

SUPERVISION OF PUPILS POLICY



Blundell's

PREPARATORY SCHOOL



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(INCLUDING EYFS)**

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Duty Scheme and Staff Responsibilities

General Principles

Pupils of Blundell's 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 Master 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. These alterations will be published in the Staff Handbook, after a full discussion at a staff meeting in which, it is hoped, that any alterations will be agreed by a consensus of opinion of the staff. However, it is acknowledged that the final decision will be that of the Head Master.

Staff Availability Times

All Staff are expected to attend staff meetings prior to the start of each term and INSET Training when arranged. Exceptions to this are by agreement with the Head Master. Dates and details are available on the school electronic calendar, known as the Bulletin. The Thursday at the start of the Autumn half term will be used for INSET Training and therefore staff should not book a holiday on this day.

The School day runs from Monday to Friday 8.00 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 8.00 am until 5.00 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.

Staff appointments outside of school during these times should be agreed with Deputy Head or Head of Pre-Prep and added to the Bulletin prior to the meeting on Friday.

Part Time Staff - As agreed with the Head Master, either on a per lesson basis or pro-rata.

How the Scheme Operates

The Duty Rota will be published at the beginning of every term detailing time allocation and area of supervision. Every effort will be made to equate the quantity of duties in line with individual staff timetable allocations.

The Duties

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

Monday to Friday Prep School

Before School	8.00 am - 8.30 am
Morning Break	10.40 am - 11.05 am
First Aid	10.40 am - 11.05 am
Lunch	12.45 pm - 1.40 pm
First Aid	12.45 pm - 1.40 pm
Afternoon Break	3.15 pm - 3.25 pm
Prep Refreshment Break and Gate	4.30 pm - 4.45 pm
Prep and Clubs	4.45 pm - 5.30 pm
Extended Prep	5.30 pm – 6.00 pm

Monday to Friday Pre-Prep

Early Drop-Off	8.00 am - 8.30 am
Morning break	10.30 am - 10.50 am
Lunch serving	12.00 noon - 12.40 pm
Lunch break	12.40 pm - 1.00 pm
Lunch break	1.00 pm - 1.20 pm
After School Club and Clubs	3.45 pm - 6.00pm

If a member of staff is absent and does not know in advance that they will be absent (eg. INSET or Sports Fixtures) then the member of staff is responsible to arrange a swap for this duty.

Prep

Before School 8.00 am - 8.30 am 1 staff

Supervision of pupils who arrive at school before 8.30 am. Please register pupils outside the Main entrance to the school. This way it is possible to ensure children are behaving sensibly outside on the playground. The bell will sound at 8.30 am and pupils are expected to sensibly and calmly make their way to their Form Room for registration. If the weather is too wet to play outside then registration will take place outside the School office and the children will read books, complete any outstanding prep or play games quietly in their form rooms. Staff should endeavour to monitor their form tutees as they prepare for the day.

Morning Break 10.40 am - 11.05 am 2 staff (+1 covering First Aid) and 1 kitchen staff

Supervision of refreshments is on the playground terrace. All pupils should be encouraged to have at least a drink. Please ensure that all food is consumed outside on the terrace, and that rubbish is placed in the correct bins. All children in Years 5 & 6 should change their shoes before taking their snack and Years 3 & 4 after their snack. Please send the children inside to do this if they have not.

Supervision of the playground - Please do a visual check of the Assault Course and Zip Wire equipment to ensure that there is no obvious fault. 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 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 at 11.05. Please check that pupils are smartly dressed e.g. shirts tucked in.

