RISHWORTH SCHOOL

SUPERVISION OF STUDENTS: SCHOOL DUTIES

The duties listed below are to allow us to fulfil our statutory requirement to ensure the proper supervision of students. The scope and number of duties may change from time to time, depending on the steps required to ensure that there is proper supervision of students. This rota was proposed by the Behaviour Working Party. This appendix should be read in conjunction with the Supervision Policy.

Duties take priority to all other commitments (unless a duty swap is made), please do not double book yourself at this time. Staff should be clearly visible in their allocated areas for the full duration of the duty.

Staff are able, for convenience sake, to swap duties with each other, although all changes must be amended on the relevant rota on the CRNB.

The whole-school procedures on staff absences should always be followed so that alternative arrangements can be made without delay when a member of staff is absent owing to illness or for some other reason.

Whilst on duty staff should be vigilant for any damage or danger around the site check and report via TopDesk.

Staff should feel comfortable to challenge any behaviour which does not comply with School Rules alongside any behaviour not befitting of the School 'Safeguarding Policy & Child Protection Procedures' or breaches the 'Behaviour Policy' or 'Anti-Bullying Policy' and apply school sanctions as appropriate.

House Areas must be locked when not scheduled to be open and when a member of staff is not present.

Morning duty (8.00 – 8.35am)
Duty staff 1. The member of staff should supervise students arriving on School Site as well as the key congregation points, they should be mindful that there are multiple entrances to the School so should work alongside Duty Staff 2 to maximise coverage. In the event of inclement weather duty staff 1 should be prepared to open and supervise the House Areas.

Break duties - Morning (10.00 – 10.20am)
This is undertaken by five/six members of staff at any given time. If at any time your allocated space is empty support should be offered to those where higher numbers of students are at play (usually tennis courts or house areas)

Duty staff 1. The member of staff should do a visible lap, of the car park, path to music, oversight of tennis courts, up the path towards DT and should check the DT toilets and outside toilets (of their gender) at least once during the duty. This loop can be made in any direction. Duty Staff 1 should work with Duty staff 2 to ensure that they are supervising separate spaces at any given time.

Duty staff 2. The member of staff should do a visible lap, of the car park, path to music, oversight of tennis courts, up the path towards DT and should check the DT toilets and outside toilets (of their gender) at least once during the duty. This loop can be made in any direction. Duty Staff 2 should work with Duty staff 2 to ensure that they are supervising separate spaces at any given time.

Duty staff 3. The member of staff should go straight to the House Areas, open them and **visibly move from house to house** to supervise each space along with the courtyard. The Duty staff are responsible for checking the science toilets (of their gender) at least once during the duty. Duty Staff 3 should work with Duty staff 4 to ensure that they are supervising separate spaces at any given time.

Duty staff 4. The member of staff should go straight to the House Areas, open them and **visibly move from house to house** to supervise each space along with the courtyard. The Duty staff are responsible for checking the science toilets (of their gender) at least once during the duty. Duty Staff 4 should work with Duty staff 3 to ensure that they are supervising separate spaces at any given time.

Duty staff 5. The member of staff should go straight to the Year 11 House Area, open them and physically check on students in the common room. The Duty staff are responsible for checking the library and in the event of inclement weather, should check on the dining Room. at least once during the duty. The Duty staff are responsible for checking the PAC & toilets outside the Year 11 Common room (of their gender) at least once during the duty.

Duty staff 6. The member of staff should go straight to the Dining Room and ensure the Prefects are on Duty. The member of staff should predominantly be present supervising the Dining Room, whilst checking the Library and stairwell either side is checked.

Lunch Duty (12.20pm – 12.55pm or 12.55pm - 1.30pm)
This is undertaken by five members of staff at any given time. If at any time your allocated space is empty support should be offered to those where higher numbers of students are at play (usually tennis courts or house areas)

Duty staff 1. The member of staff should do a visible lap, of the car park, path to music, oversight of tennis courts, up the path towards DT and should check the DT toilets and outside toilets (of their gender) at least once during the duty. This loop can be made in any direction. Duty Staff 1 should work with Duty staff 2 to ensure that they are supervising separate spaces at any given time.

Duty staff 2. The member of staff should do a visible lap, of the car park, path to music, oversight of tennis courts, up the path towards DT and should check the DT toilets and outside toilets (of their gender) at least once during the duty. This loop can be made in any direction. Duty Staff 2 should work with Duty staff 2 to ensure that they are supervising separate spaces at any given time.

Duty staff 3. The member of staff should go straight to the House Areas, open them and visibly move from house to house to supervise each space along with the courtyard. The Duty staff are responsible for checking the science toilets (of their gender) at least once during the duty. Duty Staff 3 should work with Duty staff 4 to ensure that they are supervising separate spaces at any given time.

Duty staff 4. The member of staff should go straight to the Year 11 House Area, open them and visibly to supervising behaviour. They should move between this house are and the Year 7 – 10 areas, supporting Duty Staff 3. The Duty staff are responsible for checking the toilets outside the Year 11 common room (of their gender) at least once during the duty.

Duty staff 5. The member of staff should go straight to the Lunch Queue and ensure the Prefects are on Duty. Whilst being on hand to support the Prefects on the Lunch Queue, the member of staff should predominantly be present supervising the Dining Room, whilst checking the Library and stairwell either side is checked. The Duty staff are responsible for checking the PAC at least once during the duty.

After School Duties (3.40pm – 4.00pm)
This is undertaken by two members of staff at any given time.

Duty staff 1. The member of staff should promptly get to the bus bay at the front of school as close to 3.40pm as their timetable allows. Staff should get on each bus and ensure all students are properly and safely seated before the bus leaves.

If a bus is delayed briefly then students should close to the School boundary wall. If there is a serious delay to the bus arrival (i.e. after 3.55pm), the students should be escorted to the library and Duty Staff 2 informed.

Duty staff 2. The member of staff is expected to make a visible loop to supervise students exiting the School, moving between the car park, front drive, music school. By 4.00pm all students should be off site or escorted to the relevant EE club / Library. Duty Staff 2 should expect to help with students due to catch the bus if there is a delay beyond 4pm on any given day.

Saturday and Sunday Duties (11.00 a.m. until 5.00 p.m.)

Please note that when swopping a weekend duty, minibus drivers must swop with other minibus drivers

This is undertaken by one member of visiting day staff and two boarding staff members of staff at any given time.

Visiting Staff should meet the boarding staff in the Library by 11.00 am.

The visiting day staff will be deployed to supervise students either on school site or off-site. These may involve a range of activities and staff should come dressed appropriately. The activities of any given duty will be communicated in advance by the Deputy Head of Boarding. Staff wishing to join meals should let the dining staff know 48 hours in advance, along with any dietary requirements.

Please note lunch is not provided to Boarders on a Sunday Lunch time.

At the end of the duty the staff member should return to the library to pass on the register and any relevant information or update from the day to the boarding staff member on duty.

NB – At times some of the excursions may require an early/prompt departure time or a slightly later return time. Where this is to be the case, staff will always be informed with sufficient notice.