All Staff and Pastoral (purple) or Medical (red) Flag attached to pupil lists) need to be communicated to the House immediately via Alert (or email on the phone app to Matron, Relief Matron – eg. RMatronG@ for the Garden - and Hsm).
3. Please do take care not to register your sets with the information displayed on the classroom monitor.
4. If a pupil not on the List of Vulnerable Pupils is late, do not alert House Staff immediately or simply enter 'N'. Wait. The pupil might be late, in which case, when they arrive, select Late and enter the time, giving an EMC if appropriate. If the pupil has not arrived within 10 Minutes of the start of the lesson, enter N and alert the House Staff. If a pupil remains absent from your lesson, please do check your email before the end of the lesson as the House Staff will be checking and the registration can then be amended by the member of staff if necessary.
5. The objects of this process are to locate/explain any pupil absence quickly and efficiently and to reduce the work for Houses in checking on this later in the day.
6. Any member of staff should think twice about entering N immediately as a matter of course. We do not want lists of Ns on the daily report – an N is an 'unexplained absence'.
7. It is the responsibility of House Staff to change any Ns which need alteration at a later stage.
8. In order to reduce the number of unexplained absences, the following will need to happen.
 - 8.1 Any member of staff taking pupils out of school for a trip or a fixture will need to send an email to the Hsm and the Matron by 1pm of the preceding day at the very latest, not just to allow for packed lunches (as absences from M/W/F afternoon lessons will not normally require packed lunches) but to allow House Staff to pre-load the correct code for these pupil absences. N.B. Any communication to the House needs to give specific times of absence from lessons/school.
 - 8.2 House Staff will also pre-load all normal absences like hospital/dental visits, family holidays giving specific times for absence wherever possible etc.
 - 8.3 The Music Department will also pre-load all music lessons.

- 8.4 The Drama Department will likewise pre-load all absences from lessons for LAMDA lessons.
- 8.5 If a member of staff has forgotten to register a set, there will be a reminder from the School Marshal and a need to retrospectively register the set as soon as possible.
9. By 12.45pm and 5.30pm each day, the School Marshal will send a Registration Report to Houses to be checked at Lunch and Tea by the Housemaster/Mistress.
10. Any pupil cutting lessons without permission – something verified by the Housemaster/mistress - receives an SD, given by the person whose lesson has been missed. The Housemaster/Mistress will contact the individual member of staff and ask them to enter the pupil for SD.

JGG 25.1.23

Appendix 8

32 Activities Registration

1. The member of staff takes the registration on SOCS at the start of every standard school activity, including sport, DofE, CCF, Community Action, Personalised Learning, musical ensembles, Choir, Life Drawing etc. If you do not have a registration group for this, see Mat Shepherd.
2. Some specified activities will not require groups on SOCS
 - 2.1 Individual LAMDA and Music lessons in afternoon time. Any non-attendance in these must be communicated to the House (Non-attendance of vulnerable pupils in these lessons needs to be done so immediately).
 - 2.2 Play rehearsals are also not on SOCS but any absence from the specified cast list for a particular evening must be communicated immediately to the House given the likely lateness and darkness of the hour.
 - 2.3 Academic Societies and Evening U6th Library Revision will also not be on SOCS and attendance should be registered in the usual way on the separate system.
 - 2.4 Sports fixtures will not be on SOCS but any absence must be communicated immediately to the House, especially for away fixtures (before departure).
 - 2.5 Sports practices on a Saturday afternoon in the absence of a school match (where day pupil attendance, or that of boarders on PWs, cannot be guaranteed) should have their own registration and relevant absences referred to the House.
 - 2.6 House Matches and House League do not require registration and attendance of players is the responsibility of the House.
 - 2.7 School Trips and Weekend Activities off-site will have their own individual registers and any absence will be reported to the House before departure.
3. Staff will need to be aware of the names of vulnerable pupils in their activity. Any absences of vulnerable pupils (List on REP_All Staff) need to be communicated to the House immediately via email.
4. The registration is taken at the start of the session. If a pupil turns up late, please amend the SOCS register and award an EMC as you see fit.
5. The objects of this process are to locate/explain any pupil absence quickly and efficiently and to reduce the work for Houses in checking on this later in the day.
6. In order to reduce the number of absences, the following will need to happen.
 - 6.1 iSAMS will need to talk to SOCS to fill in the list of authorised absences where appropriate.
 - 6.2 House staff will need to fill in the 'off games' facility on iSAMS which will go throughon to SOCS.

