



Mill Hill

Instilling values, inspiring minds
Grimsdell | Belmont | Mill Hill School | Mill Hill International

Belmont

Supervision Policy

September 2020

SUPERVISION OF PUPILS POLICY- Sept 2020

(Amended to include additional structures to ensure the Health and Safety of staff and pupils)

Key Points of the Supervision Policy

Purpose	<p>The safety of our pupils is paramount at Belmont. They are supervised throughout the day (<i>before school, break-times, lunch-times, and after school in our 'After School Care' (ASC) Year Group rooms. Pupils stay beyond the end of the school day for late room, sibling supervision, and bus rooms</i>). Each of the six year group zones are supervised by Belmont staff (including lunch-time supervisors).</p> <p>We expect all children to have good behaviour at all times, staff will observe and report any pastoral issues and oversee general play.</p>
Expectations of Staff	<p>Staff must:</p> <ul style="list-style-type: none"> • Be punctual • Be constantly moving around the designated duty area • Deal with minor incidents on the spot • Investigate situations which may be a cause for concern immediately • Communicate concerns to other staff at the point of handover and to Form Tutors if appropriate • Communicate details of any serious incident to a member of SMT immediately • Avoid lengthy discussions with colleagues which prevent proper supervision of pupils • Never leave an area unsupervised. If the handover person does not arrive send a pupil to tell a member of SMT.
Organisation of Duties	<p>This is organised on a termly basis by the Deputy Head (Operations). Staff are given a number of duties depending upon their role in the school, timetable and terms of employment.</p>
Review by the Headmaster and the Senior Team	<p>This is an annual policy that is reviewed and updated each year by the Deputy Head (Operations). The policy is scrutinised by the senior team to ensure we have sufficient supervision whilst the pupils are on the Belmont site.</p>

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority.

Belmont Supervision of Pupils Policy

The school has a duty of care to ensure that pupils who are on any part of the school premises, or for whom the school has accepted responsibility are properly supervised.

SAFETY OF THE PUPILS IS PARAMOUNT

All teaching staff, teaching support staff and lunchtime supervisors are required to perform supervisory duties around the school in addition to their teaching commitments. All staff are effectively on duty whenever they are involved in school related activities and are required to monitor behaviour and attitudes.

BEING ON DUTY TAKES PRECEDENCE OVER ALL OTHER COMMITMENTS.

Aims:

- To keep pupils safe
- To ensure good behaviour around the school is maintained
- To observe individual pupils and pick up any pastoral care issues
- To ensure all pupils are made aware of the boundaries and rules for play outside the buildings, before, during and at the end of the school day.

Effective Supervision requires staff to:

- Be punctual
- Be constantly moving around the designated duty area
- Follow the direction given for specific duties and areas as detailed in the Staff Handbook
- Deal with minor incidents on the spot
- Investigate situations which may be a cause for concern immediately
- Communicate concerns to other staff at the point of handover and to Form Tutors if appropriate
- Communicate details of any serious incident to a member of SMT immediately
- Avoid lengthy discussions with colleagues which prevent proper supervision of pupils
- Marking and using a mobile phone is prohibited
- Never leave an area unsupervised. If the handover person does not arrive send a pupil to tell a member of SMT.

Duty Rota 2020 (1 duty for FT's, Up to 5 duties for non FTS). five supervisors employed to assist with break and lunches
4- Full-time (EB) (MH) (CD) (RR) (NA)

