

SUPERVISION POLICY: BOARDING

This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: This document will be subject to continuous monitoring, refinement and audit by the Principal. There is a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. It is also updated in the interim, as may be required, to ensure that it continually addresses the risks to which students are or may be exposed. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy which will be made available to them in either in writing or electronically.

Reviewed: January 2026
Next Review: January 2027

Signed

David Game
Proprietor & CEO

John Dalton
Principal

This policy is available to parents on request.

Within a boarding environment, knowing the whereabouts of all students in your care is of critical importance. This supervision policy sets out to ensure that students in boarding are properly supervised at all times. It is important to recognise that a child that goes missing from any educational setting is a potential indicator of abuse or neglect. (See the College's Child Protection and Safeguarding Policy.) Staff should follow the procedures as set out in this policy regarding missing pupils, and refer to the Child Protection and Safeguarding Policy, as safeguarding is a number one priority. Central to any supervision policy are the following inter-related issues:

1. Monitoring of attendance
2. Following procedures and protocols
3. Having staff that do not make assumptions and are always curious in terms of students' locations
4. Attention to detail
5. Understanding the importance of safeguarding in every aspect of boarding life
6. Not overly relying on apps and technology for confirmation of a situation or a student's location

WEEK DAY SCENARIOS

Unauthorised absence from lessons: If a boarder is unauthorised absent from lessons then teachers must (in parallel with notifying attendance staff) quickly inform the attendance officer who will investigate the whereabouts of a boarder and work with the Head of Boarding to help pinpoint the student. As soon as a satisfactory reply is received, then this information should be recorded in the register and the matter closed. If no reply is received during the lesson, then the Head of Boarding must investigate immediately. If the boarder still cannot be located then the Head of Boarding will start the Student Search Protocol.

Unauthorised absence from roll calls: If a boarder is unauthorised absent from a roll call, duty staff should initially enquire of the boarder's friends and other House staff to investigate the location of the boarder. As soon as the boarder is located, then this information should be recorded and the matter closed. If the boarder cannot be located, then the Head of Boarding must be immediately consulted. If the Head of Boarding cannot immediately locate the boarder then the Student Search Protocol should be started.

If a boarder has not signed out on REACH or InVentry, and their absence from the College is noted, in particular after dinner time (or during dinner time), the House staff must do their best to locate the boarder. This would require the usual enquiries (ask friends, check cameras, ask security staff, check any extracurricular activities, etc.). If a boarder cannot be located after 30 minutes and the Student Search Protocol has been exhausted, then the situation should be upgraded to the Missing Student Protocol and the Head of Boarding and the Principal informed. If a student is considered high risk (safety), professional judgement can override this timescale.

If a boarder is found to be missing during the College day, the following actions will be carried out:

- Check with the boarder's friends to see if they know their whereabouts
- Check the medical rooms
- Check with reception who will check the signing out/in book and InVentry
- Call the boarder's mobile telephone
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the boarder
- Ask all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search the College grounds
- Check the doors, gates [and CCTV records] for signs of entry/exit
- Social media checks

Student Missing from Boarding House at End of Day roll call

If a Boarding student is missing after the main College hours, at bedtime or they fail to return from Exeat leave at the appointed time, the following actions will be followed:

1. Check with the student's friends to see if they know their whereabouts
2. Check with other boarders (if awake) to see if they know their whereabouts
3. Carry out a thorough search of the boarding area and immediate surroundings
4. Ring the medical centre or contact the house staff to see if the pupil has been reported sick
5. Call the pupil's mobile telephone and check social media updates
6. Consult the senior member of boarding staff on duty in College (see duty rota)
7. Check exeat forms or any other information before contacting the senior member of staff on duty who will then deal with the matter if there is not a suitable explanation.
8. Search the boarder's room to see if there is any note/hints of their whereabouts and plans
9. Boarding staff will activate the search on REACH system to locate the student's whereabouts.

A record is kept by the College of any instances in which a student is missing from College without satisfactory permission and documentation, including the action taken and the student's explanation.

All boarding staff receive regular safeguarding and supervision training. Staff operate in line with the College's Code of Conduct and Safer Working Policies.

