

# Supervision of Pupils Policy

## TAUNTON SCHOOL INTERNATIONAL: SUPERVISION OF PUPILS

### COVID-19

This policy should be read in conjunction with the COVID-19 protocol, risk assessments and COVID-19 daily routines documents as numbers and ratios are different to this policy.

At Taunton School International, the safety and welfare of students is paramount and an appropriate level of supervision is necessary. Our students, particularly at the start of the year, need to be supervised at all times as they are nearly all in a new school and, for many, a new cultural background. Set out below is an outline of how students are supervised. It is not an exhaustive list and the professional judgement of staff is to be used. Where there is doubt, advice should be sought from a member of SMT ([Principal](#), [Head](#), [Deputy Head](#), [Head of Middle School](#)).

### Lessons

The [Head of TSI](#) and [Head of Middle School](#) are responsible for ensuring the number of students in a lesson (and therefore under the supervision of one teacher) is appropriate to the size of classroom and the nature of the work. Teaching staff are responsible for ensuring that all students are present or accounted for. If they are not, then a member of staff in the staffroom or office must be informed so that the student(s) can be found or accounted for.

### Activities

The Activities Coordinator, in conjunction with the [Deputy Head of TSI/Head of Middle School](#), is responsible for ensuring that the number of students in each activity is appropriate to the number of staff and the activity.

### Trips

Supervision is considered part of the Risk Assessment authorised by the [Head of TSI/Head of Middle School](#). A member of staff will be designated as in charge.

### Duty Staff

At TSI, two members of staff are on duty every day, taking responsibility from house staff at 08.30. They are responsible for keeping good order, acting as Fire Officers, supervising the Dining Hall queue, signing students in and out, taking callovers and supervising first prep until handing over to House staff at 19.05.

At TSIMS, there is a staff rota which ensures that at least one member of staff is on duty and all day duties, from 0830 until 1815 are covered. They are responsible for keeping good order, acting as Fire Officers, supervising the Dining Room queue, Drawing Room and all other areas, signing students in and out and taking all callovers.

### Boarding Houses

The Housemasters (boys' houses) and Housemistresses (girls' houses) have responsibility for students' safety and welfare in the boarding houses. Regular callovers and checks, as well as signing in and out, ensure that students' whereabouts at all times is known. There is a house staff duty rota

to ensure that National Minimum Standards are observed from 19.05 – 08.30 Monday to Friday and from 12.10 Saturday – 08.30 Monday.

**Visits to Town**

Students are allowed to visit town at set times during the week. They must sign out and in again at the appropriate time so that their whereabouts are known. Longer visits away from school e.g. to visit prospective schools require permission from the [Head of TSI](#) / [Head of Middle School](#) or House Parents and are recorded in the House Book.