Duties/Day	Monday	Tuesday	Wednesday	Thursday	Friday	
7:35-8:35 Top Crossing	LRO	PS	JL	RSU	JI	
7:40-8:05/8:05-8:35 Top Crossing	RR/DEVON	RR/DEVON	RR/DEVON	RR/DEVON	RR/DEVON	
7:40-8:35 RR Room Temp Check	JL	RSU	JFL	PS	RAD	
7:40-8:35 Top Crossing Temp Check	RGA	RGA	RGA	RGA	RGA	
7:40 - 8:35 (Y8 Zone) Bottom Crossing Temp Check	JFL	CS	LRU	RB	KH	
7:40am-8:05am (SMT) (Y7 Zone) Sibling Supervision/Small Astro	LRU	JFL	CS	JFL	PF	
8:00am-8:30am (Y7 Zone) Sibling Supervision/Small Astro	OM	CU	PSO	NB	JFL	
7:40 - 8:05/8:05-8:30 Bottom Crossing	NAZ/CONOR	NAZ/CONOR	NAZ/CONOR	NAZ/CONOR	NAZ/CONOR	
7:40 - 8:05/8:05-8:40 Quad 1 (Y5 Zone)	AWA/CM	AWA/CM	JM/LGO	MT/JM	MT/LGO	
7:40 - 8:05/8:05-8:30 Large Astro (Y6 Zone)	RAD / MT	VVW/JC	FH/RB	VVW/GP	IL/JC	
Older Siblings and School Bus pupils to wait on the small astro.until message received to send pupils to large astro or quad 1						
9:00am-9:30am Office Duty	GA	GA	GA	GA	GA	
Break 1 (10:15am-10:35am) Y3-6						
Main Build/Ground	A1:Small Astro & Large Astro	EB	CD	MH	EB	CD
Main Build/Ground	A1:Small Astro & Large Astro	NAZ	NAZ	NAZ	NAZ	NAZ
Jubilee Upstairs	A2: Masters Lawn	MH	EB	CD	MH	EB
Jubilee Hall (Snacks)	A2: Masters Lawn	SP	EP	LN	SP	OM
Jubilee Upstairs	A3: Quad 1	TB	ASC	AG	MC	TB
Jubilee Hall (Snacks)	A3: Quad 2	NH	GC	KPA	KPA	AP
Roger Chapman	A4: Fields	CD	MH	EB	CD	MH
RS Room	A4: Fields	GC	SW	NH	NC	GT
Break 2 (11:05-11:25am) Y7-8						
MP	A1:Small Astro & Large Astro	EB	CD	MH	EB	CD
MP	A1:Small Astro & Large Astro	CD	MH	EB	CD	MH
MP	A1:Small Astro & Large Astro	JI	GT	ND	PSO	AWD
MP	A1:Small Astro & Large Astro	CU	PF	AHY	SW	CS
MB 1st	A2: Sunken Garden/Q1&ML	MH	EB	CD	MH	EB
MB 1st	A2: Sunken Garden/Q1&ML	ASC	AG	CP	ASC	AHY
MB 1st	A2: Sunken Garden/Q1&ML	NAZ	NAZ	NAZ	NAZ	NAZ
MB 1st	A2: Sunken Garden/Q1&ML	RR	RR	RR	RR	RR
Lunch 1 (11:30-12:10pm) Y3-6						
Jubilee Hall	Jubilee (in)	EB	CD	MH	EB	CD
Jubilee Hall	Jubilee (in)	TWI	LG	JDS	LWA	SBL
Jubilee Hall	Jubilee (Out)	MH	EB	CD	MH	EB
Jubilee 1 st floor	A1:Small Astro & Large Astro	Y4/AWK	Y3/11:45/AWK	Y6/11:45/VVW	Y5/11:45/VVW	Y3/JNI
Main Build/Ground	A1:Small Astro & Large Astro	Y4/IL	Y3/11:45/IL	Y6/11:45/FB	Y5/11:45/GP	Y3/ND
Jubilee 1 st floor	A2: Masters Lawn	Y5/KAN	Y4/11:45/APE	Y3/CU	Y6/KPO	Y4/AP
Main Build/Ground	A2: Masters Lawn	Y5/LGo	Y4/11:45/AWD	Y3/ADE	Y6/FB	Y4/TWI
Roam	A3: Quad 1	Y6/11:45/NB	Y5/11:45/KAN	Y4/TWI	Y3/EP	Y6/JDS
RC	A3: Quad 2	Y6/11:45/RDH	Y5/11:45/RDH	Y4/AWA	Y3/JC	Y6/CM
RC	A4: Fields	Y3/CD	Y6/MH	Y5/EB	Y4/CD	Y5/MH
RS Room	A4: Fields	Y3/NAZ	Y6/NAZ	Y5/NAZ	Y4/NAZ	Y5/NAZ
Lunch Duty 2 (12:05-12:45pm) Y3-6						
Jubilee Hall	Jubilee (in)	EB	CD	MH	EB	CD
Jubilee Hall	Jubilee (in)	ACH	GA	RDH	LGO	KAN
Jubilee Hall	Jubilee (Out)	CD	MH	EB	CD	MH
Jubilee 1 st floor	A1:Small Astro & Large Astro	FB	NB	AHY	LWA	AM
Main Build/Ground	A1:Small Astro & Large Astro	RGA	ND	ND	GA	PSO
Jubilee 1 st floor	A2: Masters Lawn	CM	CP	AWK	NH	ADE
Main Build/Ground	A2: Masters Lawn	VVW	CS	JNI	NC	AWD
Roam	A3: Quad 1	LG	SBL	AG	LN	RGA
RC	A3: Quad 2	RR	RR	RR	RR	RR
RC	A4: Fields	MH	EB	CD	MH	EB
RS Room	A4: Fields	NAZ	NAZ	NAZ	NAZ	NAZ
Lunch Duty 3 (1:05-1:35pm) Y7&8						
Jubilee (foyer)	Jubilee (Outside) 12:50	CD	MH	EB	CD	MH
Jubilee (foyer)	Jubilee Inside 12:50	EB	CD	MH	EB	CD
MB 1st	A1:Small Astro & Large Astro	ACH	CU	GP	JN	SP
MB 1st	A1:Small Astro & Large Astro	LWA	KH	HH	JC	MWC
MB 1st	A1:Small Astro & Large Astro	CU	JN	JN	KPO	JM
MP	A5: Sunken Garden/Q1 & ML	MH	EB	CD	MH	EB
MP	A5: Sunken Garden/Q1 & ML	NAZ	NAZ	NAZ	NAZ	NAZ
MP	A5: Sunken Garden/Q1 & ML	RR	RR	RR	RR	RR
Lunch Duty 4 (1:35-2:05pm) Y7&8						
Jubilee (foyer)	Jubilee (Outside)	CD	MH	EB	CD	MH
Jubilee (foyer)	Jubilee Inside	EB	CD	MH	EB	CD
MB 1st	A1:Small Astro & Large Astro	JM	LGO	IL	FH	PF
MB 1st	A1:Small Astro & Large Astro	RR	RR	RR	RR	RR
MB 1st	A1:Small Astro & Large Astro	ACA	MAI	SS	CU	AWA
MP	A5: Sunken Garden/Q1&ML	MH	EB	CD	MH	EB

End of School – 3:00pm onwards					
3:00-3:35 Back Crossing (SMT)	CS	JL	LRU	PS	RSU
3:35-4:10 Back Crossing	AHY	RB	GP	MC	PF
3:00-3:35 Front Crossing (SMT)	JFL	RSU	JFL	RSU	JH
3:35-4:10 Front Crossing	LN	PS	JN	SBU	GT
3:30-4:05 Quad/Sibling Supervision	RR	RR	RR	RR	RR
HW club - 3:00pm-4:00pm LR, BR, SS for Y3 (J6)	CD/NAZ	CD/NAZ	CD/NAZ	CD/NAZ	CD/NAZ
HW Club - 3:00pm-4:00pm LR, BR, SS for Y4 (J1)	MH	MH	MH	MH	MH
H&W Support Y3&4, 3:00pm-3:25pm	EB	EB	EB	EB	EB
Office Support 3:45pm-4:15pm	ACH	ACH	ACH	ACH	ACH
3:30pm-4:10pm LR, BR, SS for Y5 (MB10)	EB	EB	EB	EB	EB
3:30pm-4:10pm LR, BR, SS for Y6 (RC1)	RAI	RAI	LN	EP	RAD
3:45pm-4:10pm LR & BR for Y7 (P1&2)	CU	SBU	NR	NR	LGO
3:45pm-4:10pm Y7 SHUTTLE BUS (QUAD 1)	FB	LN	GT	APE	MWC
4:00pm -4:10pm LR & BR for Y8 (MB15 + 17)	JN	ND	ND	MT	JNI
4:00pm-4:30pm Quad 1 Buses Support	CD/MH/EB	CD/MH/EB	CD/MH/EB	CD/MH/EB	CD/MH/EB
Final Duty (SMT) Week 1	RSU	CS	PF	LRU	JFI
Week 2	PS	LRu	JFL	PS	JH

Supervision throughout the School Day

Before School

The school gates are opened at 07.30. We have a staggered start and use both crossing points using a 'Stop, drop and go drop off.

7:40am Duties begin for staff at the top and bottom crossing points. All pupils are temperature checked at either crossing and then directed to Quad 1 or Large Astro. Olding Siblings and school bus users wait on the small astro.

SAFETY: All Foundation employees and pupils MUST have a temperature check at either the Rooker Roberts room or at the large belmont gazebo situated between the two astros before engaging with other staff and pupils.

Organisation of pupils coming into school – every morning.

- 7:45am** Year 3 arrive at the top crossing - Form Tutors to collect pupils from Quad 1
Year 4 arrive at the bottom crossing - Form Tutors collect pupils from large astro.
- 8:00am** Year 5 arrive at the top crossing - Form Tutors/Subject teacher collect pupils from Quad 1
Year 6 arrive at the bottom crossing -Form Tutors collect pupils from large astro
- 8:15am** Year 7 (7AC,FB, FH,IL) arrive at the top crossing - Form Tutors/AFT collect pupils from Quad 1 at 8:15am
Year 7 (7AW,NR,WK) arrive at the bottom crossing - Form Tutors/AFT collect pupils from the large astro
- 8:30am** Year 8 (8OM,JN,NB,RDH) arrive at the top crossing - Form Tutors collect pupils from Quad 1 at 8:30am
- 8:30am** Year 8 (8JI,AM,RG) arrive at bottom crossing - Form Tutors collect pupils from large astro

Twelve members of staff will be on duty at either the top or bottom crossing from 7:40am to 8:35am each day. Pupils may not use the courts or cricket nets before the start of school. Pupils are directed to Quad 1/Large and small astro and supervised from 7:40am. Pupils wait outside unless it is wet and enter school when form teacher collects from either Quad 1 or the large astro..

Pupils who arrive late (from 8.15am for Y3&4, 8:30am for Y5&6 and 8:45am for Y7&8) enter through the main reception and complete the late sign in book.

Morning and Lunch Breaks are split from Year 3-6 and Year 7&8. All pupils are expected to go outside during all breaks unless under the direct supervision of a member of staff or in the event of the ‘Wet Break’ bell being rung.

Wet Breaks

The lesson bell will be rung if the Quad duty person or any member of the senior team decide it is too wet for pupils to be outside.

3 bells denote ‘wet’ break

2 bells denote rain has eased and pupils may go outside

Morning Break and Lunch Wet Weather Duty

Although wet weather will be mainly supervised by normal duty staff and the senior team, form tutors are asked to help by checking on their form rooms during wet breaks, e.g. organise activities or games to keep them occupied.

Lunch Arrangements

*Sunken garden for highlighted forms only

Year Groups/Days	Mon	Tues	Wed	Thurs	Fri
Y7	7FH&IL/SG/Q1/ Masters Lawn	S&L Astro	7AW,NR,WK/ SG/Quad 1/ML	7AC & FB/SG/Q1/Masters Lawn	S&L Astro
Y8 14/09	S&L Astro	8JI & AM SG/Q1/ Masters Lawn	S&L Astro	S&L Astro	RG + 1 other (their choice) SG/Q1/Masters Lawn
Y3	Fields	Q1&Q2	S&L Astro	Fields	S&L Astro
Y4	Q1&2	ML	Fields	ML	Q1&Q2
Y5	ML	S&L Astro	Q1&Q2	S&L Astro	ML
Y6	S&L Astro	Fields	ML	Q1&Q2	Fields

Y3 snack will continue to be in baskets – please collect from the jubilee kitchen

Staff on duty in Year group zone to collect snack trolley and take to area. Please return it!

Lunch Rota and timings (TWO WEEK TIMETABLE)

