



WREKIN

**WREKIN COLLEGE
PREFECTS' POLICY AND GUIDELINES**



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PREFECTS' POLICY AND GUIDELINES

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This policy and guidelines needs to be read alongside other school documentation including:

- Anti-Bullying and Child-on-Child Abuse Policies
- Behaviour, Rewards and Sanctions Policy (includes permissible sanctions)
- Complaints Policy and Procedures
- Controlled Drugs (and substance abuse) Policy
- Data Protection Policy (Confidentiality of Information)
- E-Safety and Online Safety Policies
- Health and Safety Policy
- Health and Wellbeing Centre and First Aid Policy
- PSHE Policy and Programme
- Safeguarding and Child Protection Policy and Guidelines
- Welfare and Health Policies - Pupils (includes Alcohol and Smoking Policies)
- Wellbeing and Mental Health Policies and Guidelines - Pupils (includes depression, self-harm, eating disorders and suicide intervention)
- Whistleblowing Policy

Other relevant documentation:

- Boarding Mission Statement (available on the school's website, in the Parents' Handbook and Pupil Handbook)
- Boarding Schools National Minimum Standards - September 2022
- Keeping Children Safe In Education - September 2024
- Parents' Handbook
- Pupil Handbook (available via the Pupils Homepage (eLearning Hub))
- The School's Aims and Code of Conduct

The person responsible for this policy, in consultation with key personnel, is the Supervising DSL/Deputy Head (Pastoral)

Standard 21 of the Boarding Schools National Minimum Standards - Prefects, states:

Any prefect system (or equivalent) gives prefects (or equivalent) appropriate specific duties and responsibilities that are appropriate for them, with adequate staff supervision, training and measures to counter possible abuses of the role.

Boarding Schools National Minimum Standards - the full document may be viewed at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1102344/National_minimum_standards_for_boarding_schools.pdf

Date document updated	Document updated by	Comments	Location of saved file	Date of next review
July 2013	SEC	Sanctions now recorded on G Drive	Google Drive	July 2014
July 2014	SEC	No changes made		July 2015
July 2015	SEC	Prefect's' Policy and Selection Protocol combined. Checked against NMS April 2015	Google Drive	July 2016
July 2016	SEC	Routine changes - e.g. title of policies if changed.	Google Drive	July 2018
May 2017		Selection process amended.	Google Drive	May 2018
July 2018	SEC	Routine changes made.	Google Drive	July 2019
July 2019	SEC	Routine changes made and ref to KCSIE 2019.	Google Drive	July 2020
August 2020	SEC	Routine changes made and ref to KCSIE 2020.	Google Drive	July 2021
November 2020	SEC	Sixth Form Committee Added	Google Drive	July 2021
February 2023 May 2023	AWr	Updated with ref to new NMS and KCSIE 2022 May 2023 - prefect number/roles updated	Google Drive	Feb 2024
February 2024	AWr and TSp	Updated with ref to KCSIE 2023 and some wording (more gender neutral)	Google Drive	February 2025
July 2024	SEC	Adjusted to reflect changes to the Behaviour, Rewards and Sanctions Policy	Google Drive	July 2025



Prefects – leading by example.

Within Wrekin it has long been a tradition that prefects are solely selected on the basis of their suitability for the duties and the responsibilities of the role. The Heads of School are appointed by the Head after a democratic vote by staff and peers.

Prefects earn respect, and this must be mutual.

The main roles and responsibilities of the prefect body are:

1. To provide younger pupils with good role models;
2. To monitor and report any inappropriate behaviour amongst the pupil group;
3. To seek the views of members of the Sixth Form to review all aspects of Sixth Form life at Wrekin and to consider new ways to improve it (see Prefects' Meetings - page 7).

The duties, responsibilities and any powers accorded prefects do not in any way substitute for the presence and authority of adult teaching and non-teaching staff.

Within the school the prefect system allows pupils to experience and take on roles of leadership and responsibility.

Within the school opportunities arise for pupils below the Sixth Form to take roles of responsibility. For example, various House monitors, sitting on the School Council, Food Committee, Peer Support Team, Children's Safeguarding Board, Charities Committee, TWIG, and the Wellbeing Committee.

Prefects within the school are entrusted with some authority over other pupils. Research into the causes of mistreatment within boarding schools has shown a link between those who are in a position of power and an abuse of that power. Prefects have the right, and a responsibility, to **raise genuinely held concerns** about abuses of power and trust by anyone within the school community.

