



## **Supervision of Pupils**

### **General Points**

*These points are common to all areas of the School when supervising boys:*

1. There is nothing more important than child safety and supervision should be at the forefront of every member of staff's thinking.
2. All new staff are inducted in their roles and responsibilities. At the beginning of each term staff are reminded of their role of supervising boys throughout the day. They are given the opportunity at staff meetings to discuss and improve the system when necessary.
3. Break duty must be a priority. Staff must arrange a swap and inform the Head of Pre-Prep, Head of Juniors or Deputy Head if they cannot carry it out.
4. Staff will keep a look-out for signs of unkindness or any rough play. Share observations about potential problems with colleagues so that they can 'nip situations in the bud'.
5. Staff must politely challenge any "stranger" who is not wearing a visitor's badge.
6. Duty staff should patrol the entire area for which they are responsible, rather than stay in one place

### **Arrangements for the supervision of Pre-Prep pupils, including EYFS throughout the school day**

1. On entering school in the morning, EYFS boys are handed over by their parents to either the Class Teachers or Teaching Assistants.
2. Boys arriving for Early Start are supervised by Pre-Prep staff in the Pre-Prep Hall. A register is taken and boys are taken to their class teachers before the Pre-Prep boys enter at 8.30am.
3. Boys arriving for Breakfast are supervised by Prep school staff and accompanied from the dining room to the Pre-Prep Hall where they join Early Start.
4. The boys are supervised fully throughout the day. Each Reception class has a fully qualified Teacher and a Level 3 Teaching Assistant. Year 1 and Year 2 have at least one Level 3 Teaching Assistant.
5. No boy is allowed to leave the class or classroom without permission.
6. Boys are escorted to and from the Hall, Playground, Swimming Pool and Dining Room by Class Teachers or Teaching Assistants.
7. At break time the boys are supervised by EYFS staff in the EYFS playground, and Year 1 and 2 staff in the main playground. Should any boy need first aid administered then the staff on duty do so. Several Teaching Assistants within Pre-Prep are Paediatric First Aid trained and others are trained for First Aid at Work. Matron is always available for advice. Her mobile number is available in the Pre-Prep Office.
8. At Lunch Time the boys are supervised in the dining room and help is given with cutting food etc; although where possible the boys are encouraged to be independent. They are taken out for play supervised again according to responsible ratios.
9. At the end of the day boys are handed over to their parents/carers or a named person who has been made known to the staff.

10. Boys who are booked into After School Club are handed over to the After School Club members of staff where they are then supervised in the Pre-Prep until collected. Any boys who are booked into the later sessions are escorted and handed over to the Prep school After School Staff.
11. Should any boy not be collected then the Non Collection Policy of boys is followed.

### **EYFS Playground and Main Pre-Prep Playground**

**There are always 2 members of staff on duty in both playgrounds.** *In each playground staff supervise the playground together. Should a boy need first aid treatment then a member of duty staff will administer minor treatment. If further treatment is needed, the boy will be taken inside to be seen by another first aider or matron called, if necessary.*

#### **Colts Field:**

**Weather permitting all Pre-Prep boys (including EYFS) will be accompanied to the Colts Field.** *There will normally be four members of staff on duty, including two EYFS staff. Minor First aid will be administered on the Colts Field by one member of staff. Should any boy require further first aid treatment then he will be accompanied by a member of staff into the Pre-Prep as above. A head count of EYFS boys is taken before going to the field and the Reception playground checked.*

- Break duty must be a priority. Staff must arrange a swap if they cannot carry it out.
- There is a rota system for use of the climbing frame and pirate ship.
- Boys must always ask permission to go to the toilet etc. They are not allowed to leave the playground or Colts Field without permission.
- Only soft balls are allowed on the playgrounds.
- Duty staff should patrol the entire area for which they are responsible, rather than stay in one place. Staff should stand separately from one another when on duty.
- Playtimes take place out of doors whenever possible.
- Boys always play out of doors unless a parent has sought permission for them to stay in due to ill health.
- Morning and Afternoon wet breaks take place in classrooms. One member of the Pre-Prep staff must be in each pair of classrooms. Boys should be encouraged to read, colour or to play appropriate table-based games.
- During wet Lunchtime playtimes, an age appropriate DVD may be played in the Hall.
- During exceptionally cold or hot weather boys should be taken to play inside.
- Staff will keep a look-out for signs of unkindness or any rough play. They will share observations about potential problems with colleagues so that they can 'nip situations in the bud'. All pupils have the right to safe play irrespective of their age, gender, sexual orientation, creed or ethnicity, language, any disability and social background.