Year Groups/Days	Mon A	Tues	Wed	Thurs	Fri	Mon B	Tues	Wed	Thurs	Fri
7AC	12:50	1:15	1:00	PL	1:15	1:15	PL	1:40	1:25	1:10
7FB	12:55	1:20	1:05	PL	1:15	1:15	PL	1:35	1:30	1:15
7FH	1:00	1:00	12:50	12:50	1:00	1:25	1:30	PL	1:35	1:20
7IL	1:05	1:05	12:55	12:55	1:05	1:35	1:40	PL	1:40	1:25
7AW	1:10	12:50	PL	1:00	1:10	1:30	1:25	1:20	1:15	1:30
7NR	1:15	1:00	PL	1:10	12:50	1:40	1:30	1:25	1:15	1:35
7WK	1:20	1:05	PL	1:15	12:55	1:40	1:35	1:30	1:20	1:40
8OM	1:25	PL	1:30	1:40	1:25	PL	12:50	12:50	PL	12:50
8JN	1:30	PL	1:35	1:35	1:20	PL	12:55	12:55	PL	12:55
8NB	1:35	1:20	1:10	1:30	PL	1:05	1:20	1:00	1:05	1:00
8RDH	1:40	1:25	1:15	1:25	PL	1:10	1:15	1:05	1:10	1:05
8JI	PL	1:30	1:20	1:20	1:40	12:50	1:00	1:10	12:50	PL
8AM	PL	1:35	1:30	1:20	1:35	12:55	1:05	1:15	12:55	PL
8RG	PL	1:40	1:25	1:15	1:30	1:00	1:10	1:15	1:00	PL
Y3	11:30	11:30	12:00	PL	11:30	11:30	11:30	PL	11:30	11:30
Y4a (SP,TB)	11:55	12:05	PL	11:30	12:05	12:05	PL	11:30	12:05	12:15
Y4b (EP, NH)	12:05	11:55	PL	11:40	11:55	12:15	PL	11:40	12:15	12:05
Y5a (SB,JDS)	12:20	PL	11:30	11:50	12:20	PL	12:05	11:50	12:25	PL
Y5b (AD,TW)	12:30	PL	11:45	12:00	12:30	PL	12:15	12:00	12:35	PL
Y6a (APE,RA)	P/L	12:20	12:30	12:20	PL	12:30	12:25	12:20	PL	12:20
Y6b (KA, SBU)	PL	12:30	12:20	12:30	PL	12:20	12:30	12:30	PL	12:30

Wet Weather Plan – No fields or Masters lawn (NOT CONFIRMED) 28th Sept 2020

*Sunken garden for highlighted forms only

Year Groups/Days	Mon	Tues	Wed	Thurs	Fri
Y7	7FH&IL/SG/Q1&Q2	S&L Astro	7AW,NR,WK/SG/Q1&2	7AC & FB/SG/Q1&Q2	S&L Astro
Y8	S&L Astro (clash with Y4 PE)	8JI & AM SG/Q1&Q2	S&L Astro (clash with Y2 games)	S&L Astro	RG + 1 other (their choice) SG/Q1&2
Y3	Small Astro	Small Astro	Small Astro	Q1&Q2	Small Astro
Y4	Q1/Q2	½ Large	Q1&2	Small Astro	½ Large Astro
Y5	½ Large Astro	Q1&2	½ Large	½ Large Astro	½ Large Astro
Y6	½ Large Astro	½ large	½ Large	½ Large Astro	Q1&Q2

After School Collection and Supervision

	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
End of Day	15.00	15.00	15.30	15.30	15:45	16.00
Pick Up Location	TOP CROSSING (FT HANDOVER)	BOTTOM CROSSING (FT HANDOVER)	TOP CROSSING (FT HANDOVER)	BOTTOM CROSSING (FT HANDOVER)	7AC,FB,FH,IL TOP CROSSING 7AW,NR,WK BOTTOM CROSSING (FT/SUBJECT TEACHER HANDOVER)	8OM,JN,NB, RDH TOP CROSSING 8JI, AM, RG BOTTOM CROSSING (FT HANDOVER)

- Parents collect from the same crossing points they dropped off in the morning. They park in an allocated bay and wait at the top or bottom crossing area and children are handed over and acknowledged by the member of staff.
- Parents waiting in the collection areas must wear a face covering and socially distance from other parents and staff.
- Parents are not allowed out of these zones and cannot enter any of the school buildings.
- Pupils are supervised at the collection points at the front and rear of school by a member of the senior team and duty staff. Those not collected from the rear collection area by 16.10 are taken to the year group after school provision room.
- All children are taken crossing points by either their form tutor or subject teacher. An SMT member of staff will be on duty from 3:00pm each day.