If the student is still missing, the following steps (after the all basic protocol have been exhausted) would be taken:

1. Inform the Head of Boarding/Principal
2. Ask the Head of Boarding to ring the student's parents/guardian and explain what has happened, and what steps have been taken so far to locate them. All decisions on contact with parents at night should be made by the Head of Boarding, in consultation with the Principal, as appropriate.
3. The Principal/Head of Boarding will notify the Police

4. The Principal/Head of Boarding will arrange for staff to search the rest of the College premises and the immediate area
5. The DSL will inform the Local Safeguarding Children Board (LSCB)
6. The College will co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
7. Inform the Chair of the Advisory Board
8. The College's insurers would be informed
9. If the pupil is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)
10. The College's Critical Incident Plan may be initiated depending on circumstances

During the course of the investigation into the missing boarder, the College, in consultation with the Authorities, will decide what information should be given to other parents, staff and other students and how any press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the boarder was found, will be made available for the incident report. If appropriate, procedures will be adjusted.

The College will always consider the wider circumstances around a boarder going missing from the College and whether there are wider safeguarding concerns that may need to be addressed in line with the College's Child Protection policy.

Actions to be followed by staff once the child is found

1. Talk to, take care of and, if necessary, comfort the child
2. Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing.
3. The Principal/Head of Boarding will speak to the parents to discuss events and give an account of the incident.
4. The Principal/Head of Boarding will promise a full investigation (if appropriate involving the LSCB).
5. Media queries should be referred to the Principal. The investigation will involve all concerned providing written statements.
6. The report should be detailed covering: time, place, numbers of staff and students, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.
7. Consider whether actions need to be taken in line with the College's Child Protection policy where there are concerns about the welfare of the child.

Supervision in Boarding House

There should be at least four adult members of staff sleeping in each boarding house at night, responsible for all the boarders in the house. Boarders are able to contact these members of staff during the night. In general there is always at least one member of staff present in each Boarding House. Every evening from 9pm until at least 7am, there is also a security staff member present at the entrance of the boarding house. Their supervisory capacity is limited to the following:

1. Preventing any unauthorised persons entering the building
2. Prevent (not physically) students leaving the building after end-of-day in boarding roll call
3. Checking CCTV and general circulation areas (limited to inside and outside of the building)

There should be no occasion when there is no adult physically present in a supervisory capacity. Staff duty cover is indicated on House electronic notice boards, showing pupils who is on duty and how to contact them. Security staff are to be cordial with students, but not to be overly friendly or engage in personal conversations.

Once inside the boarding house (after dinner) staff must circulate and make themselves visible to students and ensure they know where all boarders are. If there are a number of boarders in the main College or there is an extracurricular activity (e.g. music, club, etc.) occurring, then one member of staff will remain in the main College. House staff will keep in contact with each other to fully understand that they must always know the whereabouts of the boarders in their care.

Should a student become distressed or ill at night, the relevant house parent should provide assistance, but should not enter the student's room on their own (unless in an emergency) and should conduct observations and conversations from an open door. If a student refuses to open their door or respond to calls to respond or open the door, then the House Parents have the right to invoke an Emergency Entry Protocol.

THE BOARDING HOUSE IS CLOSED BETWEEN 9am and 4pm, during weekdays. The only boarding students allowed in the boarding house are those who are ill, as confirmed by Head of Boarding or, more importantly, the Lead Nurse. Cleaning staff are allowed into the house only during the day when no students are present.

Supervision during meals

House staff should ensure that students wake up and walk to the main College for breakfast. The same protocol should be followed for dinner time. A member of staff will remain until all boarders have come over to the dining hall, while the other House Parent stays with the boarders as they eat. It is important that House Parents observe students during breakfast and

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dinner and ensure that none seem anxious or isolated, depressed, or otherwise stressed. Staff should encourage students to talk to each other by engaging in conversation.

In the weekday mornings, all House staff will ensure that all students have left the boarding house by 9am; any students who persistently refuse to leave on time will be subject to possible sanctions. Once the House staff are sure that all students have left the boarding house, they will complete their administrative duties, including engaging with the College Nurse and informing staff in the main College about anyone who is sick.

Note that boarders cannot just come and take their deliveries from Amazon and other places. The parcels are to be displayed at the Security Pod, next to the security guards, and a House Parent must consent before giving out a parcel, but only once its contents are explained; some discretion is needed for feminine products

Pupil Supervision in Boarding House

Staff supervising boarders outside teaching time must be sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved. Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced and that staff member must know the whereabouts of boarders (or knows how to find their whereabouts) in their charge at all times. Boarders are able to contact this member of staff during the night.

Supervision of ill Boarders

House staff and, specifically, the Nurse will decide (in the case of minor illness, coughs, and colds) to give over-the-counter remedies and then encourage the pupil to attend College as normal; assessment and decision-making is on a case-by-case basis. If the Nurse feels that attendance at College is inappropriate, then the pupil must either stay in their room or, in exceptional circumstances, move to the medical room. In either case, students should ideally not have any access to laptops/tablets etc., so that they can recover as swiftly as possible.