Guidelines Specific to School Prefects

- **School Prefects have specific duties** to assist in the supervision of Chapel, in the Dining Hall, and on the astro turf. The Heads of School, after consultation with the other School Prefects, draw up the Duty Rota which is then shared with the School Prefect team and the Deputy Head (Pastoral).
- **A School Prefect** may place a pupil on a Community Sanction for inappropriate/unacceptable behaviour. This is always done through the Deputy Head (Pastoral), and the pupil in receipt of such a sanction is always interviewed by the Deputy Head (Pastoral). The sanction and a record of the incident leading to it, must be recorded via CPOMS. The actual sanction **MUST** be set and recorded on iSams and overseen by the Deputy Head (Pastoral).
- **School Prefects work closely with the Deputy Head (Pastoral)** and meet with her fortnightly, as a team, on a Thursday break week B in BSBR (see below).

In addition to the above, guidelines specific to House Prefects also apply:

Guidelines Specific to House Prefects

- A House Sanction may be given by a House Prefect to a member of their House for breaches of school rules and bad behaviour. **However, if a House Sanction is given by a School or House Prefect it must be fully documented by the Housemaster/Housemistress (HsM) or other member of staff recording the incident via CPOMS and the actual sanction MUST be overseen by a member of the teaching staff.** Records of any House sanctions are kept by the relevant HsM.
- House Prefects have the power to exclude non-House members from their Houses, but should inform the HsM of their action.
- **It is expected that House Prefects will communicate with the HsM, Tutors or other member of House staff any instances of:**
 - Bullying
 - Inappropriate punishments/sanctions or humiliation by others, even if they too are Prefects
 - Groups who are behaving inappropriately against individuals
 - Any suspicions about drug use, smoking/vaping or drinking within the House or school
 - Any concerns they may have about the welfare of any other members of their House
 - Instances of individuals who are unhappy or behaving in an unusual manner
 - Unexplained absences of members of the House

Senior pupils ARE NOT ALLOWED to directly punish/sanction pupils – any breach of this rule will be dealt with most seriously.

ALL HOUSE AND COMMUNITY SANCTIONS ARE RECORDED – these records are checked termly by the Deputy Head (Pastoral).

Reporting Concerns

It is a Prefect's responsibility to respond to allegations of serious bullying or abuse. In such circumstances Prefects are advised to seek appropriate adult help immediately.

A Prefect who in good faith reports significant concerns, allegations or suspicions of circumstances, situations or the behaviour of others which is likely to put a child's safety or welfare at risk will never be victimised following their disclosure.

Prefects who contact an adult in order to report concerns must be prepared for their concerns to be taken further. No Prefect can expect their concerns to be kept confidential, but they can be reassured that they will not be victimised subsequently. Raising concerns is rooted in the need to keep children and young people safe; it is not about getting other people into trouble.

Standard 14 of the Boarding Schools National Minimum Standards - Securing Boarders' Views, states:

14.2 The school should also have a clear and easily accessible process for boarders to raise their own complaints about boarding provision. The school's procedures should be clear about how it will respond to complaints from boarders. **Boarders are not penalised for raising a complaint in good faith.**

Bullying

Wrekin takes very seriously the need to adopt anti-bullying strategies and the important role that Prefects play in this work. All School Prefects will be given an induction into their Prefect role by the Deputy Head (Pastoral) and House Prefects by their HsM.

- Prefect vigilance and integrity are the most potent deterrents against bullying. Children and young people who bully will then know that it will be dealt with, and the victims of bullying will have confidence for the same reason.
- It is therefore important that within Wrekin we create a culture and communication network where children and young people are easily able to confide in staff if they are being bullied.

- Research has shown that bullying is most likely to take place when pupils are in unsupervised settings such as free time (before and after school). Within the school, the structure and timing of activities is given a high priority and therefore additional vigilance is needed during free time for pupils. Prefects take a significant degree of responsibility for maintaining appropriate behaviour within the pupil group.
- Prefects are given the authority within the school to challenge and report incidents of bullying both within and outside of the school.

Banter: “Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.’ **KCSIE September 2025**

All concerns relating to bullying MUST be reported to the Deputy Head (Pastoral)

How to Respond to Inappropriate Behaviour

A Prefect’s response to inappropriate behaviour from younger and more junior pupils will be positive, respectful and non-confrontational. Prefects will make it clear to the pupil through their language that it is the behaviour we disapprove of, not the pupil himself or herself.

