



## **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 Senior Master 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

### **Daytime supervision of Pre-Prep (applies to EYFS)**

1. On entering school in the morning, boys are handed over by their parents to either the class teachers or teaching assistants.
2. The boys are supervised fully throughout the day. Each Reception class has a fully qualified teacher and a Level 3 teaching assistant. The class teacher is the key worker. In Years 1 and 2 there are additional teaching assistants as well as part time teachers to supervise the boys.
3. No boy is allowed to leave the class without permission.
4. Boys are escorted to and from the Hall, Playground and down to the Dining Room by class teachers and teaching assistants.
5. At break time the boys are supervised by staff, (see rotas) in the two playgrounds. Ratios are always carefully monitored. Should any boy need first aid administered then the staff on duty does so. All teaching assistants are Paediatric First Aid trained. Matron is always available for advice. Her mobile number is up in the office by the telephone.
6. 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. After lunch the boys are taken out for supervised play in either the two playgrounds.
7. 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.
8. 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 After School Staff in the Prep School.
9. 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 entitlement to use the climbing frame and pirate ship on the Main Pre-Prep playground
- Boys must always ask permission to go to the toilet etc. They are not allowed to leave the playground without permission
- Only soft balls are allowed on the playgrounds
- 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
- 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.
- Duty staff should patrol the entire area for which they are responsible, rather than stay in one place.
- Boys always play out of doors unless a parent has asked permission for them to stay in due to ill health.
- 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'.
- Upon the final whistle, boys should line up in their classes and wait for an instruction to **walk** inside.
- Morning and Afternoon wet breaks take place in classrooms. One member of the Pre-Prep staff must be in the classroom. 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 invited to play inside if the duty staff feel it is necessary.
- 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) joins, 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 (hard area icy):**

Both named duty teachers 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.

- Boys are out of doors unless taking part in a recognised club, supervised indoor activity or using the library.
- Insist that the bounds in force are observed. 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 hard area, but small bouncy balls etc 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 **always** worn for outdoor play. (boys who have forgotten trainers may still go outside).
- The adventure playground is used according to a rota.
- When the whistle blows at the end of break, boys line up immediately in their sections. The best line wins a sticker for their section and walks first back to their block. The section with the most stickers wins 2 plus points per boy on a Friday.
- Wet breaks take place in form rooms. There must be a member of staff on each floor of the block in addition to the gapper. Boys stay in their year groups but may move to a parallel form room to, for example, watch a DVD.

## Daytime supervision in Years 5 to 8

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

**The first named colleague (i)** on the list should be stationed near the entrance to the Astroturf Area, so that the Adventure Playground can also be supervised; **the other (ii)** supervises the main playground, always being aware of the likelihood of traffic.

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

**The first named colleague (i)** on the list is responsible for the Colts Pitch, Rory O’Brien playground, changing rooms, car park and the area outside the gym. **The other (ii)** is responsible for the Main Field and terrace, the area round the Junior Block, Swimming pool and Overflow Dining Room, the adventure playground and the Astroturf Area.

*Gappers should watch the adventure playgrounds.*

- 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 does not have a ragged start.
- Wet breaks take place in form rooms. Monitors should report to duty staff for effective deployment and Form Tutors must help with duty. Boys should be encouraged to read, or to play appropriate table-based games.

Deputy Head, October 2015