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# Supervision of Pupils Policy 2023 2024



## Belmont

### Supervision of Pupils Policy 2023 2024

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# Belmont

## 1. Introduction

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.

Please see Appendix 1 for details of the duty rotas for this year.

## 2. Supervision Throughout the School Day

Before School

At 7:30am, duties begin for staff at the top and back crossing points.



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The school gates are opened at 07.30. We have a staggered start and use the back crossing point using a 'Stop, drop and go' drop off system.

A typical day at Belmont:

- Children can be dropped at school from 7:30am to 8:10am for Breakfast club (*Children must not be left unaccompanied at School before 7:30am as there are no supervision arrangements before this time*)
- Year 3 to 6 can be dropped off between 7:30am and 8:20am; .
- Year 7 & 8 can be dropped off between 7:30am and 8:10am
- Departures times are staggered, beginning with Y3 & Y4 at 3.40pm, Y5 & Y6 at 3:55pm and Y7 & Y8 at 4:10pm.

Year Groups	Drop Off Timings	Registration Timings	Pick Up Timings	Breakfast Club for pupils only	Collection Areas
Years 3 & 4	From 7:30am – 8.20am	8:20am-8:30am	15:40pm	7:30am–8.20am	All Years are collected from the Bottom Crossing
Year 5 & 6	From 7:30am – 8.20am	8:20am-8:30am	15:55pm	7:30am – 8.20am	
Year 7 & 8	From 7:30am – 8:10am	8:10am-8:30am	16:10pm	7:30am – 8:10am	
Older Siblings	Siblings are collected from After school care by the older sibling and taken to the bottom crossing.				

Three members of staff will be on duty at backcrossing from 7:50am to 8:20am each day. SMT are on duty from 7.30-8.20 at bottom and top crossing each day.

Pupils may not use the courts or cricket nets before the start of school. Pupils are directed to Quad 1 and supervised from 7:30am.

Pupils wait outside unless it is wet and enter school when form teacher collects from:

- Year 3 and 4 – Facing the Chapel steps in Quad 1
- Year 5 – Facing the cloisters in Quad 1

Pupils who arrive late ( from 8:30am) enter through the main reception and complete the late sign in book.

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### 3. Pattern of the School Day

	Y3 and 4	Y5	Y6	Y7 and 8
8:10 - 8:20				REGISTRATION
8:20 - 8:30	REGISTRATION	REGISTRATION	REGISTRATION	FORM TIME
8:30 - 8:55	ASSEMBLY/CHAPEL/FORM	ASSEMBLY/CHAPEL/FORM	ASSEMBLY/CHAPEL/FORM/PSHE	ASSEMBLY/CHAPEL/FORM/PSHE
8:55 - 9:45	Period 1	Period 1	Period 1	Period 1
9:50 - 10:40	Period 2	Period 2	Period 2	Period 2
10:40 - 11:00	BREAK	BREAK	BREAK	BREAK
11:05 - 11:55	Period 3	Period 3	Period 3	Period 3
12:00 - 12:50	LUNCH	LUNCH	LUNCH	Period 4
12:55 - 13:45	Period 4	Period 4	Period 4	LUNCH
13:45 - 13:55	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION
13:55 - 14:45	Period 5	Period 5	Period 5	Period 5
14:50 - 15:40	Period 6	Period 6	Period 6	Period 6
15:40 - 16:05	Home at 15:40	Form 15:40 - 15:55 Home at 15:55	Form 15:40 - 15:55 Home at 15:55	Period 7 (25 mins)
16:05				Home at 16:05

Morning break involves pupils from all Year groups. Lunch Breaks are split from Year 3-6 (Key Stage 2) and Year 7&8 (Key stage 3). 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).

#### Lunch Arrangements 2022-2023

Y3 – 11:55                      Y5 – 12:20  
Y4 – 12:05                      Y6 – 12:35

Year 7 and 8 alternate each half term with one Year group going into the Jubilee Hall first, the other Year group going second.

