DULWICH COLLEGE
THE JUNIOR SCHOOL

JUNIOR SCHOOL SUPERVISION OF PUPILS POLICY

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms. All members of staff are responsible on a day-to-day basis for ensuring that pupils in the Junior School are safe.

The Junior School's aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the College;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

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 approximately two duties per week, but the number of duties will vary depending on individual job profiles.

The Assistant 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 Staff Room.

Guidelines for staff

Two members of staff are on duty before school and at least two members of staff are on duty after school. The latter is staffed by the after-school care team, consisting of two members of staff, with the member of staff on 'late duty', usually 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 during lunchtime, one upstairs and one downstairs.

If a member of staff is unable to do their duty due to a pre-planned absence (e.g. attending a course), they are responsible for organising cover for their duties, usually by swapping with another member of staff, and they should inform the teacher in charge of cover of these arrangements. If a member of staff is absent due to illness, the teacher in charge of organising cover 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, and one should position themselves centrally in the main playground in order that they can be easily seen by parents and so that the pupils playing in the main playground can be supervised.

At 08:25, a bell will sound. All pupils should walk quietly to their classrooms for morning registration. The member of staff on duty should check for any bags or coats left in the playground.

Morning Break

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

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

During morning break, pupils may use patballs. Pupils 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 pupils should stand still and be silent. They should tuck in their shirts and smarten their appearance.

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

Dining Hall

Pupils are walked to lunch either by the Form Teacher or the teacher who taught the pupils in Period 3. During lunch, Form Teachers should sit near their year group. Other staff members should also sit near pupils, where possible. At the end of lunchtime, pupils 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 pupils who have not finished. Once all pupils are out of their designated area they can leave too (with an aim of all pupils leaving by 12:45 at the very latest).

Lunch break

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

At 14:15, a bell will sound. All pupils should stand still and be silent. They should tuck in their shirts and smarten their appearance before being instructed to walk inside.

After-School (before clubs)

A member of the after-school care team will supervise the patball courts from 15:45 until pupils are collected for clubs and Home Learning club. The members of staff on duty after school are responsible for supervising pupils who are attending a club or those who have not been collected. Pupils 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. Pupils 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 pupils in Year 3 and 4 who take the coach off the register.

After School (pupils not collected)

After completing the coach register, the member of SMT will go to the Patball courts to confirm with the After School Care Team that all those signed in for Home Learning are present and to chase up any absentees. After this, the member of staff should go to the front of the main entrance of the school to check all pupils have been collected. Any pupils not collected by 16:00 are escorted to the patball courts and handed over to the after-school care team. These pupils will attend Home Learning Club until their parents are able to collect them.

Late Duty

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

Registrations

Registrations are completed via iSAMS by 08:40 and 14:35 each day. Any absences are followed up by the Junior School Administrator & Secretary so that all pupils are accounted for.

The After-School Care Team, which comprises of two members of staff, take registers after school for those pupils who are attending Home Learning club and/or After School Care. They are also responsible for supervising these pupils between 15:45 and 18:00. In addition, a member of staff, usually a member of Junior School SMT, remains in school until every pupil has been collected.

Any pupil who attends an after-school club is registered by the club leader at 16:00, using the SOCS registration system. Unauthorised absences from clubs will immediately be followed up by the After School Care Team.

All pupils in Year 3 and 4 who take the coach home, sign out with a member of SMT before going down to the coach. Any pupil in Year 5 and 6, who has a change to their normal coach arrangement, is informed about this change and has to sign out with the member of SMT on duty.

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 Junior School Behaviour Policy. Any behaviour at playtimes that is deemed to have intent to hurt others, including physical or aggressive behaviour, will be dealt with in line with the Junior School Behaviour Policy.

Medical

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

If an injury is seen as more serious, the pupil 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 pupil suffering any head injury should always be escorted to the Medical Centre.

If a pupil 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 pupil has been sent to the Medical Centre.

A full list of those medically trained is held by the Junior School Head's PA.

Pupil/Teacher ratios

Pupil teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity. A member of staff must adopt a 'safety first' approach and seek the advice of their line manager if they are unsure of the adequacy of supervision for an activity.

Policy Owner:	Head of Junior School
Last Reviewed:	September 2026
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