



## Supervision Policy 2021-22

This policy also includes the Early Years Foundation Stage and Before and After School Provision

### **General Principles**

Pupils of Salterford House Preparatory School are to be adequately supervised by staff at all times that they are at School. The supervision is to be shared as equally as possible amongst the staff.

### **Scheme of Duties**

This is a summary of what staff are expected to do on a regular rota basis. It must be noted that there may be some exceptional circumstances when the Head teacher may require staff to work additional duties, to ensure that the School is fully supervised at all times. It is recognised that there will be alterations in the scheme from time to time.

The School day runs from Monday to Friday 7.45 am until 6.00 pm, (or until all pupils have departed).

Full Time Staff - as required by the school timetable as well as on academic, sporting, extra-curricular and supervision duties should be available from 8.30 am until 4.00 pm, Monday to Friday.

Staff need to be aware of, and available for, all cover requirements within these times as well as duties as required on the duty rota which will run until 6pm.

Part Time Staff - As agreed with the Headteacher.

The Duty Rota will be published at the beginning of every term detailing time allocation and area of supervision.

## The Duties

Below is a list of the main duties and what each one entails.

Monday to Friday Main School

7.45-8.30 Before School

10.45-11.00 Morning Break

12.30-1.00 Lunch

1.00-1.50 Afternoon Break

1.00-1.30 Lunch clubs

From 3.25 End of the day until 4pm

From 3.30 After School Club and Clubs

Monday to Friday EYFS

8.00-9.00 Before school

11.00-11.15 Morning break

12.30-1.05 Lunch

1.05-1.35 Outdoor Lunch break

1.35-2.00 Lunch club

3.20 onwards After School Club and Clubs until pickup.

If a member of staff is absent and does know in advance that they will be absent (eg. INSET or Sports Fixtures) then the member of staff should inform the head in writing who will then update the duty list.

Before School 7.45-8.30- At least 2 staff. Two staff on site. One in each building

Supervision of pupils who arrive at school before 8.30 am. Please register pupils at the Main entrance to the school. (Not during COVID restrictions during an outbreak )

Children will be collected from the before school session at 8.30 promptly and take their children to their rooms. As children arrive from 8.30 onwards they should be greeted in the classrooms. (During COVID outbreak restrictions, children will go straight to their classrooms.)

Morning Break 10.45 am - 11.00 am 2 staff (+1 covering First Aid )

All pupils should be encouraged to have at least a drink. Please ensure that all food is consumed outside, and that rubbish is placed in the correct bins.

Supervision of the playground - Please do a visual check of the outdoor equipment to ensure that there is no obvious fault. Sign the book on the clipboard to say you have done that.

Please patrol the playground ensuring that you are a visible presence. Ensure that pupils behave sensibly with respect for all of the pupils. If you consider that an activity or type of play is either inappropriate or a safety risk to the pupils then please ask that it be stopped.

General rules for the playground are at the end of this section. The bell will sound at 11.00 am and pupils will line up in their forms in silence before being dismissed back in to the school calmly to begin lessons. Please check that pupils are smartly dressed e.g. shirts tucked in.

Lunch time 12.30-1pm

Supervision of lunch – 1 member of staff in each area.. Guidance should be given to the Year 5/6 Prefects and mentors to assist younger pupils.

**(No prefects during COVID outbreak restrictions)**

Pupils make their way to an empty place on a table. Members of staff try to encourage all pupils to finish their lunch and to have a drink, while also encouraging good table manners and polite conversation. Whilst for the majority of the time this works smoothly there are times when there may be an issue about where a pupil can sit and the duty member of staff will need to intervene.

All children should be encouraged to eat all of the food on their plate and then wait to be asked to clear away. At the end of lunch encourage pupils to clear their mess and line up QUIETLY by the classroom door- not in the corridors.

The children are then collected by the teacher on duty outside and taken to line up.

Any problems regarding a child who is not being supervised by their class teacher will be relayed to the class teacher, who may, if deemed relevant, discuss this with parents/carers at the end of the day.

Nursery children have their lunch with their members of staff. Nursery children not staying for the afternoon session will be handed over to parents/carers in the Nursery or returned to the nursery or taken to the playground (and handed over to the duty member of staff . EYFS children have their playtime in the EYFS play area.

Lunch Break 1 pm – 1:50 pm 2 staff (+ 1 covering First Aid)  
one in main playground and one on field,

Supervision of the playground - Please do a visual check of equipment to ensure that there is no obvious fault and sign the book

Please patrol the playground and playing field ensuring that you are a visible presence.

Ensure that pupils behave sensibly with respect for all of the pupils. If you consider that an activity or type of play is either inappropriate or a safety risk to the pupils then please ask that it be stopped. General rules for the playground are at the end of this section.

The bell will sound at 1.50 pm and pupils are expected to line up in their forms as they do at the end of morning break before making their way to their Room for registration.

Please check that pupils are smartly dressed e.g. shirts tucked in.