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### After School Collection and Supervision

	3	4	5	6	7	8
End of Day	15.40	15.40	15.55	15.55	16:10	16.10
Pick Up Location	Bottom crossing (ft handover)	Bottom crossing (ft handover)	Bottom crossing	Bottom crossing	Bottom crossing	Bottom crossing

- Parents collect from bottom crossing unless they are collecting from late room. They park in an allocated bay and walk to the bottom crossing area and children are handed over and acknowledged by the member of staff.
- Parents wait in the collection areas.
- Parents are not allowed out of these zones and cannot enter any of the school buildings.
- Pupils are supervised at the collection points at bottom crossing by a member of the senior team and duty staff. Those not collected from the bottom crossing by 16.30 are taken to the library for Late room (after school care).
- An SMT member of staff will be on duty from 15:30pm each day.
- If a pupil cannot be collected by their parents and they need to leave school at any time during or after the school day, the Deputy Head (Pastoral) will be contacted. The school will either seek to find transport (e.g. school minibus/school bus) to take the child home or find an alternative method of travel dependent on the age or circumstance regarding the child leaving school. This might include booking a taxi for the child where the pupil could travel home escorted by a member of staff. As a final resort a senior member of staff may drive the pupil home if an additional member of staff is present in the car.

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

- All pupils staying for ASC provision are supervised:
  - From 15:40pm – 16:30pm Year 3 & 4 Jubilee Classroom and MB5/7 – supervised by a Lunch Time Supervisor (LTS) + 1 form tutor.
  - From 15:55pm – 16:30pm Year 5 & 6 MB3 and a Roger Chapman Classroom supervised by a LTS.
  - From 16:10pm - Year 7 & 8 supervised bus room and then late room staff in MB9 and MB10.
  - At 16:30pm – LR's are consolidated into late room in the library.
- Arrangements for ASC provision:
 

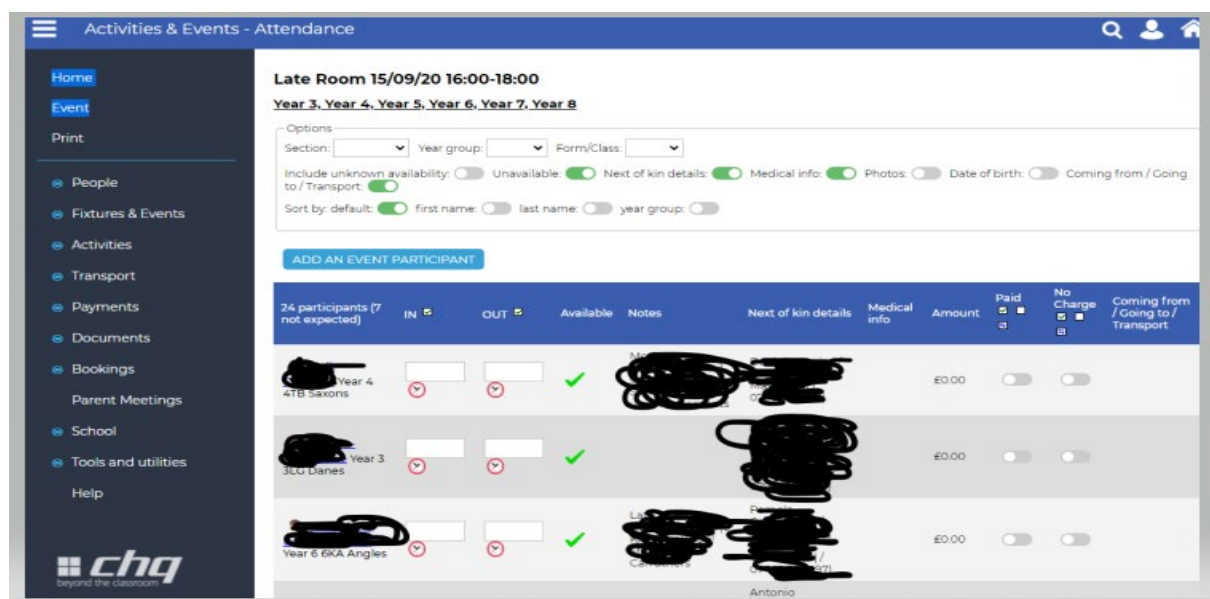
Procedures:

  1. Staff on duty collects a walkie talkie from Mr Tongue's office – there will be communication between the school office and ASC staffing.
  2. Staff on duty need to register those pupils staying late, bus pupils or sibling supervision children, using SchoolsBuddy.
  3. All pupils staying after school go to their year group specific room.
  4. Register late room and sibling supervision pupils, noting the time they arrived and departed
  5. Hand these children over to the Late Room at 16.30, checking that the numbers match up.
  6. For any pupils staying after 5pm, supper is available.