Late Room/Sibling Supervision and Bus Room Arrangements (After School Care, ASC)

- All pupils staying for ASC provision are supervised in one of the year group zone rooms by one member of staff until 4:00pm and two members of staff from 4:00pm-5:00pm.
- Arrangements for ASC provision:

Procedures:

1. You will need a walkie talkie from my office – there will be communication to and from quad 1 or school office.
2. You will need both registers (pupils staying late and bus pupils) from the school office
3. Any pupils taking the shuttle bus should be in Quad 1 at 3:45pm
4. Please take the bus register first; pupils will be called at 3:50pm to Quad 1 for MH1,4&5 on all days. MH2,3&6 at 4:20pm on Mon to Wed, Thursday and Friday 3:50pm.
5. Register late room pupils, time arrived and time departed
6. Please hand over to the 4-5pm person, please check numbers do they match up?
7. Any pupils staying after 5pm; sandwiches available. Choices to the kitchen by 4:15pm

- From 5-6pm, pupils are moved to the Jubilee hall and kept separate from the different year groups. The chapel will also be used as an overflow room. Three members of staff will be on duty. One member of staff will act as a runner to escort pupils to the top crossing.
- Pupils in ASC are supervised in each of the year group zones and walked to the top crossing when parents contact the school office.
- If a pupil has not been collected by 18.00 the member of staff responsible for ASC will contact SMT.
- In the event of a non collection by 19.00; (and no contact with either parent or the nominated emergency contact person, being established by 19.30), the Headmaster will be notified and Social Services may be informed so that arrangements are made for the pupil to be cared for.

Attendance Register for Late room below.

Activities & Events - Attendance

Late Room 15/09/20 16:00-18:00
Year 3, Year 4, Year 5, Year 6, Year 7, Year 8

Options
 Section: [] Year group: [] Form/Class: []
 Include unknown availability: Unavailable: Next of kin details: Medical info: Photos: Date of birth: Coming from / Going to / Transport:
 Sort by: default: first name: last name: year group:

ADD AN EVENT PARTICIPANT

24 participants (7 not expected)	IN	OUT	Available	Notes	Next of kin details	Medical info	Amount	Paid	No Charge	Coming from / Going to / Transport
[Redacted] Year 4 4TB Saxons	[Redacted]	[Redacted]	✓	[Redacted]	[Redacted]	[Redacted]	£0.00	<input type="checkbox"/>	<input type="checkbox"/>	
[Redacted] Year 3 3LC Dianas	[Redacted]	[Redacted]	✓	[Redacted]	[Redacted]	[Redacted]	£0.00	<input type="checkbox"/>	<input type="checkbox"/>	
[Redacted] Year 6 6KA Angles	[Redacted]	[Redacted]	✓	[Redacted]	[Redacted]	[Redacted]	£0.00	<input type="checkbox"/>	<input type="checkbox"/>	

Antonio

Staffing for After School Care – Year Group Zones

Sibling/Bus (Including Shuttle)/Late Rooms	Time/Year	Y3	Y4	Y5	Y6	Y7	Y8
Room		J5	J1	MB10	RC1	P1/P2	MB15/17
Monday 21st Sept	4:00pm-5:00pm	SW/NC	SP/EP	TW/SB	RAI/KAN	RAI/FB	NB/JI
	5:00pm-6:00pm	RAI/SP/LN					
Tuesday 22nd Sept	4:00pm-5:00pm (2)	LG/LGO	TB/NH	ADE/JDS	RAD/SBU	AWK/MBT	RG/RDH
	5:00pm-6:00pm (1)	ASC/LGO/ADE					
Wednesday 23rd Sept	4:00pm-5:00pm (2)	GC/NB	GUY/AHY	ROSIE/FH	MC/AMIT	IL/RB	KH/JC
	5:00pm-6:00pm (1)	GC/EB/CD					
Thursday 24th Sept	4:00pm-5:00pm	SS/VVW	JN/KPO	APE/GP	CM/JNI	JM/HH	AM/OM
	5:00pm-6:00pm	SS/VVW/RAI					
Friday 25th Sept	4:00pm-5:00pm (2)	ED/PD	ND/KAN	NR/GT	PSO/LWA	AWD/ACA	AWA/JI
	5:00pm-6:00pm (1)	AWA/PSO/ED					

After School Care – Procedures

What is needed: Pen, this register and a walkie talkie

1. **Registers for Late room, Bus and Sibling Supervision.** Please register pupils as they come into your room. Hand write any additional pupils that have not been booked on CHQ.
2. Please send a child to collect a basket of snacks from the kitchen; these are labelled per year group.
3. One person allocated the duty until 4:00pm each day; two staff members from 4:00-5:00pm and one person from 5:00-6:00pm.
4. Pupils staying in Late room after 4:00pm. Staff member to confirm numbers of pupils staying after 5:00pm and send a child to the kitchen. Sandwiches will be prepared for the children.
5. Pupils staying in late room after 4:00pm. Staff member to sign out the pupils and state time they leave the room.

