EST. 1525
Sedbergh
SCHOOL

Pupil Supervision Policy

Version	2026.1
Effective from	October 2026
Extent of Policy	Sedbergh School
Policy Owner	Senior Deputy Head (Pastoral)
Governance	Education Committee
Review by	August 2027
Frequency of Audit	Annual
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Publication	Website The Hub

Principles

The welfare, health and safety of pupils are of the utmost importance, and Sedbergh School seeks to ensure that pupils are properly supervised at all times. Eleven formal registrations take place throughout the day and evening, with a final 'heads in beds' check before Houses are secured for the night. In addition, staff engaged in School activities and on duty in Houses are aware of the need to be vigilant about pupils' whereabouts, taking into account their age, needs and vulnerabilities, as well as weather, external conditions and events taking place in the area of the School which may affect pupil safety or welfare. Staff are trained and required to respond swiftly to any unexpected absences, as well as to report any accidents, incidents and near misses, in line with School policies and procedures.

It is important to recognise that a child going missing from an educational setting is a potential indicator of abuse or neglect. (See 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 if appropriate.

1. Registration

Pupils are registered in iSAMS during the following periods:

	Breakfast	Period 1	Period 2	Period 3	Period 4	Lunch	Period 5	Period 6	Tea	Evening roll call	Bedtime
Mon	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410	1610-1659	1705-1754	1745-1845	1845-2000	2140-2345
Tue	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410	1610-1659	1705-1754	1745-1845	1845-2000	2140-2345
Wed	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410			1745-1845	1845-2000	2140-2345
Thu	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410			1745-1845	1845-2000	2140-2345
Fri	0700-0815	0825-0919	0925-1019	1055-1149	1155-1249	1255-1410	1610-1659	1705-1754	1745-1845	1845-2000	2140-2345
Sat	0700-0815	0825-0919	0925-1019	1025-1120		1120-1325			1700-1845	1845-2000	2140-2345
Sun	0825-1000					1120-1325			1745-1845	1845-2000	2140-2345

(i) Changes in summer timetable (Pd 5 becomes 1410-1500 & Pd 6 becomes 1505-1555).
(ii) Outside of these periods, pupils are expected to be in ASPs, games, Boarding Houses or to have signed out of their Boarding House to attend an approved activity.
(iii) From bedtime to breakfast, pupils are expected to be in their bedrooms.
(iv) SMT will periodically review attendance registers to identify any trends or patterns of absence and to take appropriate steps to deal with these.

2. Unauthorised absence from lessons

(i) If a pupil is unauthorised absent from lessons then teachers must contact the House residential team via the group email *(house*residential@sedberghschool.org*)*.
(ii) As soon as a satisfactory reply is received, this information should be recorded in the register and the matter is closed.
(iii) If no reply is received during the lesson, then teachers should **speak** to a member of the House residential team as a matter of priority.
(iv) If the pupil still cannot be located then the HSM must be consulted immediately.
(v) If HSMs cannot immediately locate the pupil then he or she must inform a member of SMT and the pupil search protocol below will be actioned.

3. Unauthorised absence from House roll calls

(i) If a pupil is unauthorised absent from House roll calls duty staff should initially enquire of friends, House staff and AHSM to investigate the location of the pupil.
(ii) As soon as the pupil is located, this information should be recorded in the register and the matter is closed (unless the HSM wishes to take further action).
(iii) If the pupil still cannot be located then the HSM must be consulted immediately.
(iv) If HSMs cannot immediately locate the pupil, he or she must inform a member of SMT and the pupil search protocol below will be actioned.

4. Missing Pupil Search Protocol

Once there is a genuine suspicion of unauthorised absence from whatever source, the following action should be taken by the pupil's HSM or specified Deputy:

(i) The Headmaster or Senior Deputy Head informed
(ii) The last 'sighting' of the pupil ascertained
(iii) The nature of the most frequent conversations ascertained
(iv) A check made of the pupil's locker/room and enquiry made of contemporaries
(v) Establish what monies and transport methods were available
(vi) Parents informed
(vii) Police informed

During all these procedures the Headmaster or Senior Deputy Heads should be kept informed of all developments and an incident diary recording events, action taken, and timings, should be created at an appropriate time.

5. Pupil Supervision in Boarding Houses

(i) Staff supervising boarders outside teaching time will be sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.
(ii) Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced and that staff member knows the whereabouts of boarders (or knows how to find their whereabouts) in their charge at all times.
(iii) There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house. Boarders are able to contact this member of staff during the night.
(iv) In general there is always at least one member of staff present in each Boarding House; Housemaster/Housemistress (or their spouse), AHSM, Resident Tutor, member of the House tutor team or member of the domestic/catering staff.
(v) There may be rare occasions when there is no adult physically present in a supervisory capacity in the boarding house. Such occasions will tend to be when the majority of the pupils are also not in the boarding house, such as mid-afternoons during games practices.
(vi) Staff duty cover is indicated on House notice boards showing pupils who is on duty and how to contact them. A HSM, AHSM or tutor will always be present in the House during breakfast, break, lunch and tea.
(vii) Pupils are encouraged to use Teams calls to contact staff.
(viii) If staff are unable to complete their duty for any reason including other School commitments, then they should arrange a swap and inform the HSM in good time. AHSMs are responsible for recording the member of staff who is on duty every evening.
(ix) If staff are unable to complete their duty and are unable to swap due to illness or incapacity, then the HSM will ask other members of staff to cover as follows:

1. Due to the reduced numbers of Friday night duties, full time staff who normally do duties on Friday evenings should expect to cover for absent staff for up to ten additional duties per academic year.
2. Where (1.) is not possible, staff who normally double up on duty should expect to cover for absent staff.
3. Where (2.) is not possible, HSMs should approach other members of staff to cover for absent staff.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the School site.