Lunch Break 12:45 pm – 1:40 pm 2 staff (+ 1 covering First Aid)

Supervision of the dining room – 1 member of staff from 12:45 pm. The Year 6 Prefects stand in the doorway of the dining room and ensure that the queue continues to flow swiftly by calling pupils in from the playground by form starting with Year 3 moving up to Year 6. Guidance should be given to the Year 6 Prefects by the inside duty staff member if this system fails in any way. Pupils queue up and collect their lunch. Pupils in Year 6 may help themselves to salad but Year 5 and younger must ask the kitchen staff for what they require. Pupils are expected to say please and thank you. They will be reminded to do this by the kitchen staff if this does not happen. Pupils make their way to an empty place on a table which is already being supervised by a member of staff. Members of staff sit on the dining tables with the children and 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 make their way to the dirty plate trolley. They may then collect their pudding. On completion of their pudding, pupils are expected to clear their bowl and glass. At the end of lunch encourage pupils to clear the tables of glasses and water jugs. When all the pupils have departed from the lunch hall continue to supervise lunch break on the playground.

Whilst on duty, staff may eat their lunch in the dining hall. Halfway through lunch (at about 1.10 pm) swap with the member of staff on the playground.

Supervision of the playground - Please do a visual check of the Assault Course and Zip Wire equipment to ensure that there is no obvious fault. Please patrol the playground and playing field ensuring that you are a visible presence. When the Year 6 Prefects call for a particular form to go into lunch, ensure that all pupils in that form have heard. 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 1.35 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 Form Room for registration. Please check that pupils are smartly dressed e.g. shirts tucked in.

Afternoon Break 3.15 pm – 3.25 pm 1 staff

Please do a visual check of the Assault Course equipment to ensure that there is no obvious fault. 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 3.25 pm and pupils are expected to line up sensibly before making their way to their next lesson.

Note: at this time pupils may be changing for or from games

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 iSAMS, outlining the date and time of injury, treatment given and who has been notified. If the injury is to the head, a Mr 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 Tiverton Hospital by two members of staff. The Office will contact parents to attend as soon as they are able. 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, which is located in the First Aid Room. The form should then be sent to the Estates Clerk, Frances Lyons in the Bursary. The Head Master must be informed of any serious injuries. First aiders should inform the Head of Pre-Prep if any medical supplies need replenishing.

Wet Breaks

Morning break – refreshments are handed out and eaten in the main hall or, in the event of the Hall being in use, the Atrium.

For all wet breaks – pupils must be in their Form Rooms. Pupils may read, draw, play games or catch up on prep/missed work. There are games in all Form Rooms that pupils may use. The Duty Staff and Form Teachers are expected to patrol the building checking on the behaviour in each classroom, giving particular attention to their own Form rooms and changing rooms if occupied. During this time the Deputy Head and members of the SLT will also endeavour to patrol the building.

Prep Break 4.30 pm – 4.45 pm 2 staff (1 on refreshments & 1 patrolling)

Supervision of refreshments on the playground terrace, at the front of school - Sandwiches and fruit are available to pupils along with a drink. All pupils should be encouraged to have at least a drink. Please ensure that all food is consumed outside on the terrace and that rubbish is placed in the correct bins.

Supervision of the playground - 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 4.45 pm and pupils are expected to sensibly make their way to a club or Prep.

Gate 4.30 pm – 4.45 pm 1 staff & available Form Teachers

Supervision of area by the gate. Please check the late notices with the office prior to going to the gate. Pupils will wait inside the gate until the duty member of staff arrives and they are handed over to their parents. As each pupil departs they must shake your hand, look you in the eye and say "Good Afternoon". Encourage pupils and parents to use the Zebra crossing for getting across the car park to cars. The bell will sound at 4.45 pm. At this time take any remaining pupils back into the building, check with the office for late messages before handing the pupil over to the Prep Duty Member of Staff.

If the person collecting the child is not recognised by the member of staff at the gate, 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 not release the child to that parent and should contact a member of the SLT.

Prep and Late Gate 4.45 pm – 5.40 pm 1 staff & all staff that have supervised a club

Supervision of Prep in Room 3 - Arrive in Room 3 at 4.45 pm collecting the Prep Register folder containing the School Mobile Phone from the office on the way. Take the Register and inform the office of any discrepancies by phone, contact details can be found in the Prep Register folder. From 5.00 pm please answer the door to parents collecting children from Prep or clubs.

The children should read for the first 15 minutes in silence after which they may begin their Prep. Independent working carried out in silence should be encouraged although it is expected that staff provide support to those who need it. The bell will sound at 5.30 pm and the pupils should clear the area around them, collect their belongings and meet you at the gate. As each pupil departs they must shake your hand, look you in the eye and say "Good Afternoon". The school bus service, (which runs each day except Wednesday) departs from the Bus Shelter between 5.30 pm and 5.40 pm. Pupils are expected to know which bus they are travelling on and the bus driver also holds a register.

If a child has not been collected by 5.50 pm please hand to a member of the SLT. SLT contact details are available in the Prep Register.

Clubs 4.45 pm – 5.30 pm

Each member of staff should take the register and inform the office of any discrepancies. Staff should supervise the children until 5.30 pm, before tidying their area and escorting the children to the gate to hand over to the child's parent or the duty member of staff. Please note children are not allowed to change clubs unless agreed by the office, with written notification from their parent.

After Fixtures

1. If your match finishes before 4.25 pm or you arrive back before this time, please take the children to a classroom where they will be supervised by Games staff. 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. If the Heads of Games are in agreement, you may take some children outside to coach them in another sport. The need to return minibuses should not affect this time of day. At 4.25 pm the children should go to their form rooms for the end-of-day form time.
2. If your match finishes or returns to school after 4.30 pm please accompany your children to the changing room to gather their belongings before escorting them to the gate if they are going home or to the playground if they are staying for a match. At 4.45 pm you should be free to return your minibus to the Senior School.
3. If you finish or return after 4.45 pm, again please escort your children to the changing room. All children staying for clubs can then go to their club. All children staying for Prep should be escorted to Prep and handed over to the member of staff taking Prep. If some children are expecting to be collected then please take them to the gate as their parents may be waiting in the car park and your presence at the gate will prompt them to leave their car having realised that their child is back. If you need to return your minibus to the Senior school by 5.30 pm on a Thursday then please escort all remaining children to Prep at 5.15 pm, again handing them over to the member of staff taking Prep.

NB. In all circumstances please do not let your children off the minibus until it is spotless.

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 the playground is small for the number of pupils and it is important that pupils play in a safe environment. If the grass is wet, then all children wishing to play on the grass should put on their track suit. 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 or moved on to the grass. Please encourage positive and constructive games at all times. Pupils must respect that they may not be able to play a particular activity with one member of staff that they may play with another. However, all games of rugby, football, hockey or variations of these, must be played on the grass.

Pupils should ask permission to enter the building during break times. They should also ask permission to use the Assault Course and Zip Wire and will need to wear trainers to play on the equipment. 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 and form part of the School Behaviour Policy, including the allocation of Buddies. Staff are asked to be vigilant of children on their own at play times and should intervene if appropriate. In addition, the School Council have drawn up the following guidelines for all children to follow to ensure safe and fun break times:

- Care for Others
- Look out for Others
- Avoid Others and Keep your hands to yourself
- Include Everyone
- Join in fully or Leave alone
- Share!

Out of bounds

The following areas are out of bounds for pupils:

- Areas which are fenced off; behind the main building; the Nature area; playing fields over the bridge
- 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.

Weekend fixtures

When children are playing in weekend fixtures, they are in the care of the member of staff responsible for their team and should shake hands with that member of staff before being released to parents. No child should be released to anyone other than their parents unless permission from parents has been received.

Pre-Prep

Early Drop-Off 8.00 am - 8.30 am 3 members of staff on the main playground (Pre-Prep hall if wet)

Morning Break 10.30 am – 10.50 am 2 staff on the main playground, 2 on each of the Nursery playgrounds

Supervision of playgrounds. Please do a visual check of the climbing frame and equipment to ensure that there are no obvious faults. Please patrol the playground ensuring you are a visible presence. Ensure that pupils behave sensibly with respect for all pupils. If **you consider** that an activity/type

of play is either inappropriate or a safety risk to pupils then please ask that it be stopped. General rules for the playground are at the end of this document. The whistle will be blown at 10.50 am and pupils are expected to stand still and await further instructions from staff. Pupils then line up in class order, the bell is rung and pupils wait for their teacher to collect them and take them back to class.