School Prefects – Safeguarding and Child Protection Training

All members of the Lower Sixth complete the EduCare online module Child Protection in Education (11-18).

All School Prefects have Child Protection and Safeguarding Training at the beginning of the academic year prior to them taking up their duties. In the event of a pupil being made a School Prefect during the course of the year, they will receive Child Protection and Safeguarding Training before taking up their duties.

School Prefects are given a copy of:

- Anti-Bullying and Child-on-Child Abuse Policy
- Behaviour, Rewards and Sanctions Policy (includes permissible sanctions)
- E-safety and Online Safety Policies
- Keeping Children Safe In Education (Part 1) - September 2023 (and updates to KCSIE as and when published)
- Prefects’ Policy
- Safeguarding and Child Protection Policy and Procedures
- Whistleblowing Policy

In addition to completing the EduCare online Child Protection in Education (11-18) module, School Prefects are required to complete the ‘Preventing Bullying 11-18’ and ‘The Prevent Duty’ modules before taking up their post.

HsMs instruct House Prefects with regard to their responsibilities within their House.

This will include guidelines specific to House Prefects (see earlier in this document). House Prefect Induction is recorded in the House File.

School Prefects’ Meetings

All School Prefects are invited to meet with the Deputy Head (Pastoral) once per fortnight, in order to review aspects of the School Prefect body roles and in order to review all aspects of Sixth Form life, and to consider ways to improve it. The School Prefects are invited to seek the views of the Sixth Formers in their Houses between meetings, but are approachable at any time for ideas Sixth Formers bring to them. The Deputy Head (Pastoral) will relay things to the Head that have been raised via these meetings for consideration. The Head will meet with the Heads of School weekly, and this is a further forum for discussion on any aspects raised via the Prefect team.

Appendix I



WREKIN

Protocol for the Selection of School Prefects (2024-25)

Within Wrekin it has long been a tradition that Prefects are solely selected on the basis of their suitability for the duties and the responsibilities of the role. Every year there is a democratic process for the selection of School Prefects which includes voting by pupils, current School Prefects and staff.

All those running the elections will remind the electorate that they are voting for those most suited to the role and for no other reason, and that the vote is done anonymously via a secret ballot.

Prefects earn respect, and this must be mutual.

The main roles and responsibilities of a School Prefect are:

- To provide younger pupils with a good role model;
- To monitor and report any inappropriate behaviour amongst the pupil group.

Wrekin takes very seriously the need to adopt anti-bullying strategies and the important role that prefects play in this work. Prefect vigilance and integrity is one of the most potent deterrents against bullying. Children and young people who bully will then know that it will be dealt with, and the victims of bullying will have confidence for the same reason.

A School Prefect does not have to be the 'top of the class', but a School Prefect should be a good and responsible person.

School Prefects need to:

- Get on well with both teachers and other pupils - this does not mean that they have to be friends with everyone but rather get on with people in general;
- Have good communication skills;
- Be compassionate and mindful of others;
- Show respect but also command it from their peers and staff;
- Be fair and level-headed;
- Show that they are responsible and mature;
- Have good organisational skills – they will need to fulfil their commitment to the role as well as keeping on top of their academic work and other school commitments;
- Demonstrate that they understand the rules and do not get into trouble;
- Not be afraid to speak out in the face of antisocial behaviour or any behaviour that contravenes the school rules;
- Not answer back, swear or mess around in class - if they are the type of pupil who does not do prep, causes trouble or has a reputation of being immature, or worse, amongst staff they would have little chance of being chosen;
- Show a commitment to the school and be prepared to get involved in school activities.

The intention is to appoint 25 School Prefects. The titles are as follows:

- | | |
|---------------------------|--------------------------|
| ● Heads of School x 2 | ● Lancaster Prefects x 8 |
| ● Head of Bayley | ● Head of Roslyn |
| ● Head of Bayley Boarding | ● Head of Tudor |
| ● Head of Clarkson | ● Head of Tudor Boarding |

- Head of Hadden
- Head of York

The 7 additional School Prefect roles (brief extra information follows):

- Academic Prefects x 2
- EDI and Pastoral Prefects x 2
- Boarding and TWIG Prefect
- Marketing and Events Prefects x 2

Mini “job descriptions” for the additional Prefect roles:

Academic Prefects:

- Will be an academic role model for pupils of all ages in the school community by promoting a love of learning for its own sake;
- Will support staff in the organisation and delivery of key academic events over the course of the school year, including the Academic Poster Conference, the Wrekin Academic Lecture Series and House Debating;
- Will chair the Library Committee and will take an active role in promoting the Library throughout the school as a key learning resource;
- Will support in the planning and organisation of subject celebration days for academic subjects across the curriculum;
- Will be (or become) Peer Supporters, assisting pupils lower down the school with their academic work through this programme, as well as providing an approachable, listening ear.