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- Late room is a paid additional duty from 16.10-18:15. Two members of staff will be on duty from 16.10 – 17:15 and pupils are walked to the top crossing for a handover when parents arrive in school. There are two members of staff from 17:10-18:15 on duty. After 17:00, pupils are walked to the top crossing by the LR member of staff once we have confirmation parents are parked in the school grounds.
- If a pupil has not been collected by 18.15 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.
- Parents are charged £7:50 per hour from 16:00 to 18:00 each day.

### Attendance Register for Late room below.



### Collection of Pupils – from after 15:30pm

1. Younger siblings are collected by older sibling from the ASC Classrooms and taken to the bottom crossing.
2. Walkie Talkies are needed to communicate in all duty areas from 15:30pm onwards each day.

### At 16:30pm – 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 16:10pm, please liaise with the school office and a phone call should be made.
2. 15:45pm-17:00pm 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 overseen by the LR staff until 6.00pm or when the last bus leaves.

### 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.

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2. When all pupils have left to go home; please email SMT and [office@belmontschool.com](mailto:office@belmontschool.com)
3. Return walkie talkies to Mr Tongue's office

### Supervision of after school activities

- The timetable of after school activities is managed and organized by the Director of Sport and Activities. After school activities run between 15:30 and 17:30, at which time the pupils are collected by their parents at bottom crossing (DOS&A) to email all parents the 'collection points for all clubs'. The teacher leading the club must take a register on SchoolsBuddy and supervise all their pupils until collected. If pupils have not been collected 15 minutes after the club/activity has ended, 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 (external led) 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, children are supervised in the ASC (free of charge) until parents can pick them up. Clubs led by Belmont staff should continue to run when the member of staff is unable to lead the club.

### Organisation of Supervision Duties

- The Deputy Head (Academic) 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 and Assistant Heads – Academic & 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 Assistant 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 Assistant 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 07.30 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.



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### 4. Daily Supervision Duty Staffing

<u>Before School</u> 07.30 – 08.20	6 staff (including 2 SMT – front and bottom crossing) Quad 1, Jubilee Hall
<u>Morning Break</u> 10:40 – 11:05	11 staff outside
<u>Lunch Break</u> 12.00-12.50  12.55-13.45	7 members of staff outside – Quad ½, Large Astro/Small Astro 2 staff inside Jubilee Hall, lunch queue, Adv play (Sept – Oct ½ term only)  7 members of staff on duty
<u>After School</u> 15:35 – 16:30	2 additional staff members in the ASC zones from 15:35 to 18:15; supported by 4 x LTS until 16:30pm. 1 SMT staff member at bottom and top crossing.  15.30 until last pupil off-site 1 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, as follows:

#### Morning Break

- AREA 1 'Large and Small Astro Courts' - Both Astro court areas only
  - Staff should blow a whistle at the end of the break-time so pupils have sufficient time to get to their next lesson.
  - No children are allowed on the area near the road behind the small Astro area.
  - No children are allowed to play in the bushes or on the terrace road above the Games fields.
- AREA 2 'Quad 1 & 2, and Cloisters'
  - Staff should blow a whistle at the end of the break-time so pupils have sufficient time to line up in form order.
  - Out of bound areas are ALL ROADWAYS!
  - Chapel Steps – no pupils to play on grass bank or areas to the sides of the chapel.

#### All buildings at break/lunches

- No pupils are allowed inside building at break or lunch.

#### Lunch Duties (examples)

- Queues Outside
  - Make sure pupils keep to lunch timings for their year and form groups. The lunch timings are shown in this document on page 6
  - Organise the queue, pupils to line up in single file' for lunch.
  - 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



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- Monitor queue at door and at the end of service.
- Duty person is responsible for general behaviour.
- Children directed to tables and filled one by one. Cleaners to assist with wiping down tables and tables between sittings.

### **5. Related School Policies, and Review Period**

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

- Safeguarding and Protecting the Welfare of Pupils
- Health and Safety
- Promoting Positive Behaviour
- Anti-Bullying
- Woods
- Child Going Missing from School/School Activities
- 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:

- Educational Trips and Visits Policy
- Risk Assessment Policy
- Child Going Missing from School/School Activities
- Promoting Positive Behaviour

Reviewed: November 2023

Next Review: Autumn 2024

This Policy has been Approved by the Education Committee of the Court of Governors, 22<sup>nd</sup> November 2023.

Appendix 1 – Duty Rotas 2023 2024

<b>Duty Rota 2023 - 2024</b>						
3 duties per member of staff (adjusted according to teaching allocation)						
	Duties/Day	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>7:30 – 8:15</b> Back Crossing (SMT)	LRU	LRO	CS	PF	ZSU
	<b>7:50-8:20</b> Back Crossing	GT PSO	KH LT	ADE LT	ADE RAL	ADE NY
	<b>7:30-8:15</b> Top Crossing	Devon & PSM/LRo Mon-Thurs, Fri: TB				
	<b>7:30 – 7:55</b> Quad 1/Jubilee Hall	TWI JM	HPJP ACA	HPJP ACA	MJ ACA	HPJP JM
	<b>7:55 – 8:20</b> Quad 1/Jubilee Hall	TB AHY	NB AWA	AWA RAL	SL MCO	TWI MCO
<b>Break (10:40-11:05)</b>						
<b>Snacks</b>	Quad 1 (snacks)	MH	MH	MH	MH	MH
<b>Jubilee 1<sup>st</sup></b>	Quad 1 roaming	CD	CD	CD	CD	CD
<b>Jubilee 1<sup>st</sup></b>	SG to small Astro path	FH	FH	FH	FH	FH
<b>MB 1, 3, 6</b>	Cricket nets (between Astros)	MCO	AWA	JRA	AWA	JRA
<b>MB 8 -10</b>	Small Astro	AM	FB	RAL	FB	AM
<b>MB 12 - 17</b>	Large Astro	AHY	GJ	AHY	PF	HPJP
<b>Proctor</b>	Large Astro	JDa	JDa	JDa	JDa	JDa
<b>Proctor/1<sup>st</sup></b>	Cricket nets by adventure & Outdoor classroom	LM	JC	AWD	AWD	AWD
<b>Snacks Y8</b>	Quad 2 (snacks)	SR	SR	SR	SR	SR
<b>Snacks Y7</b>	Quad 2 (snacks)	EB	EB	EB	EB	EB
<b>Roger Chapman</b>	Reading Garden	JDS	HH	CS	HH	TB
	Library Support	NY	KPo	MAL	LS	NY
<b>Lunch 1 (12:00 – 12:25) Y3 – 6</b>						
<b>Jubilee Hall</b>	Jubilee (in)	CD, SR	MH, CD	CD, EB	SR, MH	MH, SR
<b>Jubilee Hall</b>	Jubilee (Out)	EB	SR	MH	EB	CD
<b>Jubilee 1<sup>st</sup></b>	A1: Adv Play/TT/Locker Rooms	GPR	SWi	NC	NC	GPR
<b>Jubilee 1<sup>st</sup></b>	A1: Adv Play	LM	RWI	AP	AP	LM
<b>Jubilee 1<sup>st</sup></b>	A1: Small Astro	LT	IL	MC	IL	IL

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<b>MB/Ground</b>	A1: Large Astro	LS	NB	TWI	LS	Sam Lee
<b>MB/Ground</b>	A1: Large Astro	JDa	JDa	JDa	JDa	JDa
<b>RC</b>	A3: Reading Garden	MH	EB	SR	CD	EB
<b>Roam</b>	Library support	Not needed (US lesson)	PSM	Not needed (US lesson)	SWI	SBU
<b>Lunch 2 (12:25 – 12:50) Y3 – 6</b>						
<b>Jubilee Hall</b>	Jubilee (in)	MH, CD	MH, EB	SR, CD	CD, MH	MH, EB
<b>Jubilee Hall</b>	Jubilee (Out)	EB	SR	MH	EB	CD
<b>Jubilee 1<sup>st</sup></b>	A1: Adv Play/TT/Locker Rooms	SSu	MC		SSU	ZSU
<b>Jubilee 1<sup>st</sup></b>	A1: Adv Play	SBU	GC	RSu	TWI	TB
<b>Jubilee 1<sup>st</sup></b>	A1: Small Astro	TB	Nazli	FB	BBE	AM
<b>MB/Ground</b>	A1: Large Astro	Sam Lee	YC	GJ	SR	SR
<b>MB/Ground</b>	A1: Large Astro	JDa	JDa	JDa	JDa	JDa
<b>RC</b>	A3: Reading Garden	SR	CD	EB	KC	KC
<b>Roam</b>	Library support	Not needed (US Lesson)	RAD	Not needed (US Lesson)	ZSU	LWA

