

CHRIST'S HOSPITAL

STUDENT SUPERVISION POLICY

Aim

1. The policy aims to set out clear arrangements for the supervision of all students (both day and boarding) whilst on the school site. The school recognises its responsibilities towards safeguarding and health and safety and, in doing so, acknowledges that the supervision of our students is an integral part of this.

Scope

2. This policy applies to all full-time and part-time staff who are employed by Christ's Hospital, as all members of staff have a responsibility of care for our students.

Overview

3. Christ's Hospital was founded in 1552 on the precept of accepting students that needed a stable, secure, and caring boarding environment. In the present day, the school's founding ethos largely remains unchanged, although the school does now cater for a small number of day and international students.
4. The school is set on a large site, spread over approximately 185 acres and features many historic listed buildings, 18 boarding houses and various woodlands and copses. Most teaching staff live on the school site and throughout the course of the school year, there are many community-led events.
5. The school site is encircled by a 'ring fence' perimeter boundary with access-controlled entry and exit points: there is CCTV monitoring all entrances and exits to the north of the site. The 'ring fence' defines 'in bounds' for all students. Students are only allowed to go beyond the 'ring fence' unsupervised when travelling to or from school or, for senior students only (UF and above), when making use of their weekly 'Horsham pass.'
6. The following areas are strictly out of bounds to students: areas outside the ring fence including the railway crossings, wooded areas and the fields beyond the bridlepath on Big Side; staff residences with the exception of houseparent studies.
7. In the boarding houses, external doors are secured by the Paxton Access Control System and are monitored by CCTV. Security Officers are based at Reception and operate 24 hours per day, 365 days per year and regularly patrol the school site.
8. All visitors to the school site are required to sign-in at Reception at the main entrance. This process is set out in full in the Visitor Access Policy.

Staff cover in the boarding houses

9. In the Avenue boarding houses (02-DG), the houseparent or assistant houseparent are always on call, and are ultimately responsible for their boarding house, 24 hours per day. In addition, there is a matron or matron assistant on duty in each boarding block, both day and night. There is also a designated member of staff from each boarding house team on duty every day (07.10 until 22.30m). The name of these duty tutors are displayed prominently in the boarding houses. Overnight on-call cover is provided by the matron and the houseparent, both of whom live either in, or attached to, the boarding house. During the night, students can contact the matron using the house phone, or they can ring the doorbell of their houseparent.
10. In the Grecian boarding houses, the houseparent or assistant houseparent are always on call, and are in overall charge, 24 hours per day. In addition, there is a matron or matron assistant on duty in the boarding houses during the day, Monday to Saturday. Outside of these hours the houseparent, assistant houseparent or duty tutor are in the boarding house. In the Grecian boarding houses, the duty tutors start their duty at lunchtime, finishing at 22.45. Overnight on-call cover is provided by the houseparent or assistant houseparent, both of whom live attached or just adjacent to the boarding house. During the night, students can contact their houseparent or assistant houseparent using the house phone or they can ring the doorbell of their houseparent.
11. If the duty member of staff is required to leave the boarding house for a short time on school business, a clearly visible sign is displayed to notify students how to contact them and/or another member of staff.
12. There is a designated member of the Senior Leadership Team and a School Duty member of staff on duty every day at all times. They are available to provide additional support to the boarding houses.

Attendance and registration

13. In the boarding houses we electronically register all students on ISAMS. We have two statutory registration points where all students in the school must be fully accounted for. These are morning roll call and lunchtime registration. A full roll call is also taken in the evening in the boarding houses. This process is covered in the Student Attendance and Registration Policy.
14. If a student is missing from any house registration point the duty member of staff follows this up by carrying out appropriate checks. This process is covered in the Missing Student Policy.

Arrangements during the week (Monday to Friday)

15. Boarders are not allowed to leave the boarding house before 06.30 or after 22.30. If a door in the boarding house is accessed outside of these defined hours an alarm is triggered in

Security. A door report is sent each morning to the Assistant Head Boarding, so that any issues can be addressed.

16. Day students may arrive from 07.00 and must sign in with matron or the duty tutor upon arrival. At this point, day students may remain in the boarding house or attend breakfast with the boarders.
17. Morning registration takes place at 07.45 in the Avenue boarding houses and from 07.30 in the Grecian houses.
18. Mealtimes are supervised by house staff, the School Marshal, and a member of the Senior Leadership Team. The schedule is outlined in the termly duty rotas.
19. Lessons are supervised by a class teacher, technician, sports coach, graduate assistant or a cover teacher. When a member of staff is absent for a lesson (2F-GE), a cover teacher is timetabled to attend the lesson. When a teacher is absent for a sixth form lesson or when sixth form students have a study period, work is set for them to complete outside the lesson. The DG students are expected to complete this work in the library, and the Grecian students are permitted to study in their rooms, the library or in the Mellstrom Centre.
20. If a member of staff is late to their lesson, or does not attend their lesson, the students are instructed to notify the nearest member of staff.
21. Assemblies and Chapel are attended by multiple members of staff who all operate in a supervisory capacity.
22. During all other school activities and events, a designated member of staff is in charge, and they ensure that the appropriate level of supervision is in place for the students.
23. Some school clubs, such as the affinity groups, are led by students. Each of these clubs have an assigned member of staff who is present to ensure supervision.
24. There is provision for day students to attend all evening activities each day.
25. All teachers have a responsibility for monitoring student behaviour as they move around the school site.
26. An appointed member of the Senior Leadership Team and Safeguarding Team are available throughout the school day. This person has overall responsibility for student supervision and management of any incidents.
27. At the end of the school day, day students are required to sign out of their boarding house.

Arrangements during the evening (Monday to Friday)

28. Junior prep (17.15-18.15) is held in the West and East Block classrooms and is supervised by the house duty members of staff. Following junior prep, the duty tutors attend junior

29. and senior tea (18.15-19.20) alongside the member of the Senior Leadership Team that is on duty. At 19.00 the Avenue duty tutors return to the boarding houses whilst the Grecian tutors and the member of the Senior Leadership Team continue to supervise in the Dining Hall.
30. During the lighter months, the junior students (O2-LE) are allowed to play outside on Peele pitches, Leigh Hunt pitches, the basketball courts and on the playing fields at the rear of the LARC (Languages and Resources Centre) until evening roll call (19.30). During the darker months the junior students must report back to the boarding houses following tea to sign in with the matron at 18.40.
31. Following the end of evening roll call (19.45), senior students (UF-Grecians) are allowed to sign out for senior prep to the library, music school, or to the humanities library on certain evenings. The schedules are published in boarding houses. LE students who take music lessons can also attend music school on certain evenings. The students are supervised by a member of teaching staff at these venues.
32. Grecians students also have permission to study in the Mellstrom Centre following evening roll call. The SLT duty member of staff visits the Mellstrom Centre three times each evening to monitor student behaviour.

The timings for senior prep are as follows:

Year Group	Timings
UF	19.45-21.00
GE	19.45-21.00
Deputy Grecian	19.45-21.15
Grecian	19.45-21.30

33. At the end of senior prep, senior students are allowed out to socialise. With permission from their houseparent, sixth form students are permitted to visit the Sports Centre from 21.00, provided that all of their work has been completed. The areas of the site that students are allowed/not allowed to visit when it is dark as is set out as a 'Dark Evening Bounds' map, which is displayed in boarding houses.

Year Group	Sign out	Sign in
UF	21.00	21.30
GE	21.00	21.45
Deputy Grecian	21.15	22.00
Grecian	21.30	22.15

34. All students leaving the boarding houses in the evenings sign out, indicating where they are going and when they will be back.
35. At the end of the evening, the duty tutor walks around the boarding house ensuring that every student is in their bedroom, before handing over responsibility to the houseparent.

Arrangements at the weekend

36. There is an enlarged school duty team on at the weekends, led by a Deputy Head and an Assistant Head. This is to ensure that appropriate staffing levels are in place for the weekend entertainment programme.
37. Sunday Chapel is attended by many members of staff, who all provide supervision.

Bluecoat Sports Centre (BCS)

38. Students are only allowed to visit BCS at times when it is designated for student use. Timetables and notices displayed in boarding houses and in BCS advise when student only and members only sessions are scheduled.
39. There are separate changing rooms and toilets for Christ's Hospital students and for members of the public.
40. The requirements of supervising staff in BCS are outlined in the Student Use of BCS Protocol.

Medical Centre

41. Christ's Hospital has a fully functioning Medical Centre, which is staffed 24 hours per day. One member of the nursing team is on duty overnight, as emergency on-call.

Organ players

42. A handful of senior organ players are permitted by the Director of Music to use the Dominions Library and the Chapel, so that they can practise playing the organ in a quiet, formal setting. This activity is unsupervised, so students must first meet with the Director of Music to sign a contract setting out how they are to behave safely when practising.

Educational visits and activities

43. The requirements of supervising staff for educational visits are outlined in the Educational Trips and Visit Policy, and the Educational and Trips and Visits Staff Guide. The correct procedure in terms of notification, risk assessment, safeguarding of children and staffing ratios are detailed within these documents.

School journeys

44. School journeys are undertaken as part of a school trip. Student safety and supervision on school trips is addressed by paragraph 43. Vehicle and driver safety (and therefore student safety) arrangements are set out in:
 - Private Vehicle Use Handbook
 - School Car Handbook

- School Minibus Handbook
45. School journeys are undertaken to transport students to/from off-site medical appointments. Vehicle and driver safety (and therefore student safety) arrangements are set out in:
- School Car Handbook
46. School journeys are undertaken to transport a small number of day students to/from the school site Mon-Fri. Vehicle and driver safety (and therefore student safety), and student safety and supervision arrangements are set out in:
- School Minibus Handbook
 - School Transport Risk Assessment
 - School Transport Service Parental Agreement
 - Student School Transport Code of Conduct

Horsham Passes

47. Students in the UF and above are permitted to go into Horsham unsupervised once each week, provided that all of their school commitments have been fulfilled. Parental consent has to be given before a houseparent can issue a Horsham Pass to a student. The students are only allowed to visit Horsham by train and for their first visit they are either accompanied by a student who has been into Horsham before, or they visit in pairs or as part of a small group.

Communication

48. Teachers supervising in more remote areas of the school site, including outside of the ring fence must ensure that they have a charged mobile phone on them at all times.
49. A house mobile phone is located in the Matrons' Office for students to use in times of need, or in an emergency.
50. Phones are also located in the central hall of each Avenue boarding house, in the entrance foyer of the Grecian boarding houses and in the foyer of the Languages and Resources Centre (LARC). These phones can be used by students in an emergency.

Student supervisory roles in boarding

51. Our senior students are role models for the lower years, and we rely upon them to train, mentor, coach and support the lower years in the boarding houses. Our senior students often assist house staff at junior bedtimes in the boarding houses. Upon appointment, students receive induction in roles and responsibilities, e.g. school monitor training, peer mentor training, house captain induction etc.

Related policies and documents

Below is a list of other documents that should be read in conjunction with this policy:

- Student Attendance and Registration Policy
- Boarding Policy
- Child Protection and Safeguarding Policy
- Dark Evening Bounds
- Day Student Guidance from Michaelmas 2025
- Educational Trips and Visit Policy
- Educational and Trips and Visits Staff Guide
- School Transport Risk Assessment
- School Transport Service Parental Agreement
- Student School Transport Code of Conduct
- House Staff Boarding Handbook
- Matrons' Handbook
- Missing Student Policy
- Student Special Off-Site Activity Policy & Procedure
- Student Use of BCS Risk Assessment
- Student Use of BCS Protocol
- Visitor Access Policy

Author: SCY

Date of last review: January 2026

Date of next review: January 2027