EDI and Pastoral (one safeguarding and one wellbeing) Prefect:

- One will need to be(come) an active member of the Children’s Safeguarding Board;
- The other will take a leading role within the Peer Support team and wellbeing within the school (inc. preparedness to have mental health training and to attend the Pupil Wellbeing Committee)
- Both will take a lead with the Ambassadors Programme;
- Both should be advocates for and active ambassadors for equal rights, the celebration of diversity, and inclusion for all at the school (e.g. through Pride Club, FemSoc, etc.);

Boarding and TWIG (The Wrekin International Group) Prefect:

- Will need to be (or become) a boarder
- Will need to be present at and play a leading role in the induction of new international boarders at the beginning of each term;
- Will take a leading role within TWIG throughout the year; specifically: facilitating meetings, creating and organising events and recruiting committee members, to help develop TWIG as a distinctive and effective voice within the school;
- Will have a heart for and be an enthusiastic advocate for the promotion and celebration of internationalism within the school;

Marketing and Events Prefects:

- Will assist in the dynamic and fast-paced departments of Marketing and Admissions, which may involve work at either Wrekin or Old Hall.
- Will assist with a variety of events, both front and back of house, within and outside of school, being a Wrekin ambassador for prospective parents and pupils.
- Will assist with introduction and integration of new pupils to Wrekin, assisting with visits, taster days, induction etc.
- Will have the opportunity to assist with promotion of the Wrekin Old Hall Trust. Depending on the candidate, this may involve photography, graphic design, social media, film etc. These elements are not compulsory; however, if you have an interest in marketing then the department will help to develop this where we can.

Key Dates and Information

- **Wed 1st May** - details for selection of School Prefects for 2024-25 to be sent to all Lower Sixth Form
- **Wed 15th May** - deadline for completion and submission of application forms to Mrs Daniels
- **Fri 17th May** - start of voting
- **Fri 17th May** - all Lower Sixth Form, current Prefects and Teaching Staff vote for the two Heads of School
- **Mon 20th May** - in-House voting (all House pupils and staff) for Heads of Houses
- **Tues 21st May** - in-House voting (all House pupils and staff) for Heads of Boarding Houses
- **Wed 23rd May** - voting for Lancaster Prefects (HsMs and House Staff) AND the seven additional Prefect roles (all Lower Sixth Form, current School Prefects and Teaching House Staff, Heads of Marketing and Admissions)
- **Fri 25th May** - list of new School Prefects to be published
- **Mon 3rd June** - new School Prefects brought up to shake the Head's hand in Assembly
- **Mon 3rd June** - new School Prefects to begin new duties (e.g. in Dining Hall)
- **Tues 4th June** - new Prefects' Safeguarding Induction 4-5pm
- **Thurs 6th June** - School Prefect' Leadership Training (all day)

We are hopeful that these School Prefect roles give members of the Sixth Form who are appointed opportunities to prepare for taking on responsibilities in their careers in the future. In addition, we hope that the additional roles in particular allow more members of the Sixth Form to represent important areas of school life and to take leadership in areas that are significant to them.

Obviously not all members of the Sixth Form who apply can be successful; harsh as it may seem, this is also a lesson for life in the future. Disappointment in this endeavour does not reduce chances of future success; indeed, in some cases, it may well enhance it through an individual's response to missing out. Equally, members of the Sixth Form who are successful in gaining School Prefect roles this year will almost certainly also have to face times when they apply for positions in life when they are unsuccessful too.

If you would like to apply, please cross through any positions you **DO NOT** wish to be considered for on the School Prefect Application Form.

NO pupil can apply solely for the Heads of School positions. Any potential applicants for Lancaster Prefect positions **MUST** go and have a conversation with Mrs Kotas or Mr Longfellow ahead of applying.

Please submit your completed application form (pages of this document below) to Mrs Daniels in the Headmaster's Office (headmasterspa@wrekincollege, or by hand) by WEDNESDAY 15TH MAY.

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4. What skills can you offer as a member of the School Prefect team?
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Pupil's Signature:

Parent's/ Guardian's Signature:

Date:
