

# BELMONT

The Mill Hill Preparatory School



**SUPERVISION OF PUPILS  
POLICY- Sept 2018**

## Key Points of the Supervision Policy

<b>Purpose</b>	<p>The safety of our pupils is paramount at Belmont. They are supervised throughout the day (<i>before school, break-times, lunch-times, after school in late rooms, sibling supervision, during all clubs and at drop off, collections after school</i>) 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>
<b>Expectations of Staff</b>	<p>Staff must:</p> <ul style="list-style-type: none"> <li>• Be punctual</li> <li>• Be constantly moving around the designated duty area</li> <li>• Deal with minor incidents on the spot</li> <li>• Investigate situations which may be a cause for concern immediately</li> <li>• Communicate concerns to other staff at the point of handover and to Form Tutors if appropriate</li> <li>• Communicate details of any serious incident to a member of SMT immediately</li> <li>• Avoid lengthy discussions with colleagues which prevent proper supervision of pupils</li> <li>• Never leave an area unsupervised. If the handover person does not arrive send a pupil to tell a member of SMT.</li> </ul>
<b>Organisation of Duties</b>	<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>
<b>Review by the Headmaster and the Senior Team</b>	<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 breaktime/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
- Never leave an area unsupervised. If the handover person does not arrive send a pupil to tell a member of SMT.

## **Supervision throughout the School Day**

### **Before School**

The school gates are opened at 07.30 for pupils and their families who are having breakfast at school, Quad 1 is supervised from 7:30am. Parents are requested not to drop their children at school before 7:30 and left unsupervised. Pupils wait outside unless it is wet and enter school when the bell is rung for registration.

Two members of staff will be on duty outside where pupils wait and a member of SMT sees pupils safely into school at the front crossing. Upper School pupils may be dropped at the drop-off/collection area at the rear of the school. Pupils may not use the courts or cricket nets before the start of school. They must stay in quad 1 or 2 areas of the playground. One member of staff is based in Quad 1 and the other is based in the Jubilee hall

At 8.15 a bell is rung and pupils enter school and go to their Form Rooms where the Form Tutor greets them. Pupils who arrive late (from 8.30am) enter through the main reception and report to the office staff who amend the school register.

**Morning and Lunch Breaks are split lower school and upper school children. All pupils, except ambassadors or prefects on duty, 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

## Wet Weather Plan September 2018

### *Lower School Break*

Duty	Wet Weather Plan
Adventure Play Area	NA
Play Area	Jubilee Building
Small & Large Astro	Ground floor of main building
Quad 1	Jubilee Hall (Snacks)
Quad 2	Jubilee Classrooms
Locker Room	Ground floor of main building

### *Upper School Break*

Duty	Wet Weather Plan
Adventure Play Area	NA
Play Area	Ground floor of main building
Small & Large Astro	1 <sup>st</sup> floor and Rm1 of main building
Quad 1	Jubilee Hall (Snacks)
Quad 2	Roger Chapman Building
Michael Proctor Building	Michael Proctor Building
Locker Rooms	Michael Proctor Building

### *Lower School Lunch 1 (12:15 – 12:45)*

Duty	Wet Weather Plan
Adventure & Play Area	Jubilee 1 <sup>st</sup> Floor
Jubilee Hall	Jubilee Hall
Small & Large Astro	Ground floor of main building
Quad 1	Jubilee Hall (Lunch)
Quad 2	Jubilee 1 <sup>st</sup> Floor
Locker Room	Ground floor of main building

### *Lower School Lunch 2 (12:40 – 1:10)*

Duty	Wet Weather Plan
Adventure Play Area	1 <sup>st</sup> floor of Jubilee Building 1:05/Roger Chapman Building
Play Area	1 <sup>st</sup> floor of Jubilee Building
Jubilee Hall	Jubilee Hall
Small & Large Astro	Jubilee Hall/1:05
Quad 1	Ground floor of main building
Quad 2	Jubilee 1 <sup>st</sup> Floor 1:05/Michael Proctor Building
Locker Room	Ground floor of main building 1:05/First floor of main building

### *Upper School Lunch (1:05 – 1:35)*

Duty	Wet Weather Plan
Adventure Play Area	Roger Chapman Building
Play Area	Jubilee Hall
Jubilee Hall	Jubilee Hall
Small & Large Astro	First floor and Rm1 of main building
Quad 1	Ground floor of main building
Quad 2	Roger Chapman Building
Michael Proctor Building	Michael Proctor Building
Locker Room	Michael Proctor Building

### Upper School Lunch 2 (1:35 – 2:05)

Duty	Wet Weather Plan
Adventure Play Area	Roger Chapman Building
Play Area	Jubilee Hall
Jubilee Hall	Jubilee Hall
Small & Large Astro	First floor and Rm1 of main building
Quad 1	Ground floor of main building
Quad 2	Roger Chapman Building
Michael Proctor Building	Michael Proctor Building
Locker Room	Michael Proctor Building

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.