Lunch Serving 12 noon until 12.40pm 3 staff in Prep School Hall, 2 in Nursery Lunch.

Staff accompany pupils to the relevant dining hall and help to seat children. Pupils collect their lunch from the counter. Catering staff are aware of any allergies or special dietary needs of each child. Children will be encouraged to have the hot meal or may prefer to collect their meal from the salad bar where they will be served by a member of the Catering staff. Each child should drink at least one beaker of water with their meal. Quiet conversation is permitted and good table manners are encouraged. Any problems regarding a child who is not being supervised by their Form Teacher or Teaching assistant will be relayed to the Form Teacher, who may, if deemed relevant, discuss this with parents/carers at the end of the day. Grace is said at the end of the meal. Staff accompany children back to the playground if they are staying all day ensuring that the duty member of staff is present before leaving the children. Nursery children have their lunch served by duty members of staff. Nursery children not staying for the afternoon session will be handed over to parents/carers in the Nursery foyer or taken to the playground and handed over to the duty member of staff if they are staying for the rest of the day.

Lunch Break

12.40 pm – 1.00 pm 2 staff on main playground and 2 on Nursery playground.

1.00 pm – 1.20 pm 2 staff on main playground and 2 on Nursery playground.

Supervision of playground – Please do a visual check of the climbing frame and other equipment to ensure that there are no obvious faults. Please patrol the playground ensuring you are a visible presence. Ensure that pupils behave sensibly with respect for all pupils. If **you consider** that an activity/type of play is either inappropriate or a safety risk to pupils then please ask that it be stopped. General rules for the playground are at the end of this document. The whistle will be blown at 1.20 pm and pupils are expected to stand still and await further instructions from staff. Pupils then line up in class order, the bell is rung and the pupils wait for their teacher to collect them and take them back to class.

First Aid Duty 12.40 pm – 1.00 pm - 1 member of staff, 1.00 pm - 1.20 pm - 1 member of staff.

All staff are trained in first aid every 3 years. An injured pupil will usually arrive accompanied by a duty member of staff. Once treated the incident will be recorded using the iSAMS page outlining the date and time of injury, treatment given and who has been notified. If the injury is to the head, a Mr Bump form must be completed and given to the Office who will email the parent. Stickers for bravery are usually well received at this point. If the injury is serious the Pre-Prep qualified First Aider will usually be asked to check the pupil and advise the next course of action. In the case of a serious accident or injury the duty member of staff who witnessed the accident to complete an accident form and return it to her. This will then be sent to the Bursary. The Head of Pre-Prep must be informed of any serious injuries. First aiders should inform the Head of Pre-Prep if any medical supplies need replenishing.

Wet Breaks

All Nursery children will be taken to the Owls Room by their Form Teacher. They will be supervised by the duty member of staff. Reception and Year 1 children will be taken to the Pre-Prep Hall or upstairs hall by their Form Teacher and supervised by the duty member of staff. Form Two children may remain in their classroom and they will be supervised by the duty member of staff. Children will be provided with drawing activities, games, books etc. and will be expected to play quietly and sensibly. Running around is not permitted. Pupils will be expected to help tidy up once instructed to do so by the duty member of staff. Pupils wait quietly at the end of break in their class groups ready for collection by their Form Teacher.

After School Club

4.05 pm – 6.00 pm, Three/four members of staff run this club.

Nursery children will be taken to the club by their Form Teacher. Older pupils will wait with the duty member of staff once they have been dismissed by their Form Teacher. The duty member of staff will then walk them to the club. Children must line up outside the classroom and wait for their name to be ticked off the register. Once inside the classroom they have the choice of a variety of indoor/outdoor activities depending on the weather. A small amount of appropriate TV/DVD is also allowed. Children can be collected by their parents from the classroom at any time between 4.05 pm and 6.00 pm.

Any pupil who has not been collected by 6.00 pm should be handed over to the Head of Pre-Prep or, in her absence, the duty SLT member who will take responsibility for them until they are collected.

The ratio is 1:13 with a teacher present and 1:8 with a teaching assistant and 1:4 when 2 year olds are present.

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