### **First Aid Duty**

The duty first aider deals with any pupil with a minor injury during the break time and lunch time. All staff are trained in first aid once every three years.

Once treated the incident will be recorded into the file on the relevant pupil page within CPOMs, outlining the date and time of injury, treatment given and who has been notified. If the injury is to the head, a Bump form must be completed and given to the Office who will email the parent. If the injury is serious, the child may be taken directly to Hospital by two members of staff. The Office will contact parents to attend as soon as they are able. An accident form is always sent home for visible injuries.

In the case of a serious accident or injury which requires professional medical treatment the duty member of staff who witnessed the accident must complete

an accident form. The Head must be informed of any serious injuries.

First aiders should inform Mrs Bedford or Mrs Martin if any medical supplies need replenishing.

### **Wet Breaks**

Morning break –children stay in their rooms. Y2 can go to Y1. PP go to KG.

For all wet breaks – pupils must be in their classrooms. Pupils may read, draw, play games or catch up on prep/missed work. The Duty Staff are expected to patrol the building checking on the behaviour in each classroom. During this time the Deputy Head and members of the SLT

will also endeavour to patrol the building. Woods staff patrol Classroom block.

Field staff patrol main building.

### **End of Day**

Staff responsible for their own classes until 4pm. (or the teacher who has been teaching them) **(During COVID restrictions this will be 4.15pm)**

Supervision of area by the classroom door and main doors. Pupils will wait inside the door until they are handed over to their parents. As each pupil departs they must look the teacher in the eye and say "Good Afternoon".

Encourage pupils and parents to use the yellow line for getting across the car park to cars.

### **Late Room**

1 staff & all staff that have supervised a club.

EYFS children will stay with their own staff.

Older pupils will wait with the duty member of staff in their class or in the main school entrance hall. Children can be collected by their parents from the classroom at any time between 4pm and 6pm **(from 4.15 during COVID restrictions)**

At 4pm take any remaining pupils back into the late room in Year 5 classroom and ensure the children are signed in by the member of staff on duty.

If the person collecting the child is not recognised by the member of staff, then a check should be made with the school office as to the arrangements for that child's collection. If no message has been received, then the parents will be contacted before the child is released.

### **Raising a Concern**

If a member of staff has concerns regarding the suitability of a parent/ carer to take proper care of any child (i.e. they suspect that the parent is under the influence of alcohol or drugs) then they should contact a member of the SLT.

Supervision of HW- Arrive in Year 5 at 4 pm collecting the Register. Take the Register.

Answer the door to parents when they knock for entry.

**(During COVID restrictions, staff will patrol between the classrooms of any late children. The children stay in their own rooms and do not move to one room.)**

The children should begin their HW and then read for at least 15 minutes. Independent working carried out in silence should be encouraged although it is expected that staff provide support to those who need it. As each pupil departs they must look you in the eye and say "Good Afternoon".

If a child has not been collected by 5.50 pm please hand to a member of the SLT. One member of SLT will be in the main building until the last pupil has left. SLT will manage this in a rota system.

### **Clubs**

Each member of staff should take the register and inform the office of any discrepancies.

Staff should supervise the children until club ends, before tidying their area and escorting the children to the late room to hand over to the child's parent or the duty member of staff. Please note children are not allowed to change/ stop clubs unless agreed by the office, with written notification from their parent.

### **After school Fixtures**

1. If your match finishes before 4 pm or you arrive back before this time, please take the children to a classroom where they will be supervised by you.. If there is more than one member of staff available then the children could be listened to when reading their books, as this is an excellent opportunity to get some more reading time into the busy school day.. At 4 pm the children should go to the late room.
2. If your match finishes or returns to school after 4pm please accompany your children to the changing room to gather their belongings before escorting them to the late room .
3. If you finish or return after 5 pm, again please escort your children to the changing room.

All children staying for Late room should be escorted to late room and handed over to the member of staff taking Late Room. If some children are expecting to be collected then please take them to the main door to the car park and your presence should alert them to leave their car having realised that their child is back.

**HAND TO PARENT OR TO LATE ROOM ONLY**

## **General Playground Rules**

Break times are an important time when pupils can 'let off steam' and relax before the next part of the day. However it is important that pupils play in a safe environment. If you consider that an activity or type of play is either inappropriate or a safety risk to the pupils then please ask that it be stopped.

Please encourage positive and constructive games at all times.

There should be a consistent approach to this by staff.

Pupils should ask permission to enter the building during break times. All children are taught to look out for one another and to include others in their games.

These themes are followed within the PSHEE Curriculum. Staff are asked to be vigilant of children on their own at play times and should intervene

## **GUIDELINES FOR BREAK TIMES**

- Care for Others
- Look out for Others
- Avoid touching Others and Keep your hands to yourself
- Include Everyone
- Share!

### **Out of bounds**

The following areas are out of bounds for pupils:

- Areas which are fenced off; the Nature area;
- Pupils should remain within sight of the duty member of staff at all times.
- Pupils cannot leave the playground or playing fields area without staff permission during school hours.

K Venables

To be reviewed September2022