



## Supervision of Boarders Risk Assessment

Owner:	HoB	Date of last review:	06/24
Consulted:	DHP	Date of authorisation:	06/24
Authorised by:	DHP	Date of next review	06/25
Applicable to:	SPS		

This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk). Copies are issued to all School House staff.

This document delineates and risk assesses the adult supervision of boarders at all points during term time. It includes three sections:

- A. Supervision of Boarders During the School Day
- B. Supervision of Boarders During Boarding Hours
- C. Granting Boarders Permission to Leave the School Site (including use of alcohol)

## A. Supervision of Boarders During the School Day

All boarders are due to register with their tutors at 8.30am, and this treated as the commencement of the School Day for the purposes of this document. Boarders are able to access School House at various points during the School Day. Supervision of the boarders at these times is documented in the table below.

Time	Boarders Potentially Present in House	Risk	Supervision	Risk Assessed
Lesson time (08.30-16.15)	Unwell boarders	Accident/injury	<b>0830-1230 weekdays</b> is Matron's time off, and School House is locked to boarders during that period. The only pupils present could be unwell boarders recuperating under the supervision of the School House Housekeeper. Unwell pupils are given the phone number of the Housekeeper who carries a School mobile. Fire Marshal cover is provided for School House from 8:30-4pm by the Security Manager who has received relevant training.) <b>At all other times</b> , when the House is open to pupils, there is always one or more adults present in the House. During the school day, aside from her scheduled time-off, this will be Matron (and if she has to leave the building, she takes the Fire Radio). Cover in her time-off will be provided by an appropriate member of staff (and if they have to leave the building they will take the Fire Radio). The Duty Master is present from 4.15pm or shortly after. Boarders are aware of the availability of these adults and where to find them (informed and introduced during induction). All boarders also have the phone number of the Duty Master in their phones, to contact an adult in case of emergency, or can swiftly find an adult in the main school site. The Duty Master carries the Duty Phone all day. West House is locked to boarders from 8:30 – 16:15 on weekdays. Any West House boarders who are unwell will be cared for in the School House sick bay and supervised as the School House boarders.	A
Break-time (10.15-10.40)	House is closed	Accident/injury		A
Lunchtime (12.35-14.10)	All boarders (and SPS pupils visiting boarders). No cooking is permitted in the kitchen.	Accident/injury		A
Afternoons	Boarders who have finished lessons for the day Boarders whose games have finished before 16.15.	Accident/injury		A

## B. Supervision of Boarders During Boarding Hours

When leaving the house for any reason during boarding hours, pupils seek the appropriate permission as detailed below, and indicate their movements on Orah. **NB this includes any period of Covid-19 quarantine care offered at the school.**

Time	Boarders Potentially Present in House	Risk	Supervision	Risk Assessed
Lights-out →Morning Registration with Tutors (23.00-08.30)	All boarders	Accident/injury	Throughout all boarding hours, there is a Duty Master for each of West House and School House responsible for the boarders, carrying the respective duty mobiles. All boarders have these numbers.	A
Evening Boarding Time (16.15-23.00) & Weekend Boarding Time	All boarders	Accident/injury	Throughout boarding hours, there is always a member of the House Staff present in each House. Should a lone Duty Master be required to leave the house (for instance to register boarders in the dining hall, check on an injured boarder, open the sports hall etc) they will take the Duty mobile and Fire Radio with them so will at all times be immediately contactable by any boarder, and able to respond immediately to any fire alarm.  Boarders seeking to leave the school site must follow the published House Rules and gain Duty Master Permission. In their induction week, new boarders are walked to Castelnau and Hammersmith so that they are familiar with the local area. Boarders and Flexi Boarders who arrive throughout the term will receive an induction from the Housemaster that will cover this. Familiarity with the local area will be ascertained from the induction meeting, and any emerging considerations circulated to the House Staff. At night, junior pupils are asked to travel in pairs (and seniors recommended).	A
	Boarder using Wathen Hall	Accident/Injury/ Exposure to Member of General Public	Boarders may wish to practice music in the Wathen Hall out of school hours. The Wathen Hall is directly beside the boarding house. Boarders have to inform the Duty Master of their intention to use the Wathen Hall for practice and take a mobile phone. Boarders have the Duty Master's mobile phone available should they require assistance at any time.	A

	Travel to and from Performance and Health Centre, Sports Hall and Gymnasium	Coming in to contact with external users	<p>Boarders should not at any time interact with external users of the Sports Centre. If a facility is being used, boarders should not use it and look for an alternative. External users are supervised by a session leader who has a DBS and received safeguarding training. They are overall responsible for their groups' behaviour. The Sports Centre supervisor also oversees general behaviour in the Sports Centre. Pupils will be briefed to:</p> <ul style="list-style-type: none"> <li>• not interact with external users</li> <li>• travel straight from the entrance to the P&amp;HC, Sports Hall or Gymnasium. They must not attempt to enter the swimming pool.</li> <li>• not use any of the changing rooms or communal toilets in the Sports Centre. Pupils may use the toilet labelled "Adult/Disabled toilet" or the toilets by the U8th Common room.</li> <li>• report any incidents immediately to the Duty Master and Sports Centre Supervisor</li> </ul>	
	Boarder Using Sporting Facilities	Accident/Injury	<p>Various of the School's sport facilities are available to boarders during boarding hours. When School Sports Centre is open it is manned by a Sports Centre Manager, boarders may access the available facilities as per Sports Centre rules (going via the front desk, to sign in) without further supervision from the Duty Master. (The Duty Master remains available on the Duty Phone, and based in School House is in close proximity).</p> <p>Boarders may use the pitches or other outside areas for casual games and have the Duty Master's number to call if in need of assistance.</p> <p>At the weekend and evenings when the sports centre is closed, boarders may only use Sports Facilities when the Duty Master has specifically opened them for boarders in line with the Access to School Facilities timings. In these special cases, specific Duty Master supervision is required to ensure safe use of the facilities:</p> <ul style="list-style-type: none"> <li>• Use of Sports Hall / Gymnasium – Duty Master can remotely supervise, visiting hourly. Boarders must be in at least pairs and take a phone. They can access help on the Duty Phone, and are under strict instruction to immediately alert the duty master if any non-boarder appears in the building.</li> </ul>	<p>A</p> <p>A</p>

			<ul style="list-style-type: none"> <li>• 3G use must be booked in advance and correct footwear used.</li> <li>• For the gymnasium, boarders are briefed that: <ul style="list-style-type: none"> <li>○ while equipment is being stored, boarders should only play basketball and / or table tennis in there. Football is prohibited as it is more likely to hit fencing kit and cause damage</li> <li>○ they must not open emergency door unless in a real emergency - even if it is getting hot in there</li> <li>○ ropes and bards etc are not to be used</li> </ul> </li> </ul> <p>The Performance and Health Centre and Swimming Pool can only be used when accompanied by an appropriately trained member of staff providing direct supervision during a designated session. Access to these facilities is controlled by locked doors and pupils have no means of access.</p>	
	Use of the Performance and Health Centre	Accidents and injury	<p>All gym sessions will be supervised by an appropriate member of staff with appropriate qualifications</p> <p>Pupils in the gym will be governed by the PHC Rules.</p> <p>Pupils must:</p> <ul style="list-style-type: none"> <li>○ <i>Complete and agree to follow all rules and regulations material here - <a href="https://intranet.stpaulsschool.org.uk/sport-at-st-pauls/sport-exercise-and-health-science/performance-and-health-centre-phc">https://intranet.stpaulsschool.org.uk/sport-at-st-pauls/sport-exercise-and-health-science/performance-and-health-centre-phc</a></i></li> <li>○ <i>Have had their individual programs checked and approved by RMRB.</i></li> <li>○ <i>Understood and agreed that they cannot use the facility more than once per day.</i></li> </ul> <p><i>Understood and agreed that they cannot do more than a total of 4 strength sessions per week.</i></p>	
	Boarder around School Site, e.g. pitches, Atrium.	Accident/Injury/Exposure to Member of General Public	<p>Boarders have the Duty Master's mobile phone available should they require assistance at any time, also the main school reception number. On the School site, the Duty Master can be present to help very swiftly.</p>	A

## **C. Granting Boarders Permission to Leave the School Site**

It is important for boarders that their weekends involve enriching visits away from the school-site, and that they learn safe, independent travel in London, particularly as there is no Saturday school at St Paul's: the boarding weekend can be a long one. To enable this, the House Staff will:

1. Use their discretion to permit boarders to leave the school-site as and when they make appropriate requests to do so.
2. Regularly organise and lead trips to specific events, arranging for these to be specifically risk-assessed as per the usual school trip procedures.
3. Encourage/enable regular local excursions for boarders to undertake as opportunities arise at weekends.

To enable positive actions to be taken in all such situations, this section of the document outlines the scope of the Duty Master discretion in permitting boarders to leave the school site (when boarders request to do so), and the considerations he or she ought to take into account when exercising this discretion.

**In all cases, the Duty Master will hold the safety of the pupils involved as paramount. The Deputy Head Pastoral ("DHP") will review these arrangements and assessments annually, in consultation with the Educational Visits Co-ordinator ("EVC"). Trips involving boarders will be run in accordance with the EVP, with approval sought from the EVC. This document is designed to comply with, and uphold the principles of, the Educational Visits Policy and Staff Code of Conduct and will be reviewed in the light of any changes to those. No alcohol should be consumed by pupils or staff on any school event / trip, regardless of whether on or off site.**

## Duty Master's Discretion when granting permission for pupils to leave the school-site.

Boarders seeking to leave the School site need permission from the Duty Master for all but the most local of destinations. When exercising his discretion to permit any excursion off-site, the Duty Master will satisfy themselves that the excursion is appropriate for the boarder/s concerned and, most importantly, can be made safely. In so deciding, they will consider:

- The age, maturity and responsibility of the boarder/s concerned, including any apparent special educational need, welfare, medical (including allergy) or behavioural concern, or lack of familiarity with London (or local areas, perhaps due to having just begun to board);
- The distance and travel required to reach the destination, transport options (and familiarity of the boarder with them);
- The nature of the intended destination, and the boarder's reason for seeking to go there;
- The time of day (particularly, whether any element of the journey will likely be made in the dark);
- Any recent issues faced by others in the local area;
- Any other pertinent factors that might make the Duty Master feel either reassured or uneasy about granting permission.

The Duty Master may choose to set certain conditions so that they can feel reassured about the appropriateness & safety of trip (travelling with a friend; returning at a certain time; checking in at a certain time). If the Duty Master is uneasy about the excursion, they might consult the Housemaster, EVC or DHP, or seek written parental authorisation to permit the trip; or simply decline the permission – and if in doubt, should certainly feel free to do so. *The arrival of a parental permission need not compel the duty master to authorise the trip.*

The boarder must then write details of their movements in Orah, which the Duty Master will review regularly whilst on duty. **In all cases, the Duty Master will hold the safety of the pupils involved as paramount.**

### Transferring in and out of the school's care

House staff also have a duty and a desire to ensure that all boarders leave the school's care safely, and have safe transfer to the care of their parents or guardians. The table below also outlines the procedures to be followed at the beginnings and ends of holiday periods.

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating (low/medium/high)	Result (T/A/N/U, see coding below)
Boarders going off-site	Various	Boarders	Duty Master permission required before off-site trip to assess risk of planned excursion and set any appropriate conditions to reduce risk. Duty Phone enables constant contact. Details to be written in Orah, which DM will monitor and act swiftly if a boarder has not returned on time, as per the Missing Pupil Policy.	Medium	A
Boarders going to Castelnau / Hammersmith 1615-1800 on weekdays	Traffic	Boarders	Boarders are inducted into this area in their first few days boarding; day boarders converting to boarding are given inductions and a senior mentor to walk the boarder to the local shops to gain familiarity; likewise flexi-boarders, as per Section B.	Low	A
Boarders staying away from School House	Various	Boarders	House staff will not consent to a boarder staying away from School House overnight without explicit parental permission received through Orah. Where that requested overnight stay is <i>not</i> set to be with a parent or guardian, House Staff will confirm there is an appropriate supervising adult, and then contact them, confirming their understanding, suitability and willingness to act <i>in loco parentis</i> of the boarder during that overnight stay, and furnishing them with the contact details of the child and the Duty Master to enable them to exercise that care. Adults under 25 will not be considered suitable to act <i>in loco parentis</i> to a teenager.	Medium	A
Boarders requesting permission to consume alcohol at an event	Lack of safety when travelling under influence of alcohol; illness due to alcohol	Boarders	No boarder is permitted to drink alcohol on site, or at any school event. As above, boarders may stay away from the house with parental and Duty Master permission: if a Housemaster gains awareness that a boarder in this position is intending to drink alcohol when away from the house, this should be discussed with both the boarder's parent and the supervising adult to best ensure that appropriate supervision is in place and responsibility is undertaken. Where appropriate reassurance is not forthcoming, the Housemaster should consult further with the Deputy Head Pastoral to decide	Medium	A



	over-consumption		<p>whether permission should be denied. In order to enable boarders (as far as possible) to have similar freedoms in comparison to day peers, boarders who remain in boarding may request Duty Master permission to consume alcohol at an event outside school. This will only be given in line with national laws, the Boarding Rules and with appropriate set safety measures. The Duty Master should always consult with the House Master before granting such permission. Key factors to consider include pupil age, nature of event, level of supervision, responsibility of pupil, method of returning safely.</p> <ul style="list-style-type: none"> <li>• If the child is under 16, no alcohol may be consumed.</li> <li>• If the boarder is 16 or 17, alcohol is only legal when consumed in limited quantity with a meal bought by an adult. Before approval therefore, certainty should be gained as to the nature of the event, and who is the purchasing adult (this should be a family member, or trustworthy adult, at an appropriate event). The purchasing/responsible adult should be contacted for confirmation as to responsibility/supervision/quantity permitted. The Duty Master must also ensure appropriate precautions are in place for the pupil's safe return to boarding. This might contact at key junctures through the evening; a commitment to take a cab, rather than walk; the supervising family member returning the child to school directly. Commitments will also be made by the child to drink no more than the legal limits. Any level of concern as to potential pupil misconduct, for instance due to information gleaned about the event, or the pupil's own past conduct, will also be a factor when granting permission.</li> <li>• If the boarder is 18, they are legally permitted to drink alcohol, but Boarding Rules require this to be with Duty Master permission only (and with parental permission already granted). Before approval, factors to be considered include: nature, location, whether other responsible adults are present, pupil maturity/past conduct, other attendees, other relevant details. In consultation with the House Master the Duty Master must also ensure appropriate precautions are in place for the pupil's safe return to boarding. This might include</li> </ul>		
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			<p>contact at key junctures through the evening; a commitment to take a cab, rather than walk; and certainly commitments will be required from the boarder to drink no more than a modest amount of beer or wine, and no spirits. Any level of concern as to potential pupil misconduct, for instance due to information gleaned about the event, or the pupil's own past conduct, will also be a factor when granting permission.</p> <ul style="list-style-type: none"> <li>Should a boarder permitted to drink alcohol return and present as having drunk in excess of the safe and moderate amount agreed, the Housemaster must be consulted. ALWAYS ACT WITH CAUTION, WITH PUPIL SAFETY AS THE HIGHEST PRIORITY – noting the dangers to life of alcohol poisoning, or of going to sleep heavily intoxicated. Staff should take every care to assess the presentation of the boarder, and keep them downstairs in a public place until they are able to be assessed as sober and well enough to be sent to sleep. Where staff have any fears as to the health and safety of a boarder, they should follow the Boarding Emergency Procedure, within the Boarding Medical Principles &amp; Practice, including contacting the School Medical Officer (on 24 hr call) for advice, and taking to A&amp;E if required. The DSL should be notified. Liaison with Matron, Housemaster and Duty Staff may be necessary to ensure the pupil can be supervised until they are safe. The Housemaster will subsequently communicate with the Deputy Head Pastoral and Surmaster regarding the pupil misconduct.</li> </ul>		
Boarders transferring into and out of the School's care at the beginning and end of term times	Safe Travel  Additional threats for pupils travelling overseas, and on Child Student	Boarders	<p>At least one week in advance of any extended remedy period, the Housemaster will require parents and pupils to submit details of their remedy care arrangements, including the details of their transfer to and from St Paul's care. This will be managed via the Boardingware app. Pupils are required to input their full travel details, including:</p> <ul style="list-style-type: none"> <li>Their time of departure</li> <li>Their method of transport/transfer</li> </ul>	Medium	A

	Visas (e.g. trafficking, flight risk).		<ul style="list-style-type: none"> <li>• Their time of arrival back at St Paul's (unless otherwise specified, this will be assumed to be the house's stated final return time for the day).</li> <li>• Where the pupil's parents are overseas, and the pupil is not travelling with their parents in both directions, pupils will also be asked their UK departure and arrival times.</li> </ul> <p>Parents (or in their absence, guardians) are then required to confirm both the stated holiday supervision arrangements and transport arrangements. Unless all fields are completed satisfactorily by all parties the leave will not be approved. The Housemaster will then take additional steps to confirm satisfactory arrangements have been made. If the Housemaster is not satisfied, the pupil will not be permitted to leave and temporary supervision arrangements will be made in School House or with the pupil's UK-based guardian. A pupil below the age of 16 will not normally be permitted to travel independently to the airport without further specific discussion with parents.</p> <p>Duty staff on the last and first days of term will confirm the safe departure and arrival of all pupils by the stated times. Where the pupil is travelling directly and independently overseas themselves, this will include confirming their safe arrival at the relevant transport hub (usually airport) when departing and also their safe arrival back into the UK shortly after their scheduled return time. Where pupils do not return at the time anticipated, staff will respond in accordance with the Missing Pupil Policy.</p> <p>In addition, the failure to return on the required day by any pupil on a Child Student Visa should be reported by email to the DSL, the Deputy Head Pastoral, the Director of Admissions and the Head of Attendance, even where this absence is explained satisfactorily by parents. This is due to potential reporting requirements to UK Immigration services.</p>		
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