

Reviewed and updated: October 2018

Next review: September 2019



E42 Supervision Policy – includes EYFS

(Also see A.5 Staff Duties)

Supervision Policy – includes EYFS

Supervision during lesson times

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that older children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation.

Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Teachers should not leave a class unsupervised at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time, a member of SMT or another appropriate adult should be summoned.

Supervision outside of lesson times

Members of staff who are on duty must ensure that they take the responsibilities seriously and that the health and safety of the pupils is paramount at all times.

When on patrol or break duties staff should:

- be on time for their duty.
- be vigilant at all times ensuring sensible behaviour both inside and outside.
- patrol actively and not stay in any one place for too long.
- report any incidents of serious misbehaviour etc. to the appropriate staff immediately, and record such incidents as directed by the Deputy Headmaster / Head of Pre-Prep.

- be aware of pupils who need particular monitoring.

Duties are carried out by teachers, teachers' assistants, gap students. There is a rota, devised by the Deputy Head, on a notice board in the Common Room.

Form Tutors are not normally given any before school duties in order for them to be available for parents and boys and to prepare for registration (8.15 for Prep-Prep and 8.30 for Prep)

Playground supervision

Your primary job is to ensure the safety and well-being of the boys as far as is reasonably possible. Secondary to this is ensuring that certain rules are adhered to - these rules are designed to make play as pleasant as possible for everyone and to protect the physical surroundings of the school.

Playground duty is also a good opportunity to get to know the boys better, to see them out of the classroom situation. It is inadvisable, however, to break into their play uninvited or to otherwise intrude uninvited into their "world" other than for the reasons given above and below.

- Put a stop to any aggressive play or behaviour which might damage boys or their clothing
- Do not allow boys to lift one another, wrestle or play "piggyback"
 - If a boy complains to you about bullying or teasing, be sure you are perceived to give a positive response; "Go away" or "Don't tell tales" are not positive responses!
- "Bulldog" and its variations are not permitted
- Be prompt in arriving for your duty
 - All grass is out of bounds except when permission is given by the Headmaster or Deputy. If a ball goes on the grass, **one** boy may retrieve it but must not go through wire netting, over railings or through the gap between railings and wall.
- Soil areas are out of bounds except when **one** boy is retrieving a ball
- Ball games are not allowed on the patio area
 - Prep boys (P1-P4) are not allowed to play ball games on the top playground when Pre-Prep boys are playing outside
- There is a rota for use of the lower playground (called "The pitch" by the boys)
- Large leather footballs and hard cricket balls are not allowed
- All playground equipment must be returned to the basket at the end of playtime
 - If a ball goes into the Botanical Gardens, the gap student will collect this when it is convenient for him. Under no circumstances must boys be sent round or allowed to go over the wall.

There are copies of the Playground Rules, the Adventure Playground Rota and the Lower Playground Rota on the boys' notice board (near the Prep door).

Line Up

When the bell goes for end of play, the boys must line up in an orderly way and be silent. They should smarten up their appearance (socks up, shirts in!). When you are satisfied, send them in by form in single file.

Inclement Weather / Wet breaks

The Deputy Head or Head of Pre-Prep usually decide if boys are to stay inside, but duty staff may have to make an on-the-spot decision if the weather turns bad when you are outside.

The safety of the children and staff is paramount.

Common sense will be needed to assess whether children are adequately dressed for the weather

conditions as this will affect any decision as to whether it is appropriate for children to be outside.

Extreme wind and severe frost/ice are examples of weather conditions when it is likely to be inappropriate for children to be outside at break time.

During Games sessions staff will need to take a similar approach in assessing the children's safety.

The potential for a Lightning strike is possibly the hardest weather condition to judge. Staff should not feel embarrassed to conclude an outdoor activity if they judge there is an imminent possibility of lightning.

Current guidelines suggest:

If the "Flash-To-Bang" delay (length of time in seconds between a lightning flash and its subsequent thunder) is 30 seconds the lightning is five miles away. If the time is 30 seconds or less between seeing the flash to hearing the bang, you are too close, and need to find shelter.

All duty staff patrol the school and ensure that boys stay in their classrooms and employ themselves in a sensible way. P4 boys must not go into the lab; they have jobs supervising classrooms or may use the library if they are redundant.

Snow and ice

Sliding is not permitted because it is a frequent cause of broken limbs. In icy conditions we will try to salt the playgrounds as soon as possible.

Snowballing is only permitted under controlled conditions, usually on the grass. Boys can only snowball if they have a suitable coat, a hat, gloves and wellington or other boots. This is to avoid boys sitting in lessons in wet clothes and footwear.

Other Safeguarding Matters

Very occasionally, usually in the summer term, we have trouble from youths in the Botanical Gardens. They may throw objects over the wall or shout verbal abuse. You must:

- get our boys away from the wall
- not respond yourself
- insist that our boys do not respond in any way
- send a message to the school office, who will contact the police or Botanical Gardens staff.

Lunch supervision

Staff are expected to sit with the boys and:

- Supervise your class in the corridor until they've collected their lunch
- encourage good table manners
- check a boy has eaten enough before going on to the second course or leaving the hall. Boys put up their hands to seek permission for these
- check there are enough duty house boys on each table to clear their table
- check that the duty house boys on each table have done their job well (they must ask you to check this and, if so, give permission for them to leave the hall).