When a student is ill and in the boarding house during the College day, the College Nurse or a House Staff member must visit their room regularly, allowing them to rest in between. Students who are significantly ill should be visited frequently. The frequency of the room visits should increase if the student's health deteriorates at any point and special consideration should be taken on whether the student needs one-to-one supervision. If the College Nurse is ill or not present, then the supervision should be taken on by a House Parent or the Head of Boarding. The amount of supervision is also dependent on the numbers of ill boarders. If there are more than 5 ill boarders at any one time, two members of staff must be present for supervision. If more than 10 boarders are ill, then three members of staff will be required to be on duty.

If a student deteriorates rapidly then they will be taken to hospital or A&E be accompanied by the College Nurse where possible. The student will be accompanied by a member of staff during their whole visitation at A&E. Should a hospital admission be necessary the College Nurse and Head of Boarding will liaise with parents on what the best arrangements are in this situation prioritising the student's needs.

Arrangements will be made to ensure sick boarders receive their breakfast, lunch and dinner in their rooms. This will be supervised by the House Parents and College Nurse and overseen by the Head of Boarding.

The College Nurse is only available from 7.30-6.00pm daily, and not at weekends. After 6.00pm, boarding staff have to supervise and care for sick boarders. The College Nurse and/or College Doctor can be consulted if a student deteriorates.

If a student needs to go to A&E, either during weekdays or at weekends, a member of staff will accompany the student at all times. If necessary, staff who are physically present within the boarding house (but not officially on duty) will offer assistance. If necessary, the Head of Boarding, who is non-resident, should be prepared to come into the Boarding House to assist.

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Supervision of boarders at Weekends

Three members of staff are always present on duty at weekends. If there is an outing or activity, two members of staff are always required to supervise up to 20 students. Above 20 students, a third member of staff will be required. One person must be First Aid trained and they must ensure the following:

1. Have a travel first aid kit
2. Have an understanding of any allergies or specific medical issues a boarder may have
3. Have completed the relevant risk assessment and understand what to do should a boarder become sick or another possible/plausible eventuality occur

If a boarder becomes sick during a visit at the weekend, either the boarder is taken back to the boarding house by a member of staff or they visit A&E; the remaining member of staff will call up for additional assistance from the Head of Boarding or any other member of the Senior Leadership Team or other off-duty House parents.

Supervision of boarders during trips and visits

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It is important for information to be accurate when going on an outing or visit, namely:

- How many students are going?
- Is the risk assessment adequate and does it cover medical, mental health or all other plausible risk issues that may present?
- What mode of transport is best?
- Contingency plans must be considered for medically risky boarders e.g. diabetics, those with epilepsy and other medical issues

Two members of staff are required for up to 20 boarders. One should lead, the other follow from behind. Head counts will be frequently made. A first aid travel bag will be carried and staff must ensure they have fully-charged mobiles. Students cannot just simply break away from the group, without permission and their general whereabouts must be known. The concept of dynamic risk assessment (DRA) should be followed at all times during any visit or trip.

Where possible, students will be prevented from talking with strangers and their supervisor must politely intervene if a stranger decides to engage with a student and they are unsure of the purpose of the engagement.

All trips must be approved by the Head of Boarding and the Principal, and risk-assessed, and where necessary, if they carry additional risks, then parental permission must be sought in advance of the trip.

Supervision during Half-term

Many boarders will not return to their countries during half-term holidays and therefore additional supervision is required. While boarders will not have formal lessons, they will have brunch and dinner, and staff will have to supervise these meal times. Additional activities are set for boarders during half-terms (educational visits, bowling, cinema, museums, etc.) and staff will have to follow normal risk assessments and cover for such visits. It is very important that house staff do not drop their supervision guard during half-term; additional supervision should come from the Head of Boarding.

Supervision at the End-of-Term Travel

It is critical that house parents ensure that safe arrangements are made for all students who are returning to guardians or their homes. House staff and the Head of Boarding must know the travel arrangements, in advance, and see evidence of such arrangements from guardians and parents. House staff must ensure that students cannot travel to Heathrow (or any other international airport) or a major train station unless they are accompanied by someone known to the College (and appropriately vetted) and with parental agreement. Any taxis arranged will be done using a company that has drivers with Enhanced DBS and who have been verified and checked by the College.

No member of staff can transport any boarder in their own transport, unless in an emergency.

House parents or the Head of Boarding will also make arrangements for students to confirm (by email or otherwise) their safe arrival to a guardian or their parents.