6. Supervising Pupils with Medical Issues in Boarding Houses

(i) Pupils who feel unwell in Boarding Houses should present themselves to AHSM (or HSM/DHSM in AHSM absence) for assessment. AHSM should make a brief assessment as to the nature of the illness and severity. If deemed severe the Medical Centre should be called immediately so that the Duty Nurse can advise or see the pupil if necessary.

(ii) In accordance with the Medication Policy, AHSM may decide in the case of minor illness, coughs, and colds to give over-the-counter remedies and then encourage the pupil to attend School as normal. If AHSM feels that attendance at School is inappropriate, then the pupil should move into sick bay wherever possible or return to bed if this is not the case. In either case, pupils should not have any access to laptops/tablets etc so that they can recover as swiftly as possible.

(iii) AHSMs should endeavour to encourage pupils to return to lessons, games and activities as soon as they are able. If the pupil does not return to School within two hours then the Duty Nurse should be informed and may choose to make an assessment or arrange an appointment with the Doctor.

7. Supervising Pupils with Medical issues in Lessons, Games & Activities

(i) Pupils who feel unwell in lessons, games or activities should present themselves to the teacher in charge. The teacher will then make a brief assessment as to the nature of the illness and severity. Full consideration must be given to any known medical conditions. If deemed severe, the Medical Centre should be called immediately so that the Duty Nurse can advise or see the pupil if necessary.

(ii) The teacher may decide in the case of minor illness, coughs and colds, that the pupil should return to their Boarding House to see AHSM. In this case, the teacher in charge must make contact with the AHSM or a member of the House residential team **before** the pupil is sent back to the House. If no member of the House residential team is available then the teacher should contact the Medical Centre.

8. Supervising Pupils in Staff Accommodation

(i) Boarding Houses – Pupils are not permitted to enter designated private areas of staff accommodation.

(ii) Non-Boarding Houses – Pupils may only visit staff accommodation in minimum groups of two AND with the written (emailed) permission of HSMs*.

(iii) Alcohol – Alcohol can only be served to pupils in accordance with the School's alcohol policy AND with the written prior permission of the HSM*.

(*Parental permission, rather than HSM permission, will suffice in respect of day pupils or boarders who are at that time under the care of their parents.)

9. Supervising Pupils in Games/Activities or on Transport Arranged by School

Teachers who are responsible for pupils in games/activities or on transport arranged by School (ie minibus or coach) must know which pupils are under their care. As with lessons, the teachers responsible must check attendance against a published list and follow up any absences as in (2) above.

Teachers responsible for pupils in a minibus or coach must ensure that all pupils are seated at all times and have correctly fastened their seat belts.

Teachers must also be aware that it is not permissible for parents to transport any pupil other than their own son/daughter in any private car, unless the pupil's Housemaster/ Housemistress has confirmed that written permissions has been received in advance. Please note that this particularly pertains to parents who have supported at fixtures and have offered to return other pupils to School.

