Prefect Responsibilities

(Reviewer: Lloyd Dannatt / Brian Schofield, April 2024)

Prefects have a minor Safeguarding role within the College. They are there to maintain calm order and to work closely with and on behalf of the pupil body such that all pupils can have an equally pleasant experience at the College. Prefects are approachable and it is possible that a child would disclose to a Prefect a personal matter of a Safeguarding sort.

Prefects are not permitted to give punishments but report incidents of poor behaviour to staff who will take appropriate action.

1. Senior Prep School

In the Senior Prep School prefects are elected by their own peer group. They are therefore appointed by the pupil body to be in a position of authority and responsibility. Voting takes place at the summer term of Year 7 with the 'handing over' of prefect responsibilities from Year to Year taking place at the end of the Year.

Prefects receive Safeguarding advice and training with the DSL on how to carry out their role as well as formal training from the Head of SPS and other senior leaders. They meet regularly with the Head of the Senior Prep. Duties include touring perspective families, chaperoning guests, monitoring the dining hall queue, and assisting at events such as Carol services and open days. The Head Boy and Head Girl are elected by the prefects themselves at the end of their training. Prefects can also hold other roles of responsibility, such as Wellbeing Champion, House Captain or Librarians.

Specific responsibilities include:

- Holding themselves to the highest standards of conduct, dress, punctuality, engagement and kindness always.
- Choosing and preparing presentations to other pupils on matters of importance.
- Seeking out and representing the views of the student body to the staff of the college.
- Leading charitable and community initiatives.
- Touring families around the school during the working week.
- Touring groups at 11+ Open Mornings.
- Managing the JPS/SPS lunch queue.
- Overseeing pupil behaviour en route to and during Chapel.
- Attending Prefect meetings.

2. Senior School

In the Senior School prefects are elected democratically through a two-step process. The first stage is in house where they are selected by all pupils who are part of that house. (Steps are taken to ensure new joiners to the College have a reasonable opportunity to become prefects, despite being less well 'known'.) In the second stage, the nominees from each house are put forward for votes from their peers as well as the staff and outgoing Prefects. The Head Boy and Head Girl are elected by the prefects themselves at the end of their training.

Prefects meet weekly with the Senior Mistress and Sixth Form Team. At these meetings they raise concerns they might have about a pupil or a pastoral aspect of College life. If their concern was safeguarding related, they would raise the concern privately. As well as these meetings, the Prefect team work hard to get to know the student body and raise issues of concern with the HoMs direct.

In addition to this, the Head Boy and the Head Girl also attend a weekly meeting with the Head of College to discuss issues arising.

Prefects receive Safeguarding advice and basic instruction at their initial training course, and then in more detail from the DSL.

Senior School Prefect – Job Description:
Senior School Prefects represent the expected outcome of a Hurst education – young people who have learned to 'work hard, do good and engage', who share the core values of the institution and are able to communicate those values to their peers and to others, in deed and in word. Prefects are expected to model 'student leadership' at Hurst, communicating with, organising and representing the pupil body. They should expect numerous opportunities to develop their leadership and communication skills, but will in turn be expected to take those opportunities.

Specific responsibilities include:-

- Holding themselves to the highest standards of conduct, dress, punctuality, engagement and kindness at all times.
- Choosing and preparing presentations to other pupils on matters of importance
- Seeking out and representing the views of the student body to the staff of the college.
- Leading charitable and community initiatives
- Touring individual families around the school during the working week
- Touring large groups at every Open Morning during the year
- Guiding at special events such as the Sixth Form Choices Morning; Next Step Morning; and Sesame
- Managing the lunch queue
- Overseeing student behaviour in the Chapel
- Monitoring uniform and student behaviour across the campus
- Attending weekly Prefect meetings

Students who take on this role should be keen to contribute and make a positive difference to the College. They are an ambassador of Hurst – and will be looked on by staff and students alike, to be a role model at all times. Key personal skills are required: - enthusiasm; loyalty; commitment – and the ability to manage time well, and keep up with all of their responsibilities and academic work.
As a Prefects are expected to 'crowd control' students at locations such as the lunch queue and school events. Staff will also be present, and prefects should report to them if a pupil is rude or poorly behaved. Equally, if they observe students behaving badly around campus, they should talk to a senior member of staff so that they can deal with the situation appropriately.

With more serious matters, Prefects must refer to a relevant member of staff as soon as possible – and keep notes of any incidents.

Training will be provided to all newly appointed Prefects before they take up the role.