Notes: Pupils are not charged for using late room from 4:00-5:00pm in the first half of the Autumn term. Charges from 5:00-6pm are still in place from the start of Autumn term. Pupils using the school bus are NOT charged.

Collection of Pupils – from after 3:00pm

1. Younger siblings sent to quad 1 when requested by the duty teacher to meet their older brother or sister.
2. Late room collections should be supervised to the top crossing when a message is received from the school office.
3. Walkie Talkies are needed to communicate with the Sibling Supervision duty person in Quad 1. This duty starts at 3:30pm-4:05pm.

4. Other communication will be from Top and Bottom crossing staff. A member of staff in the Year group room will need to escort pupils to the allocated crossing points from 3:00pm-4:00pm when a message is received from the school office via walkie talkie.

Pupils using the school buses

1. Pupils using school buses MH1, MH4&5, must be registered in the allocated Year group zone of Y3-7 and held until the member of staff requests (via walkie talkie) the children to be sent to Quad 1 (3:55pm). Year 8 register for the school bus in Quad 1 at 3:55pm.
2. Pupils using MH2,3 & 6, must be registered in Y3-8 and held until the member of staff requests the children to be sent to Quad 1 (4:20pm) on Monday to Wednesday. On Thursday and Friday these buses leave at 4:00pm.

At 4:00pm – Handover

1. If all pupils have left for buses and older siblings have collected younger siblings. Please take registers back to the office. Siblings not collected at 4:00pm, please liaise with the school office and a phone call should be made.
2. 4:00pm-5:00pm duty staff keep the late room register, check numbers, pupils which have been signed in and out before duty member of staff leaves; do the numbers add up!
3. Late bus pupils are collected from Quad 1 and overseen by a member of the late room duty staff at the allocated pick up time of 5:40pm.

End of the Session

1. Please leave the room tidy; all belongings should have gone home with the child. Catering baskets should be returned to the kitchen.

2. When all pupils have left to go home; please email [smt](mailto:smt@belmontschool.com) and

office@belmontschool.com

3. Return walkie talkies to Mr Fleet's office

4. Late room register is returned to the school office

Supervision of after school activities (From Nov 2020)

- The timetable of after school activities is managed and organized by the Director of Sport and Activities. After school activities run between 3:30 and 17:30, at which time the pupils are collected by their parents at either the top crossing or bottom crossing (DOS&A) to email all parents the 'collection points for all clubs'. The teacher leading the club must maintain a register (delivered back to the school office and supervise all their pupils until collected. If pupils have not been collected after 15 minutes, parents are contacted and informed their children will be taken to the Late Room from where they may be collected.

External Agency or Supply Staff

- All staff are given a briefing on the Belmont school policy concerning the supervision and Safeguarding of Children. Any concerns/disclosures should be directed/reported to the Deputy Head Pastoral/Designated Safe-guarding Officer or Deputy Head Academic/Deputy Safe-guarding Officer.

Cancellation of Clubs

If any club is cancelled at short notice, the school office will send out a text message confirming the club has been cancelled. Due to these circumstances, clubs are supervised in the ASC (free of charge) until parents can pick them up.

Organisation of Supervision Duties

The Deputy Head Operations prepares the duty rota at the start of the school year and amends it each term as necessary. The duty rota must not be altered except by agreement with the Deputy Head Operations.

The rota is displayed on the Staff Notice Board and in other areas around the school so pupils and staff can refer to it easily.

If a member of staff knows in advance they will be unable to fulfil a duty they must arrange a swap and inform the Deputy Head Operations. This does not apply to staff who are on residential school trips. The member of staff should complete a cover request form and state which duties require cover each day.

If a member of staff, for urgent or unavoidable reasons, such as illness, is absent, he or she should ensure the Deputy Head in charge of cover is made aware so a duty cover can be arranged. Staff are required to cover for absent colleagues on a rotational basis wherever possible.

WEEKLY DUTIES

The SMT undertakes supervision duties from 07.40 and one person is always on duty until the last child has been collected at the end of the day. These duties are noted on the rota and members of SMT cover one another's duties if changes to the published rota are needed.