- 6.3 A pupil will always be registered at the session of the sport they have nominated as their main sport/sport of choice for a particular term. If they have been required to attend a different session eg. an U15 netballer is required to play in an U16 hockey cup match, it is the responsibility of the master or mistress i/c that sport to ensure the relevant staff are informed so they can register them as 'authorised absent', and check this has been completed appropriately eg. NPR emails LP the U16A cup squad team sheet for the day which LP forwards on to all U16 netball staff to mark players as 'authorised absent'.
7. By 5.30pm each day, the School Marshal will send a SOCS Registration Report to Houses to be checked at Lunch and Tea.
8. Any unauthorised absence will be confirmed by the Housemaster / Mistress and the SD awarded by the person in charge of the activity.

JGG 24.1.23

Appendix 9

Supervision and Safeguarding for Pupil Visits

Introduction

We are delighted that your child is planning to visit Repton shortly, perhaps for the first time, to see and try some of the wonderful opportunities open to our boys and girls. We hope this will be the place where your child can be happy and flourishing.

We want him/her to enjoy his/her time with us, to meet our pupils and to catch a flavour of the great school we know Repton to be.

For this to happen safely, we need to know any information which may be relevant to your child's individual needs. Please fill in the following form as fully as you can. If there are matters which you would rather discuss in more detail or in a more confidential manner, please do contact the Head of Admissions, Mrs Jane Bird, on 01283 559222, or the Deputy Head Safeguarding, Mrs Sally Lees, on 01283 559425.

Information

Name of Child	
Name(s) of Parent(s)	
Email of Parent(s)	
Parental Contact Telephone Number 1	
Parental Contact Telephone Number 2	
Date of Visit	
Staff Contact for Visit	Email address:
Boarding House Contact	Email address: Phone contact:
School Contact Details	
Arrival Details	
Departure Details	
Specific Requirements	

Medical and Wellbeing Information

1.	Does your child have any allergies?	YES / NO If yes, please give further information below.
2.	Does your child take any medication?	YES / NO If yes, please give further information below.
3.	Does your child have any dietary requirements?	YES / NO If yes, please give further information below.
4.	Does your child have any behavioural or neuro-diverse requirements?	YES / NO If yes, please give further information below.
5.	Does your child have any religious or cultural requirements?	YES / NO If yes, please give further information below.
6.	Is there any other information the School would need to take good, safe care of your child?	YES / NO If yes, please give further information below.

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I agree:

1. To my child participating in the normal, supervised activities of Repton School including lessons and sport.
YES / NO / Not Applicable.
2. To my child staying overnight in school boarding house accommodation.
YES / NO / Not Applicable.
3. To my child being in situations at Repton School which are not directly supervised eg. in free time with other pupils.
YES / NO / Not Applicable.
4. To my child joining in the specific and risk-assessed activities listed below.
YES / NO / Not Applicable.

Signed (Parent or Guardian)	
DATE	



Appendix 10

Risk Assessment

Pupil Supervision in Free Time

Care is given at every stage to consider the risk tolerance of a situation or activity in order to strike a balance between giving pupils independence, privacy and enjoyment within a clear and robust framework of care which will necessarily impose certain restrictions for reasons of safety and security. Contextual factors to be considered include age, time, season, the need for privacy vs the need for communal activity, site and situation etc.

Hazard/Issue	Persons at Risk & How	Existing Controls	Additional Actions Required	Risk Level (H,M,L)	Action by	Target Date	Date/Initials when completed
General Supervision	Pupils given (limited) freedom around the site and village	<ul style="list-style-type: none"> - Clearly defined boundaries (maps on house boards and White Book/School Rules) of access allowed around the village and within the School. - A framework of formal roll calls at 8am, 1pm, 6pm, 9pm (at weekends), and checks in prep by tutors on duty and at 10.30pm. - Registration at each lesson on iSAMS and at each activity on SOCS. - EVI lists of pupils created and left in the Lodge for all away trips and fixtures. - House staff supervision of pupil visitors in key times in houses. - Signing in and out of houses in books or using card-frames. - Paxton system of door entry now allows electronic checks. - CCTV on site. - Staff supervision at key times (after Tea) as per the MoD Rota (3 staff on per week) and in key areas eg. JCR and Grubber at Breaks, San Hall and other pitches after Tea 	<ul style="list-style-type: none"> - There will be additional measures in place with the introduction of Reach from October 2023 - Regular reminders, generally on dailies and from Hsms and specific reminders to particular groups eg. swimmers, runners, Personalised Learning pupils, musicians, dramatists eg. any group moving around the site beyond the normal school day, especially early morning and post-6pm. - Supervision of MoD staff and Repton Security to check on a good supervision job done properly. Regular patrols from Assistant Head Operations and the School Marshal. - Regular checks of areas of likely transgression: eg. post 6pm on The Square, pavilions, Hall Close/Sale Flats. - Regular employment of sanctions for those breaking bounds or rules. - Clarity of movement for day pupils (signing in with Hsms if they return to the site over the weekend and no access to their homes for boarding 	M	House staff Duty staff	Annual	N/A

