



# WARWICK

## JUNIOR SCHOOL

<b>Supervision of Pupils Policy</b>	
<b>Warwick Junior School</b>	
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# **Warwick Junior School**

## **Supervision of Pupils Policy**

### **1.0 Our Approach**

- 1.1 The supervision of the pupils in our care is a key priority and the duty of all our staff. It is our aim to ensure that the levels of supervision are appropriate for the safety of the boys.
- 1.2 Warwick Junior School is committed to safeguarding and promoting the welfare of pupils in its care. The Governing Body and the Headmaster are required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff.
- 1.3 All members of staff have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day.
- 1.4 Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in.
- 1.5 All members of staff are allocated duties at the beginning of each term. Staff are responsible for checking the duty rotas for the date and time of all duties. It is the responsibility of each member of staff to ensure the safety and well-being of all the children during their duty period. Staff must ensure that they begin their duties promptly and, where they are unable to fulfil their required duty, they must ensure that they arrange suitable cover and/or let the Deputy Head know as soon as possible. See Appendix 1 for general duty requirements.
- 1.6 The following policies operate alongside the Supervision of Pupils Policy and should be read in conjunction it.
  - Safeguarding and Child Protection Policy
  - Anti-Bullying Policy
  - Pupil Behaviour Policy
  - Missing Pupil Policy
  - The Use of Force to Restrain and Control Policy
  - Attendance Policy
  - Health and Safety Policy

### **2.0 The Start of the School Day**

- 2.1 The school site opens for pupils at 7.45am. Pupils arriving before 7.45am, must wait with their parents by 'The Bears', for the gate to open.
- 2.2 Parents are regularly informed by letter or email that should they wish to bring their sons onto the school premise before this time, then they should stay with their son until school staff supervision is provided.

- 2.3 Due to the open access to the sports centre, it is not possible to prevent pupils coming onto the wider school site before staff supervision, however the main school gate will remain closed, until opened by the duty member of SMT.
- 2.4 At 7.45am a member of SMT will open the playground gate and remain on duty by the gate to welcome pupils into school until 8.20am.
- 2.5 A member of staff is on playground duty from 7.45am, and a second member of staff will join them at 8am, as the number of pupils arriving in school increases.
- 2.6 At 8.20am, the duty members of staff will blow the whistle to line up pupils on the playground, ready for morning registration. It is the responsibility of the duty members of staff to ensure that all pupils have lined up and none are left on the playground.
- 2.7 When the weather is such that staying outside is not an option, the pupils are taken either into the assembly hall or the library and supervised there by the duty staff. In some cases, it may require pupils to be sent to their Form Rooms, slightly early. When this is the case, Form Tutors and support staff will be expected to supervise pupils within the classrooms.

### **3.0 Morning Registration**

- 3.1 At 8.20am, Form Tutors will go to the playground to collect their Form and take them to the Form Room.
- 3.2 Morning Registration takes place in the form rooms. As well as registering the boys' attendance on ISAMS, lunchtime and after school clubs / activities are recorded on the form's registration sheet, together with any changes to their normal collection arrangements and those going home on the school bus.
- 3.3. Where there is any uncertainty about after school arrangements, Form Tutors must indicate this on the registration sheet for the School Office staff to follow up and gain clarification.
- 3.4 After registration closes, in line with the 'Attendance Policy', any pupils who are absent from registration will be followed up by the designated JS Attendance Officer.
- 3.5 Any pupils arriving after 8.20am, should enter school via the main door, where office staff will advise them if they are in time for registration in their Form Room, or will register them in the office if not.

### **4.0 Lessons**

- 4.1 Individual teachers are responsible for the supervision of their Forms, during Form periods and classes during lessons.
- 4.2 Classes should not be left unsupervised during form or lesson times. In the case of an emergency, where additional support is needed, staff should use any of the following processes to get help:

- Summon help from a teacher/member of staff in an adjacent classroom
- Email the Deputy Head, school secretary, or other colleague for help
- Send a pupil to the office to request assistance by using the 'red triangle' system.

4.3 All members of staff should also support supervision of cloakrooms throughout the school day.

4.4 Pupils may leave the Junior School buildings during the day to attend sports lessons, school events in Chapel or the Warwick Hall, or attend individual or class music lessons in the Music Block or Music Practice rooms. In most cases, pupils will be escorted by teaching staff from the school playground, particularly in the younger year groups. Pupils will meet a member of the music staff outside the Music Block for their lessons. Boys attending their individual music lessons will often be collected, although older boys will attend their lessons independently.

## 5.0 Morning Breaktimes

5.1 Breaktimes are divided into Lower School break (10.15 – 10.45am) and Upper School break (10.45 – 11.15am).

5.2 There are two members of staff on duty each break time who are responsible for ensuring that pupils are safe and playing appropriately during this period. One member of staff should be positioned near to the climbing frame, when this is in use, the second should move around the playground, monitoring the pupils.

5.3 The whistle for the end of break should be blown by 10.40am / 11.10am at the latest. Pupils should 'freeze' on the whistle and then duty staff instruct boys to move sensibly to their spots. Staff teaching the next lesson, should arrive promptly on the playground at 10.40am / 11.10am, ready to collect their class and escort them to the classroom for the lesson to begin at 10.45am / 11.15am.