Supervision from the Boarding house to the College

Students, especially when they first arrive, should be escorted from the boarding house to the main College. Attention should be given to the risk of crossing the only road that exists between the boarding house and the College. Students must be frequently told to look to their left for oncoming, turning traffic.

Supervision of visitors to the Boarding house

Security of the boarders is of upmost importance; there can be no unauthorised visitors to the boarding house.

Staff are to make sure that all visitors are anticipated, processed through the sign in/out procedure, and are accompanied during their stay. Staff should adhere to the following procedures for any visitors to the boarding house:

1. The visitor must be known in advance and approved by HoB or Principal
2. Only the known visitor is allowed in; any unexpected visitors will not be allowed entry
3. On their arrival, the visitor must be able to confirm their identity (passport, driving licence, etc.)
4. Visitors must be signed in on InVentry and also given a visitors lanyard
5. They would be given a visitors leaflet and told that they cannot film or take photographs
6. They must be accompanied by a member of staff at all times and cannot enter any rooms (unless they are parents when the student first arrives)
7. All visits are timed-limited and restricted to a specific area (to be monitored)
8. If the visitor is disabled, then efforts should be made to assist them and ensure that they can be successfully evacuated in the event of a fire at the boarding house

Boarding staff are to remain vigilant and aware in respect of any non-boarder presence in the boarding house. Questioning and challenging the any person whom is not known or familiar should be routine – even if they appear to have a visitor pass. Any visiting person who appears to be on their own must be approached and appropriately challenged.

All maintenance contractors are from Urbanest and have an enhanced DBS. Furthermore, maintenance can only occur during the time of 9.30am-3.30pm on weekdays, when boarders are not in the boarding house. Where there is a sick boarder, and urgent maintenance is necessary in their room, then two scenarios could occur:

1. Sick boarder is asked to convalesce in the medical room until the maintenance is finished
2. If the boarder is too sick to leave their room, then an Urbanest maintenance person would be allowed in, with the College Nurse and or a House Parent, present at all times. This could only be achieved with boarder's permission and that they are suitably clothed and their dignity respected. The latter scenario would only occur in very exceptional circumstances.

Boarders are to notify their House Parent or the Head of Boarding of their intention to receive a visitor; a visitor must be someone of significance and the Head of Boarding and House Parents have the right to refuse on reasonable grounds. A House Parent or the Head of Boarding need to have approved the visitor before they travel to the boarding house. Visitors from outside College (including parents, siblings and guardians) must be agreed by a House Parent or the Head of Boarding before they are allowed to stay in the Security Pod.

If a visitor arrives without prior notice and agreement, they will be refused access.

A House Parent will be notified that the visitor has arrived. A member of the boarding team will meet all visitors at reception. The visitor will be taken to a common area of the Boarding House to meet with a boarder. Visitors are not permitted access to boarder's rooms.

Any College visitors to the Boarding House that are uninvited may be banned from further visits for a period of time to be determined by a House Parent or Head of Boarding. Any outside visitors that arrive at reception and are uninvited may be banned from further visits for a period of time to be determined by a House Parent or Head of Boarding.

Supervision with students in the Medical Room

Students should be offered the chance to discuss their health concerns in the medical room for their privacy. Once in the medical room it is important to ask the student if they would like the medical room door to be opened or close, keeping in mind that not all students will feel comfortable being reviewed in a closed room. When conducting any medical examinations, ensure that the blinds are down to give maximum privacy.

If the health issue is a sensitive matter and/ or if it concerns their intimate area then ensure that there is a chaperone present (same sex as the student). This should normally be the College Nurse along with another staff member that the student may feel comfortable with.

When conducting any medical examinations, ensure that the blinds are down to give maximum privacy.

Thoroughly wash your hands before examining any students. Wear correct PPE for any suspected infections. Clean examination bed and any equipment's used on the students the green clinell wipes after each student (use red clinell wipes if they have an infection like covid).

- All medical interaction should be logged by the College Nurse
- All medicines administered to the student during their medical room visit should be clearly logged in the 'medication administration log'.
- Single use cups should be used when students are offered water
- Daily CD stock count should be carried out by College Nurse
- Daily OTC stock count should take place by College Nurse
- Medical room should be clean uncluttered so it is easily assessable in case of emergencies

All medication should be locked away in the medical cupboard, College Nurse and House parents should only have access to this. Any student who is deemed Gillick Competent will be assessed by the nurse and allowed to self-administer medications. They will sign a contract with the nurse; if this contract is breached they will have their medications administered by qualified staff.

Complaints

Any concerns arising from supervision incidents may be addressed through the College Complaints Policy.