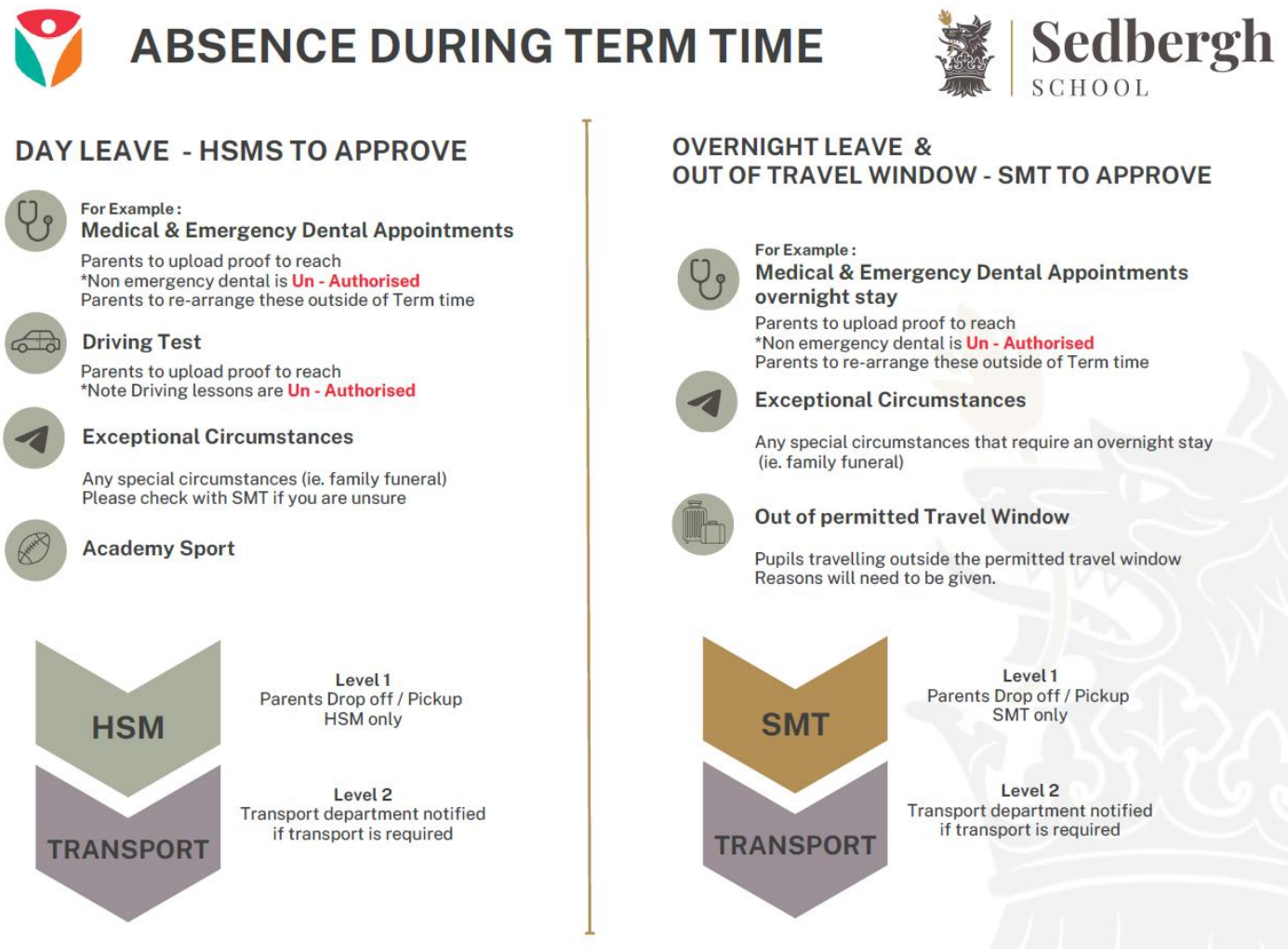
10. Summer Term Issues

Lesson registration in Summer Term will cease for Years 11 & 13 at half term due to the examination season. House roll calls will continue as normal during this period until pupils leave School following their last examination. Houses will confirm this departure with parents and then mark these pupils as "out of School" on study leave.

Lesson registration for Years 9, 10 & 12 will cease when their examinations begin. House roll calls will continue as normal for these pupils until the end of term.

11. Termtime Absence from School

All requests for a pupil's absence from School should be made in the Reach app as described in the following:



Dr J M Burns
Senior Deputy Head (Pastoral)
October 2026

Appendix 1 – Boarding Supervision Plan

	Breakfast	Break	Lunch	Games / Activities	Free time	Tea	Tea - 10.30pm	Overnight
Monday	HSM, resident staff & AHSM	HSM, AHSM or tutor	HSM, resident staff & AHSM	AHSM	n/a	HSM, resident staff & AHSM	Duty tutor & HSM	AHSM on call. Resident staff & SMT in emergency
Tuesday	HSM, resident staff & AHSM	HSM, AHSM or tutor	HSM, resident staff & AHSM	AHSM	n/a	HSM, resident staff & AHSM	Duty tutor & HSM	AHSM on call. Resident staff & SMT in emergency
Wednesday	HSM, resident staff & AHSM	HSM, AHSM or tutor	HSM, resident staff & AHSM	AHSM	HSM or designated other	HSM, resident staff & AHSM	Duty tutor & HSM	AHSM on call. Resident staff & SMT in emergency
Thursday	HSM, resident staff & AHSM	HSM, AHSM, or tutor	HSM, resident staff & AHSM	AHSM	HSM or designated other	HSM, resident staff & AHSM	Duty tutor & HSM	AHSM on call. Resident staff & SMT in emergency
Friday	HSM, resident staff & AHSM	HSM, AHSM, or tutor	HSM, resident staff & AHSM	AHSM	n/a	HSM, resident staff & AHSM	Duty tutor & HSM	AHSM on call. Resident staff & SMT in emergency
Saturday	HSM, resident staff & AHSM	HSM, AHSM, or tutor	HSM, resident staff & AHSM	AHSM	HSM or designated other	HSM, resident staff & AHSM	HSM, resident staff & AHSM	AHSM on call. Resident staff & SMT in emergency
Sunday	HSM, resident staff & AHSM	n/a	HSM, resident staff & AHSM	n/a	Duty tutor & HSM (at least one of the above to be in house at all times)	HSM, resident staff & AHSM	Duty tutor & HSM	AHSM on call. Resident staff & SMT in emergency