5.3 During wet breaks, the duty staff should move around the school, to ensure all boys are behaving well and playing safely in the classrooms. At 10.35am / 11.05am, duty staff should instruct pupils to begin to tidy away any wet play games, ready for the start of the next lesson.

## 6.0 Lunchtime

6.1 Lunchtimes are supervised by a team of Lunchtime Supervisors and duty staff.

6.2 The team of duty staff are responsible for the supervision of the pupils in the following areas.

- on the playground as pupils wait for their lunch sitting.
- the movement of pupils from the playground to the dining hall in year groups.
- the queue outside the dining hall and towards to the servery.
- in conjunction with the Lunchtime Supervisors, the dining hall rooms.

6.3 The Lunchtime Supervisors are responsible for ensuring the following within the dining hall.

- Pupils are moving around the dining hall rooms safely and calmly.

- Pupils are supported with collecting their meal, including having a basic understanding of pupils with differing dietary needs. Pupils should be encouraged, not forced, to try food and to eat something.
  - Form Tutors are informed they notice any child regularly not eating properly at lunchtime.
- 6.4 From 12.30pm, pupils who have finished their meal will leave the dining hall under the supervision of two Lunchtime Supervisors, and move to the playground or, when weather allows, the field. The third Lunchtime Supervisor, along with the duty members of staff, will continue to support boys in the dining hall whilst they are eating. When all pupils have finished their meal, the Lunchtime Supervisor will move to the playground/field.
- 6.5 Whilst the pupils are playing on the playground/field, the Lunchtime Supervisors are responsible for ensuring the pupils are playing safely, as per point 4.2.
- 6.6 In the case of inclement weather, the Lunchtime Supervisors will patrol the corridors and classrooms. Prefects will also be present in the classrooms to help maintain good behaviour and sensible play.
- 6.7 At 1.15pm (1.10pm if on the field), two members of duty staff will go to the playground to supervise the end of lunchtime break, lining the pupils up on their spots, ready for collection at 1.20pm by Form Tutors.

## **7.0 Afternoon Registration**

- 7.1 Afternoon registration runs from 1.20 – 1.35pm. Form tutors are responsible for completing the class register on ISAMS. Any pupils who are missing from registration and whose whereabouts are not known, must be immediately reported to the office for investigation.

## **8.0 End of the Day**

- 8.1 At 3.35pm the pupils return to their form room. Form tutors in Years 3 and 4 help pupils prepare to leave before leaving the Form Room at 3.40pm. Pupils in Years 5 and 6 remain in their form rooms, with Form Tutors until 3.50pm.
- 8.2 The pupils are brought down to the playground by their Form Tutor, who then supervises them at the 'Collection Area' until their parent/guardian arrives. Staff are responsible for ensuring that pupils aren't playing whilst waiting to be collected. Pupils must inform their Form Tutor/supervising adult, when their parent/guardian arrives.
- 8.3 One member of duty staff will be on duty on the playground from 3.40 – 4pm. They are responsible for monitoring safe play on the playground, prior to boys going to clubs. Pupils are not allowed on the climbing frame during this period.
- 8.4 The Deputy Head monitors the end of day collection. Form Tutors must inform the Deputy Head of any pupils not collected and hand them over for supervision by them. The Deputy Head will then supervise these pupils until parents can be contacted and appropriate collection/ supervision arrangements made.
- 8.5 A member of duty staff will be responsible for taking the pupils travelling by school bus to the coach park at 3.55pm. This member of staff must liaise with the school office, to

ensure that they have the most up to date register and all pupils who have been registered for the bus, are present. Where there is any uncertainty about pupils going on the bus, the school office must phone parents as a matter of urgency, to clarify arrangements. When all pupils travelling by bus have been registered, the duty member of staff will walk them to the buses and ensure that each one gets on to the correct bus.

## **9.0 Clubs**

- 9.1 After school clubs begin at 4pm. Staff running the clubs should arrive on the playground promptly and collect the pupils attending. A register should be taken via SOCS, and any pupils who were expected to attend but whose whereabouts are unknown, must be reported to the office as a matter of urgency, so their whereabouts can be checked against the morning register and investigated if necessary.
- 9.2 At the end of the club, the member of staff is responsible for escorting the pupils to the playground and supervising them until their parent/guardian arrive or ensuring that they register into After-school Care, if required. Any pupils not collected by 5.10pm, should be taken into After-school Care by the member of staff.
- 9.3 Pupils are not permitted to walk to other parts of the school site after clubs.