- Upon the final whistle, boys should stand still and line up in their classes when called.
- Before playing on the Colts Field for the first time in the year or after a significant period of time, a member of staff must check whether the ground is sufficiently dry for the boys to play on safely and walk the perimeter of the field to check the boundaries. Staff must remind the boys of the Colts Field protocols, see below:
- When on the Colts Field, boys may not go anywhere where they cannot be seen by the duty teacher, i.e. not behind walls or in the bushes.
- Staff must politely challenge any “stranger” who is not wearing a visitor’s badge.

### **Daytime supervision in the Junior Department (Years 3 and 4)**

#### **“Winter” Routine (fields unavailable):**

The first named duty teacher accompanies the boys down to the astroturf area, where he/she stands by the gate initially in order to see all areas. The second named duty teacher (or gapper) starts in the dining room, then joins when most boys are out of the block/dining room, watching especially the adventure playground and hut.

#### **“Summer” Routine (fields available):**

The first named duty teacher accompanies boys onto the field. Second named duty teacher (or gapper) joins when most boys are out of the block/dining room. The two members of staff walk around the main field and astroturf area separately, so that boys are under close observation at all times.

#### **“Snow” Routine (astroturf area icy):**

Both named duty staff plus an additional adult accompany boys onto the car park. One stands near the crossing, checking for cars approaching, one stands at the top car park end and one patrols the playing area. Boys are not allowed out of the area bounded by the large trees and must wait for staff to retrieve any balls that go out of bounds.

#### **“Wet” Routine (indoor play essential):**

One member of the duty staff goes upstairs and the other downstairs and patrols the two rooms being used on each floor for wet play games or DVD. Boys must stay in their year groups, but may move between these classrooms.

- Boys are out of doors unless wet play is declared, or they are taking part in a recognised club or supervised indoor activity.
- Boundaries should be made clear by form teachers and enforced by duty staff. Boys must not disappear out of sight behind any buildings or into the forest. They must ask for permission to leave the area, e.g. to go to the toilet.

- Only one soft football per class is permitted when on the astroturf, but small bouncy balls or toys from home may also be played with, at the discretion of the teacher on duty. There is also a set of Junior play equipment such as stilts and hoops.
- Trainers are worn for outdoor play (although boys who have forgotten trainers may still go outside).
- The adventure playground is used according to a rota displayed on the Junior noticeboard. If monkey bars are wet, boys are not to use them. If very wet (duty staff to assess), the whole apparatus to be out of bounds.
- If the treehouse is used at break time, it must have an additional member of staff to watch it and it alone. Rules for safety to be obeyed as detailed for the rest of the school.
- When the whistle blows at the end of break, boys line up immediately in their forms. They are dismissed a form at a time to walk to their block.
- All pupils have the right to safe play irrespective of their age, gender, sexual orientation, creed or ethnicity, language, any disability and social background.

### Daytime supervision in Years 5 to 8

**“Winter” Routine (fields unavailable):**

**Duty staff (as shown on the duty rota)** *should be on duty in their named areas; the astroturf and Adventure Playground, the tree house area & the main playground, always being aware of the likelihood of traffic.*

**“Summer” Routine (fields available):**

**Duty staff (as shown on the duty rota)** *should be on duty by the tree house area, Rory O’Brien playground, car park and the area outside the gym, the Main Field and terrace, the adventure playground and the astroturf area.*

*Gappers should watch the tree house area..*

- Boys are out of doors unless taking part in a recognised club, supervised indoor activity, using the library properly or using facilities in the conservatory. Check known indoor hiding places: changing and boot rooms, upstairs classrooms and washrooms.
- Insist that the bounds in force are observed. Boys must not disappear out of sight behind any buildings or climb on to any roof, must avoid playing too near windows and be made aware of the likelihood of traffic. Ball games may be played at the front of the Science Block so long as boys don’t deliberately aim for windows and guttering.
- Trainers are **always** worn for outdoor play.
- If damage occurs it must be reported immediately.

- Insist that boys respond immediately to the bell at the end of break so that the following teaching period starts on time.
- Wet breaks take place in form rooms. Monitors should report to duty staff for effective deployment and Form Teachers must help with duty. Boys should be encouraged to read, or to play appropriate table-based games.

Deputy Head, October 2015, September 2019, December 2019