	<ul style="list-style-type: none"> - Cross Country has its own set of rules, most especially that no run off-site can take place without Hsm permission and never alone. Solo runs are clearly prescribed to be within the school site. - Road safety in a busy village is a very regular agenda item on dailies and staff are detailed to be especially vigilant around the Cross. - Movement around the site in the winter timetable is likewise a focus with pupils reminded that they should not walk alone in darkness around the site. Separate and specific arrangements are made for early morning swimmers. - Safeguarding checks made on changing visitor toilet use for the Cloisters toilets on match days. - On match days or at large-scale school events such as plays or concerts, while numbers of parents and guests militate against wholesale individual signing-in and lanyarding, supervision comes from the large presence of lanyarded / tracksuited Repton staff on site and active, designated monitoring of matches/events and surrounding areas.. 	<p>pupils without permission). If day pupils wish to stay for a Social they must remain in school all day prior to that.</p> <ul style="list-style-type: none"> - Continual checks need to be made that designation of visitor toilets is being considered by relevant sports staff, signage used correctly by the Porter team and oversight is forthcoming from the safeguarding team. - Reminders that all Repton staff should wear lanyards, even when in kit, removing them when coaching or umpiring/refeing as necessary. - accurate and early lists of sports options to be in place at the start of term. 				
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		- All visitors must be signed in and lanyarded as per the Visitor Protocol.					
Use of Facilities by External Groups in School Time	Pupils	- Reminders to Repton Staff and prompts from the Assistant Head Operations about the need to complete events forms for all events taking place on site, especially external hires/events on site during school events. - Safeguarding checks made on changing visitor toilet use, and changing room use if required.	- A need for regular liaison between Enterprises and AJS. - Safeguarding Team to be consulted. - Signage checks and monitoring to be in place from relevant staff (eg. Sports centre, porters, Security).	L	Enterprises Staff, AJS	As per event.	
Independent Trips	Sixth Form	- University visits or Individual trips into Derby (infrequently allowed for U6th formers and sometimes L6 formers) on the basis that School Rules, alcohol, smoking etc. apply, destinations are generally specific eg. the cinema, pupils are in groups (or checks are made by phone if alone), parental permission on some occasions.	- Reinforcement of the need for parental permission if the situation/risk demands it. Required for all university visits. - Reminders of the need for trust - Checks made in each case on specific timings, travel details, medical details, responsibilities, expectations and phone contact. - Reminder that trips are not allowed out on the afternoon before a social.	M	THN/Hsms	Annual	Hsms
Pupil use of the Games Fields in Free Time	All pupils using the pitches recreationally	- Only Lower Tower is allowed for recreational games of football. - The outdoor cricket nets may be used for impromptu individual practice. Permission should be asked of the	- All staff but especially those on duty should reinforce this.	L	House staff Duty staff	Annual	N/A

		Hsm and a check made that proper equipment will be worn. - MoD staff check.					
Pupil Use of the Gym in Free Time	All pupils using the gym recreationally	<ul style="list-style-type: none"> - House slots in free time are always accompanied by a tutor. - No pupils should use the S&C facility without staff supervision. - All pupils wishing to use the gym must have an induction session with the relevant sports centre staff. - At weekends, pupils using the gym sign in with sports centre staff. - Free time gym slots are monitored by sports centre staff who have access to CCTV. - Senior academic staff are called if there is a problem with pupils in the gym. 	<ul style="list-style-type: none"> - Sanctions should be rigorously employed for any pupils unwilling to abide by the code of conduct. - Pupils should always sign out to a free time destination in the houses, a process which will be made considerably easier by the adoption of REACH in October 2023. 	M	House staff Duty staff	Annual	N/A
Pupil Use of the Sports Hall in Free Time	All pupils using the Sports Hall recreationally	- No pupils should use the sports hall facilities without supervision by a member of staff. This is most obviously employed in the slots for houses when a tutor always accompanies and oversees the groups.	- Pupils should always sign out to a free time destination in the houses, a process which will be made considerably easier by the adoption of REACH in October 2023.	L	House staff Duty staff	Annual	Hsms and house tutors
Pupil Use of the Pool in Free Time	All pupils using the pool recreationally	- No pupils should use the swimming pool facilities without supervision by a qualified lifeguard and in the clearly designated session.	<ul style="list-style-type: none"> - Available sessions are very limited, only on a Sunday, 11.15-12.00pm. - Pupils should always sign out to a free time destination in the houses, a 	L	House staff Duty staff	Annual	N/A

		- Our pupils are told not to change in the public changing rooms for these sessions.	process which will be made considerably easier by the adoption of REACH in October 2023.				
Pupil Use of the Hockey Astros in Free Time	All pupils using the Astro recreationally	- Pupils sign in at the Sports Centre reception. - Sports Centre staff monitor pitch from the Reception. - Only the water-based pitch is used for purposes of visibility. - Senior academic staff are called if there is a problem with pupils in the gym.	- Pupils should always sign out to a free time destination in the houses, a process which will be made considerably easier by the adoption of REACH in October 2023.	L	House staff Duty staff	Annual	N/A
Pupil Use of the Tennis Courts in Free Time	All pupils using the tennis courts recreationally	- Pupils are required to sign in at the sports centre in the allocated courts 10, 11 & 12. - A padlocked gate separates these courts from those in public use. - Sports Centre staff monitor the courts on an hourly basis. - Senior academic staff are called if there is a problem with pupils in the gym.	- Free sessions are Saturday afternoons and all day Sunday. - Pupils should always sign out to a free time destination in the houses, a process which will be made considerably easier by the adoption of REACH in October 2023.	L	House staff Duty staff	Annual	N/A
Pupils in large groups	Pupils gathering together in large groups	-Supervising staff to keep a close eye on pupils congregating together -This is especially for around the village, by the Spar or Chines takeaway.	- Pupils to be reminded of expectations of behaviour around the site and village	L	All staff	Annual	N/A

		-Supervising staff to intervene if pupil groups get too large / behaviour is deemed dangerous					
Use of School Departments in Free Time	Pupils using the Music Department, the Art School, the DT Rooms, 400 Hall.	- Pupils should not be going into academic buildings without staff permission and presence. - Music, Art, DT and Drama all have a co-curricular dimension for specified and supervised free time access , including safeguarding information on 1:1 meetings, as pupil need is greater in these areas for extra rehearsal and project work. All have individual risk assessments for these.	- Set times are reinforced to pupils. - Individual risk assessments are in place for departments. - Reminders to staff of the School's 1:1 policy in the Staff Code of Conduct.	L	HODs	Annual	All HODs, especially JPCR, IJW, OMW and GLH
Medical	Pupils' medical information	-Medical information is available on iSAMs -In the event of a medical emergency – dial 999/ call the School nurse team on 01283 559325	-Staff should be especially alert to particularly vulnerable pupils, especially 'named pupils'. -Staff should ask pupils to return to house in the event of a medical emergency that requires significant staff attention	L	All staff	Annual	School Nurse
Intruders on Site	Pupils and staff	- Judge the level of risk and respond accordingly. - Challenge individuals politely if appropriate. - Report to School Marshal or Assistant Head Operations if there is a negative response to a polite request	- Reminders about staff responsibility. - Reminders to Hsms to inform pupils about how to respond: polite inquiry to individual on site if confident and no danger is evident, or immediate withdrawal and communication	L/M	All staff	Annual	N/A

		to leave the site or if there is a perceived threat to pupils or staff. - If threat is clear, phone police immediately and contact the above and then PDH and DHP.	to nearest staff member if any threat is perceived.				
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Assessor's Name: ___ John Golding _____ Date: ___ 10.9.23 _____

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

REVIEW AND MANAGEMENT APPROVAL

Reviewer: Signature: Date:

Comments: