

## Supervision of Students at Concord College

### **INTRODUCTION:**

Concord College is a boarding school with students aged 13-19 from around the world. All staff are encouraged to share in the responsibility of care for students. It is expected that staff will set a good example to students in all aspects of their professional conduct. This understanding is both implicit and explicit. It is reiterated in the aims and ethos of the College, in job descriptions, in assemblies and in the Principal's annual address to all staff.

As a result of this, staff at Concord College share an awareness of its nature as an international boarding school with a large team of over 200 dedicated staff who show genuine care and concern for the welfare of all the students within the College community. Non-resident teaching staff and resident teaching/pastoral staff supervise students in a style that is friendly and professional. All ancillary staff also receive induction and regular refresher training in safeguarding and are invaluable additional supervisors of students both inside and outside of College buildings.

The College operates a somewhat centralised system of overall supervision. In addition to Boarding parents and other staff living in and around their residences, students can summon help 24/7 from the staff team on duty and based in the Staff Room in the Main Hall. Boarders have access to internal 'phones in their boarding residences and can also call on the Lead Boarding Parents who live in their residences either within the boarding residences, or adjacent to them. The quality of individual members of staff in these key positions provides a much greater sense of security and effective supervision of our students. There are also eight senior residential members of staff (The Principal, The Vice Principal (Pastoral), The Head of Lower School, two Assistant Principals, the Pastoral Team Managers) who are available to support the residential staff in their duties. Five of these serve on an on-call rota to support staff at weekends and check that all students have registered and are safely back on campus on Saturday nights by 10.40pm.

Just as staff are expected to act professionally in their dealings with students, so students are expected to behave with trust and respect in their lives at the College. Systems are also in place for peer supervision with Sixth Form Prefects and Lower School Monitors providing support in looking after the other members of the student body. It can also be argued that the Concord student community is effective in supporting itself to some extent. Quite recently, a visiting Ofsted Inspector found it "deeply impressive" to hear our students suggest that "bullying just would not be tolerated by other students". Ultimately, there is an awareness that if students do not behave in a decent and trustworthy fashion, it is unlikely that they will remain as members of the Concord community.

Please scroll down to the next page to view a table which seeks to give an overview of how students at Concord are supervised by staff based in our main building.

**Supervision based in Main Hall - An ordinary working week during term**

	<b>Monday &amp; Tuesday</b>	<b>Wednesday</b>	<b>Thursday &amp; Friday</b>	<b>Nursing</b>	<b>NSP</b>		
<b>7am</b>	J Price in Reception & laundry, kitchen	J Price in Reception & laundry, kitchen	J Price in Reception & laundry, kitchen	At least 1 nurse based in medical room. Cover increases to 3 Nurses at peak times with less busy periods having 2 Nurses on duty available Mon to Fri from 7am to 10pm	Off duty	Off duty	
<b>8am</b>							
<b>9am</b>	Normal weekday with all teachers, office and support staff in	Normal weekday with all teachers, office and support staff in	Normal weekday with all teachers, office and support staff in				
<b>10am</b>							
<b>11am</b>							
<b>Midday</b>							
<b>1pm</b>							2 duty teachers & support staff in
<b>2pm</b>							
<b>3pm</b>							
<b>4pm</b>	6 staff on prep duty 4-8.10pm	6 staff on prep duty 4-8.10pm	6 staff on prep duty 4-8.10pm				
<b>5pm</b>							
<b>6pm</b>							
<b>7pm</b>							
<b>8pm</b>	8.10-10.15 = 1 res staff on duty in staff room plus 1 on call & NSP	8.10-10.15 = 1 res staff on duty in staff room plus 1 on call & NSP	8.10-10.15 = 1 res staff on duty in staff room plus 1 on call & NSP	2 NSP on duty 7pm to 4am			
<b>9pm</b>							
<b>10pm</b>	See NSP cover	See NSP cover	See NSP cover	Off duty	2 NSP on duty 10pm to 7am		
<b>11pm</b>							
<b>Midnight</b>							
<b>1am</b>							
<b>2am</b>							
<b>3am</b>							
<b>4am</b>							
<b>5am</b>							
<b>6am</b>	Off duty						

## **Supervision of Boarding Students**

On the boarding side of the College, with 18 boarding residences of varying sizes both on and off campus, a great deal of accommodation and other resources is allocated to maintaining a team of over 30 resident staff, consisting of both Lead Boarding Parents and Assistant/ Relief Boarding Parents and Lower School Boarding Assistants. The supervision of students by this pastoral team is supplemented by the team of Night Security Personnel (NSP) as well as by a Medical team of College Nurses & Health care Assistants (HCAs) and a team of Pastoral Assistants (PAs) & Lower School Boarding Assistants (LSBAs). Extensive CCTV coverage of the grounds and environs of campus enables live viewing of the campus at night by NSP as well as at weekends by Weekend Duty Porters. CCTV footage is also recorded and is available for review by senior staff if there is a need to investigate an incident after it has happened.

Extra supervision of Lower School students is provided in their residences by a team of staff consisting of Boarding Assistants & Boarding Parents based in the residence. This is part of the commitment to providing a higher level of supervision for Lower School boarders which can be summarised as “coming home to care”. – Further details can be found in other documentation, but the aim is that a member of staff – such as a LS BA – is in the residence whenever a student is likely to be in the residence: from when students are woken up until they leave the boarding residence in the mornings; from when they return after lessons and again after prep until room check; during weekends when students are not in tests; during holiday periods when Lower School boarders are allowed to remain in residence.

If staff on duty require back up, there are a number of senior residential staff available (Principal, the Vice-Principal Pastoral, the Pastoral Team Managers). They can respond quickly since they live within easy walking distance and there are extensive systems of internal ‘phones, walkie talkies & networked computers to enable effective communication too.

Please scroll down to the next page to view a table which seeks to give an overview of how boarding students at Concord are supervised both inside and outside of boarding residences:

An overview of an ordinary working week during term for boarders:

	Monday to Friday	Saturday	Sunday
<b>7.30-7.50am</b>	Wake up by LBP	Wake up by LBP	(No wake up)
<b>7.50-8.20am (LS sts reg at b'fast)</b>	B'fast & getting up	B'fast & getting up	
<b>8.35-9am</b>	Students in reg.		
<b>9-10am</b>	Students out of residences in lessons, but 6 <sup>th</sup> formers can return during free periods & all students during breaks. Cleaners in residences.	Sts out of residences for Sat tests (incl. reg)	Students' free time
<b>10-11am</b>			
<b>11am-Midday</b>			
<b>Midday-1pm (Reg at lunch)</b>		Students' free time	
<b>1pm-2pm</b>			
<b>2-3pm</b>			
<b>3-4pm</b>			
<b>4-5.30pm</b>	Twilight activities / free time	Reg at 5.30pm in MH/ AP/ dining room	Reg at 5.30pm in MH/ AP/ dining room
<b>5.30-6.30pm</b>	Supper		
<b>6.30-7.15pm</b>	1 <sup>st</sup> prep		
<b>7.15-8.10pm</b>	2 <sup>nd</sup> prep		
<b>8.10pm to 10.00pm (LS students) or 10.15pm (6<sup>th</sup> form students)</b>	Students' free time		
<b>10.00 / 10.15 - 11.00pm</b>	Room check by BPs (10pm for LS & 10.15pm for 6 <sup>th</sup> form)	LS boarder reg at 9.30pm in Taylor's & Bell residences	9.45-10.30pm = LBP completes extended room check and possible Boarding meeting
<b>11pm-Midnight</b>	LBP in residence	Main Hall reg at 10.15pm in MH/AP/BN/ West End	LBP in residence
<b>Midnight-1am</b>		Room check normally at 11pm for LS boarders and midnight for 6 <sup>th</sup> formers	
<b>1-2am</b>		LBP in residence	
<b>2-3am</b>			
<b>3-4am</b>			
<b>4-5am</b>			
<b>5-6am</b>			
<b>6-7am</b>			





## **AN OVERVIEW OF BOARDING PARENT RESPONSIBILITIES FOR STUDENT SUPERVISION (-adapted from Handbook document 3.19):**

Boarding Parents will act "in loco parentis" for boarding students in their boarding residence and provide a high level of empathetic care within a disciplinary framework. The successful candidate will show an interest in the lives of boarders in their residence and offer them support and encouragement. Boarding parent posts are residential and Lead Boarding Parents are expected to be in residence overnight during term time and some holiday periods (whenever boarding students are in residence).

Boarding Parents will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect. Flexibility and a willingness to work additional hours in order to respond to students' pastoral needs are essential. Generosity of spirit is required.

### **Main Duties/Tasks include:**

- being available within the boarding residence to respond to the needs of the students, to talk to and listen to them, engaging with students in a friendly but professional manner, ensuring appropriate boundaries are maintained;
- waking students up each morning from Monday to Saturday between 7.45 & 8.15am;
- conduct Sunday night room check at 9.45pm (-for Lead Boarding Parents) and have regular meetings with boarders;
- conduct 2 or 3 other nights of room check each week from Monday to Friday at 10.15pm (-depending on the size of the boarding residence and the staff team therein)
- write reports on boarding students twice per academic year;
- attending meetings; monthly with the Relief Boarding Parent & Domestic staff and as required, as part of the resident/pastoral team;
- administration and accurate record keeping: filing and paperwork, including exeats, medical forms, ensuring posters and displays of information are up to date within the residence;
- assisting with the organization of Saturday social in-house events once per term (e.g. cinema trips);
- attending to students who are unwell;
- liaising with the Medical team over the administration of medicines in line with College policy;
- escorting boarders to hospital, should the need arise;
- good and timely communication with other boarding parents, the senior & pastoral management teams, teachers and college nurses to ensure the best possible pastoral care of students;
- reporting any welfare concerns or child protection issues in line with college procedures;
- undertaking annual fire training, conducting termly fire drills and completing monthly fire precautions checks within Old Walls;
- liaising with the maintenance team over any repairs or remedial work needed within the boarding residence;
- assisting with any emergency situation that may arise in order to ensure the safety of students and staff;
- accident/incident reporting, ensuring the relevant forms are completed and passed to the Health and Safety Officer;
- attending training courses, as required;
- complying with policies and procedures - especially those contained within the Boarding Parent Handbook - but also including those relating to safeguarding and child protection, health and safety, welfare, smoking in the workplace, security, confidentiality and data protection, and reporting any concerns;
- keeping up to date with and attending college events in order to support students within the boarding residence;
- ensuring compliance with: National Minimum Standards for Boarding Schools within their residence; Keeping Children Safe In Education Sept. 2016; Independent School Inspections;
- completing professional review biannually;
- completing any other reasonable duties as required by the Vice-Principal (Pastoral).

## **AN OVERVIEW OF TUTORS' RESPONSIBILITIES FOR STUDENT SUPERVISION (-adapted from Handbook document 2.33 and 2.33a):**

### **Lower School & Sixth Form Tutors**

While boarding staff attempt to provide pastoral support for our students, there is a need for a parent-like figure to oversee their studies and give informed and reliable academic support on a daily basis. This is the role of the academic tutor.

#### **Main Aims**

To get to know the students personally (while at the same time providing a professional distance)

- what they are like as people and what makes them tick
- what the pressure points are in their lives.
- their nationality and family background
- the expectations placed (either deliberately or unintentionally) on them by their parents
- their needs when pastoral and academic issues overlap

To get to know the students academically

- their GCSE/A level choices are and why and what their college/university aspirations are
- what support/advice they need to achieve their ambitions and what to do if these ambitions do not work out and subject and degree aspirations need to change
- to point them towards sources of expertise in the college to give detailed advice

To get to know the students socially

- their friends and social groups, their hobbies and interests, their membership of sports teams, clubs and societies, their involvement in college productions and activities and to support them in these

To represent their interests

- in meetings with other staff
- in internal e-mails
- in overview contributions to their reports which show a detailed knowledge of the students
- in their college/UCAS references

To help the student to flourish and reach their full potential

**Pastoral Team Managers 22/11/17**

**Reviewed by the Welfare Committee of the Board of Trustees Nov 2017**

The policy is next due for review on 01/09/2019