



JUNIOR SCHOOL SUPERVISION OF PUPILS POLICY

The following should be read in conjunction with the Junior School Risk Assessment documents.

Structure and organisation

There are a number of duties that staff will be expected to do at the following times:

Before School: 07:55 - 08:25

Morning Break: 10:45 - 11:10

Dining Hall: 12:05 - 12:40

Lunch Break: 13:35 - 14:15

After School (before clubs): 15:45 - 16:00

Late Duty: 15:45 - 18:00

Staff will be expected to do between one and two duties per week but the number of duties will vary depending on individual job profiles.

The Deputy Head Co-Curricular organises the duty rota at the beginning of each new term and it is published in the Duties folder in the Junior School shared area and is also displayed in the Junior School Common Room.

Guidelines for staff

Three members of staff are on duty before school and two members of staff are on duty after school. The latter is staffed by the after-school care team, with a member of SMT remaining at school until all pupils have been collected.

Three members of staff will be on duty at morning break and lunch break.

Two members of staff will be on duty in the dining hall, one upstairs and one downstairs.

If a member of staff is unable to do their duty e.g. illness or attending a meeting or a course, the teacher in charge of organising cover (Richard Oubridge) will arrange for the duty to be covered.

Before School

For the duty before school, one member of staff will be on the patball courts; one on the astroturf; and one should position himself/herself in front of the main entrance in order that he/she can be easily seen by parents and so that the boys playing in the main playground can be supervised.

At 08:25 a bell will sound. All boys should line up in forms and wait for their Form Teacher to come and collect them from the playground before walking quietly to their classrooms for morning registration. The member of SMT on duty should check for any bags left in the playground.

Morning Break

The three members of staff on duty should position themselves in the following areas:

1. Main Playground
2. Astro turf/cricket nets
3. Corner of patball courts with visibility to Year 3 playground

During morning break, boys may use patballs. Boys should be outside unless they are visiting the library, using the toilets or meeting with a member of staff. At the end of break, staff should check that obvious litter and items of clothing are cleared from the play areas.

At 11:10 a bell will sound. All boys should stand still and be silent. They should tuck in their shirts and smarten their appearance before lining up in their forms. Form Teachers are responsible for coming outside to collect the boys from the playground and walk with them to their classrooms.

Upon the teachers' instructions all boys will walk to their next lessons. Staff members on duty will stand by entrance doors to ensure that boys are entering the building in a sensible fashion and ensure that they are dressed smartly.

Dining Hall

During lunch, Form Teachers should sit on or near a table with their boys. Other staff members should also sit with or near pupils, where possible. At the end of lunchtime, boys will line up in their forms and Form Teachers, or the teacher who is teaching them next, will walk them to their next lesson. Two staff members will remain in the Hall (one upstairs and one downstairs) to supervise any boys who have not finished. Once all boys are out of their designated area they can leave too (with an aim of all boys leaving by 12:45 at the very latest).

Lunch break

Members of staff on duty should position themselves in the same places as morning break. The rules for lunch break are exactly as detailed above for morning break with the exception being that a number of boys will remain in the building for lunchtime clubs.

At 14:15 a bell will sound. All boys should stand still and be silent. They should tuck in their shirts and smarten their appearance before lining up in their forms. Form Teachers are responsible for coming outside to collect the boys from the playground and walk with them to their classrooms.

After-School (before clubs)

The members of staff on duty after school are responsible for supervising boys who are attending a club or those who have not been collected. Boys waiting to attend a club are allowed to have a 15-minute break until 16:00 in the patball court area after which time they should be collected and registered by the adult who runs the club. Boys who have not been collected are escorted to Home Learning Club until their parents arrive. The member of SMT who is on duty will be positioned in the foyer and will tick boys in Year 3 and 4, who take the coach, off the register.

After-School (boys not collected)

After completing the coach register, the member of SMT will go to the front of the main entrance of the school so that they are visible to parents. Any boys not collected by 16:00 are escorted to the patball courts and handed over to the after-school care team. These boys will attend Home Learning Club until their parents are able to collect them.

Late Duty

A member of SMT will remain on site until the last boys has been collected. This is usually until 18:00.

Safety

If play is judged to be over-exuberant or not safe, duty staff may warn the child that they need to calm down or stop doing what they are doing. Should this not suffice, and the behaviour continues, the duty staff-member should follow the school behaviour policy. Any aggressive or physical behaviour at playtimes will be dealt with in line with our behaviour policy.

Medical

There is a First Aid kit in the Staff Room for minor injuries (e.g. scrapes, grazes) and epipens are stored in the Junior School Office.

If an injury is seen as more serious, the boy should report to the Junior School Reception/Office where the boy will be issued with a Medical Slip and escorted to the Medical Centre.

A boy suffering any head injury should always be escorted to the Medical Centre.

If a boy is away from the Junior School building when he is taken ill e.g. at Games, Music, DT/ART or Science, the teacher in charge must contact the Junior School Office (by telephone or email) as soon as possible to report that a boy has been sent to the Medical Centre.

Jo Maudsley (Head's PA), Catherine Holmes (Junior School Receptionist and Secretary), Victoria Scott (Director of Studies), Carly Greenaway (Teaching Assistant) and Hazel Forbes (Librarian) are qualified First Aiders.