## **10.0 After-school Care (Prep)**

- 10.1 After-School Care (Prep) is available until 5.45pm and is run in Lower School and Upper School sessions. Lower School sessions are based in the library and Upper School sessions are in the downstairs computer room.
- 10.2 At 3.40pm / 3.50pm, pupils who are attending 'Prep', register with the After-School Care Supervisors when they are dismissed by their Form Tutor. The After-School Care Supervisors must collect the Prep Register from the office and ensure that all boys registered for 'Prep' are accounted for. Any pupils registered for Prep, whose whereabouts are unknown, must be reported to the Form Tutor and/or office immediately for investigation.
- 10.3 Once registers are completed, pupils are taken to the dining hall for 'tea', under the supervision of the After-School Care Supervisors. At approximately 4.20pm, they return to school and complete their homework.
- 10.4 Parents/carers can arrive to collect pupils at any time up to 5.45pm. The After-School Care Supervisor is responsible for ensuring that an appropriate adult is present to collect the pupils and that pupils are 'signed out' when they leave.
- 10.5 Pupils are not allowed to be collected by older siblings who are under the age of 16.
- 10.6 From 4.30pm, when the school offices closes, there is a direct line to After-School Care Supervisor's desk should any parent be delayed.
- 10.7 From 5pm, some pupils will join Prep, after their clubs has finished. These pupils must go straight to the library to sign in with the After-school Care Supervisor. Any boy not collected from a club by 5.10pm will be taken to the library by the club member of staff and will join After-School Care.

- 10.8 At 5.30pm, the Upper School After-School Care Supervisor takes any pupils leaving on the late bus to catch their bus and ensures that they have boarded. Any Y5/6 pupils who have not been collected, join Y3/4 Prep, at this time.
- 10.9 After school care finishes at 5.45pm. Boys not collected by this time remain with either the After-School Care Supervisor, the Headteacher or Deputy Head. If pupils have not been collected by 6pm, the Headteacher / Deputy Head will contact parents to establish collection plans.

### **11.0 Pupils Moving Around the Site Independently**

- 11.1 At the end of the school day, pupils should be collected by a parent/guardian from the playground. However, in certain circumstances, pupils in Years 5 or 6, may be given permission to walk to a specified area of the wider campus at 3.50pm.
- 11.2 Where a parent requests that their child walks to e.g. Warwick Hall, WPS or KHS, this must be done in writing via email, and confirmation that behavioural expectations are clear, as well as plans regarding meeting and collection. See Appendix 2.
- 11.3 Pupils are not permitted to walk to another area of the campus after clubs or prep.
- 11.4 Pupils are not permitted to walk / cycle home, independently whilst a Junior School pupil.
- 11.5 Pupils are not permitted to be collected by an older sibling/pupil who is under 16 years of age.

## **Appendix 1**

### **General requirements for staff completing supervision duties.**

**This guidance should be read in conjunction with the Risk Assessments for the playground and field.**

#### **Requirements of duty staff:**

All members of staff are allocated duties at the beginning of the year. Please ensure that you check the duty rotas for the date and time of all duties at the start of each term as they may change slightly from term to term.

All members of staff must arrive promptly for their duty to ensure that pupils are not left unsupervised on the playground/field.

When a member of staff is unable to complete their duty, it is their responsibility to arrange a duty swap and/or inform the Deputy Head as soon as possible so cover can be arranged.

Should it be noticed by a member of staff that pupils are playing unsupervised it is the responsibility of that member of staff to inform the office by means of sending a message, and to remain with the pupils to supervise them, until appropriate cover can be arranged.

It is the responsibility of each member of staff to ensure the safety and well-being of all the children during their duty period. This includes ensuring that the playground area is clear and free from trip hazards, such as bags left on the floor.

#### **Timings**

Whistles for the end of break and lunch times, should be blown seven minutes before the beginning of the next session. This is to enable sufficient time for pupils to collect their belongings, lost property to be returned and pupils to be lined up ready for collection by the next teacher. It should be noted that 10.45am / 11.15am / 1.20pm are the start times for the next lessons NOT the end of break/lunch times.

#### **Whistles**

Whistles should be used to stop play. Upon hearing a whistle, the pupils should freeze and stop talking. Staff should then give messages / instructions as required.

#### **Moving to lines**

At the end of playtimes, duty staff should blow the whistle and all pupils should freeze. Instructions should then be given to enable an orderly movement of pupils to collect belongings from the racks and move to their class spots.

#### **End of duty**

Once pupils are lined up, duty staff should check the playground area, along with the racks, for any items of property that haven't been collected, they should then make every effort to return this to their owner.

When pupils are ready, messages given and property returned, duty staff should dismiss pupils to the teachers who have arrived to collect them, ensuring that orderly movement through doors into the building is enabled.



## Appendix 2

### **Email confirmation for permission for a Y5/6 pupil to walk independently across the campus at the end of the day.**

The following email should be sent to parents who have requested their child walks across the school site for collection.

Dear #####

As ##### is now in Year 5/6, we will allow him to walk over to **Warwick Hall / Warwick Prep School / Kings High School** at 3.50pm. If ##### is going to an after-school club, he will still need to be collected from the school playground at 5pm.

Obviously, it is important that he is behaving sensibly both whilst walking and waiting for you and, if you are delayed in collecting him, he understands that he must return to the Junior School office to seek assistance.

Please can you confirm via email to school, that you give permission for ##### to walk, unaccompanied by an adult, to **Warwick Hall / Warwick Prep School / Kings High School** to meet you and that you have explained to ##### exactly where you will meet him, and he knows what to do should you not be there.

Kind regards,