		Mon	Tues	Wed	Thurs	Fri
<b>Lunch 3 (12:55 – 13:20) Y7-8</b>						
<b>Jubilee foyer</b>	Jubilee (in)	JDa, SR	MH, EB	SR, EB	JDa, MH	SR, JDa
<b>Jubilee foyer</b>	Jubilee (Out)	EB	SR, CD	MH	EB	CD
<b>MB/Ground</b>	A1: Adv Play/TT/Locker Rooms	NC	MGB	GJ	MGB	MGB
<b>MB/1st</b>	A1: Small Astro	SMA	JH	SIR	JH	SMA
<b>Proctor</b>	A1: Large Astro	JC	FB	TL	JC	JC
<b>Proctor</b>	A1: Large Astro	CD	JDa	JDa	SR	EB
<b>Proctor</b>	A3: Reading Garden	MH	HH	CD	CD	MH
	Library support	MCO	LWA	LWA	LWa	Alex C
<b>Lunch 4 (13:20 – 13:45) Y7-8</b>						
<b>Jubilee foyer</b>	Jubilee (in)	MH, SR	MH, EB	SR, EB	SR, MH	MH, EB
<b>Jubilee foyer</b>	Jubilee (Out)	EB	SR, CD	MH, CD	EB	SR, CD
<b>MB/Ground</b>	A1: Adv Play/TT/Locker Rooms	NY	JDS	TB	AP	RAL
<b>MB/1st</b>	A1: Small Astro	RAL	MAL	MAL	RTH	SMA
<b>Proctor</b>	A1: Large Astro	JDa	JDa	JDa	JDa	JDa
<b>Proctor</b>	A1: Large Astro	TL	JCA	JCA	JCA	JCA

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<b>Proctor</b>	A3: Reading Garden	CD	KPo	CD	CD	KPo
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End of School – 3:40pm onwards					
3:40 – 4:15 Bottom Crossing (SMT)	KSC/CS	JL/SBL	KSC/SBL	JL/LWa	JL/SBL
3:40 – 4:10 Top Crossing	RAD	ADE	LRU	PSO	RSU
Y3 Sibling/Club/Bus/Late - J4 3:40 – 4:30	JDa	JDa	JDa	JDa	JDa
Y3 Sibling/Club/Bus/Late - J4 3:40 – 4:10	CD	CD	CD	CD	CD
Y4 Sibling/Club/Bus/Late - J1 3:40 – 4:30	SR	SR	SR	SR	SR
Y4 Sibling/Club/Bus/Late - J1 3:40 – 4:10	BBE	KC	BBE	BBE	KC
Y5 Sibling/Club/Bus/Late - MB6 3:55 – 4:20	EB	EB	EB	EB	EB
Y6 Sibling/Club/Bus/Late - MB5 3:55 – 4:20	MH	MH	MH	MH	MH
Y5/6 Support 3:55 – 4:20	LS	JDS	KPA	KPa	EP
Y7 Bus/Late - MB9 4:05 – 4:30	JN	TB	GT	TB	MJ
Y8 Bus/Late - MB10 4:05 – 4:30	SMA	RAL	JN	PF	JRA
SMT Buses 4:10 – 4:30	GT	Chris Harte	GT	GT	GT
Jubilee Pre-club 3:35 – 4:05pm	MJ	MJ	MJ		
Security 4:30pm-6:15pm					
Final Duty (SMT)	PF/RSU	LRU/CS	LWA/PSM	LRO/GT	KSC/JL

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