Daily Supervision Duty Staffing

Before School 07.40 – 08.40	12 staff (including 1 SMT – front and bottom crossing) Quad 1, Large and Small Astro
---------------------------------------	---

Morning Break	8 staff outside
----------------------	-----------------

10:15 – 10:35 LS Break	
11:05 – 11:25 US Break	

Lunch Break

6 members of staff outside – Quad 1/2, Large Astro/Small Astro, 2 staff inside Jubilee hall lunch queue

11:30am-12:45

11 members of staff on duty

1:05pm – 2:05pm

8 members of staff on duty

After School

1 staff member in each ASC zones from 3:00pm to 4:00pm

2 staff members in each ASC zones from 4:00pm to 5:00pm

3 staff members to oversee the pupils (across all six year groups) in the Jubilee hall/chapel. Pupils must socially distance at all times. Staff can wear a visor and keep a distance of two metres. One of the three staff members must escort the pupils to the top crossing and hand over to the parents.

1 SMT staff member at bottom and top crossing.

From 15.00 until last pupil off site 2 SMT on duty

DUTY AREAS

The Staff Handbook sets out the areas that must be supervised, (with a site plan) and specific directions for each area.

MORNING BREAK

AREA 1 ‘Large and Small Astro Courts’

1. Both astro court areas only

Staff should blow a whistle at the end of the break-time so pupils have sufficient time to line up in form order. Subject teachers to collect each form.

No children are allowed on or behind mound at back of smaller Astro area.

No children are allowed to play in the bushes or on the terrace road above the Games fields.

All pupils on courts must wear trainers/shoes (they are not allowed to just wear socks)

AREA 2 ‘Masters lawn’

Staff should blow a whistle at the end of the break-time so pupils have sufficient time to line up in form order. Subject teachers to collect each form.

Out of bound areas are ALL ROAD WAYS!

1. Staff to patrol the whole area
2. Pupils must stay in full view of the teachers on duty at all times.
3. No climbing trees and playing in the bushes

AREA 3 'Quad 1 & 2'

Staff should blow a whistle at the end of the break-time so pupils have sufficient time to line up in form order. Subject teachers to collect each form.

Out of bound areas are ALL ROAD WAYS!

1. Quad 1, 2 and Cloisters,
2. Chapel -steps – no pupils to play on grass bank or grass areas to sides of the chapel.

AREA 4 'Fields'

Staff should blow a whistle at the end of the break-time so pupils have sufficient time to line up in form order. Subject teachers to collect each form.

1. Staff to patrol upto the Willow tree. One member of staff should stay by the lower terrace road
2. Out of bound areas are ALL ROAD WAYS!
3. Only Pitch 2 should be used. Pupils are not allowed passed the Willow tree.

AREA 5 – Sunken Garden/Q1 & ML (Y7&8 Areas only)

Staff should blow a whistle at the end of the break-time so pupils have sufficient time to line up in form order. Subject teachers to collect each form.

1. Staff to patrol the whole area, especially the Masters lawn.
2. Maximum of 40 pupils in the sunken garden at any time. This is a quiet area, benches should be used. No running around or rolling down the banks.

All buildings at break/lunches

No pupils are allowed inside building at break or lunch, especially now we have specified Year group zones.

LUNCH DUTIES (examples)

Queue Outside

- Make sure pupils keep to lunch timings for their year and form groups. The staggered lunch timings is shown in this document on page 8
- Organise the queue, pupils to line up in 'double file' for lunch and socially distanced.
- Pupils misbehaving are sent to the back of the queue.
- Allow a limited number into Jubilee hall to prevent too much noise.

Jubilee Hall Inside

- Monitor queue at door and at the end of service.
- Duty person is responsible for general behaviour.
- All tables and chairs cleaned between year group sittings

The Supervision Policy should be used in conjunction with the following school policies:

Safeguarding Children
Health and Safety
Promoting Positive Behaviour
Anti-Bullying
Woods
Missing Child
Walkie Talkie Protocol

Supervision of Pupils away from the school site

Individual Policies set out the principles of supervision when pupils leave the school site.

The details may be found in:
Educational Trips and Visits Policy
Risk Assessment Policy
Missing Child
Promoting Positive Behaviour

Reviewed July 2020
Next Review: July 2021

Instilling values, inspiring minds
millhill.org/belmont



Belmont
Mill Hill Preparatory School
The Ridgeway
Mill Hill Village
London NW7 4ED

020 8906 7270
millhill.org.uk/belmont