### After School Collection and Supervision

	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
End of Day	15.20	15.20	15.45	15.45	16.00	16.00
Pick Up Location	Bottom Crossing (Form Tutor handover)	Top Crossing	Bottom Crossing	Top Crossing	Bottom Crossing	Top Crossing

- 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 16.05 are taken to the front crossing to wait with the duty staff. Pupils who have not been collected from the front crossing by 16.15 are taken to Late Room (Learning Resource Centre) from where they may be collected when their parent / carer arrives.
- Year 3 children are taken to the lower school crossing by their form tutor. An SMT member of staff will be on duty from 3:20pm each day.
- Year 4 should wait for the crossing duty staff/SMT member of staff and not go to meet parents unsupervised.
- Staff need to arrive punctually to meet children before taking them to the front or rear drive waiting areas.

### Late Room Arrangements

- Lower and Upper school pupils staying for Late Room are supervised in the Learning Resources Room after their last lesson until 16.00 and then handed over to the Late Room teacher.
- Pupils in Late Room are supervised until collection. If a pupil has not been collected by 18.00 the member of staff responsible for Late Room will try to contact the parents. If it has not been possible to make contact by 18.15, the Late Room staff must contact the SMT on duty for advice. 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.

## **Pupils Using School Buses**

- Pupils taking the early school bus are supervised in the Rm12 by a member of staff until the bus driver collects them at 4.10pm.
- The late bus collects children at 6:00pm from the school library; this enables them to attend clubs and complete homework before leaving school for home.

## **Sibling Supervision Arrangements**

- Pupils from Y3&4 who have older siblings in the school can be supervised in the Jubilee classrooms from 3:20pm each day until the older sibling finishes school and then collects the younger child.
- For 2016-2017 Academic year only. Pupils from Y3&4 who have younger siblings at Grimsdell (Pre-Prep) can also be supervised from 3:20pm each day until parents can collect. This service finishes at 3:45 each day. These pupils are collected from the jubilee classrooms

## **Clubs Supervision and Registration**

- Pupils attending an after school club in Y3&4 are supervised in Rm 26 by a teacher until the club begins from 3:30 onwards 4pm.
- \*Pupils attending an after school club in Y5&6 are supervised in the jubilee hall by the late room teacher/and member of SMT staff until the club begins at 4pm.
- \*Pupils attending an after school club in Y7&8 are supervised in the jubilee hall by the late room teacher/and member of SMT until the club begins at 4pm.
- **All staff (including external members of staff) running after school clubs must collect their register from the school office and return the completed copy by 4:15pm each day.**
- All pupils receive a drink, biscuit and/or piece of fruit before Late Room, clubs or early bus departure.

## **Supervision of after school activities**

- The timetable of after school activities is managed and organized by the Deputy Head, Operations. After school activities run between 16.00 and 18.00, at which time the pupils are collected by their parents at the top crossing. 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 sent out a text message confirming the club has been cancelled. Due to these circumstances, are supervised in the Late Room (free of charge) until parents can pick them up.

### **Use of Adventure Playground at lunchtime**

- Due to the number of children in year 3 (80 pupils), they will need to use the playground on a rota system, two classes per lunch-time which should leave space for other forms in lower school to also use the space. Staff on duty **MUST** monitor the numbers using the space; if at any-time numbers are exceeding safety levels then stop the activity. No ball games should be played on the adventure play ground

**Monday – 3NH, 3JDS**

**Tuesday – 3MS, 3EP**

**Wednesday – 3NH, 3JDS**

**Thursday - 3MS, 3EP**

**Friday – Rotate, week 1 3NH and 3JDS, week 2, 3MS and 3EP**

### **Cricket Nets and Table Tennis Tables**

All children have an opportunity to use the astros, (large and small) cricket nets (one) and any of the four table tennis tables at both break times. The small astro is normally used for Netball practice at lunch

### **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 07.50 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**

<b>Before School</b> 07.30 – 08.20	3 staff (including 1 SMT – front crossing) Quad 1 and 7:50; Jubilee Hall
<b>Morning Break</b>  10:15 – 10:35 LS Break 11:05 – 11:25 US Break	4 staff outside
<b>Lunch Break</b> 12:15 – 12:40	6 members of staff outside – Quad 1/2, Large Astro/Adventure, Play area, Locker rooms, 1 staff inside Jubilee hall lunch queue
12.40-1:05	8 members of staff on duty
1:05 – 1:35	9 members of staff on duty
1:35 – 2:05	9 members of staff on duty
<b>After School</b>  15.20 – 16.00 15.20 – 15:50	1 staff member in Late Room, 1 SMT, bottom school crossing (Y3 teachers) and top crossing with 1 SMT teacher
15:50 – 4:15 16.00 – 18.00*	1 staff member at top and bottom crossing 2 Late Room Staff

*From 15.20 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.

## **MORNING BREAK**

### **AREA 1 'Courts'**

1. Both astro court areas
2. Path adjacent to Master's Lawn and down to the bottom crossing
3. Path behind the large court

- Staff should blow a whistle at the end of the break-time so pupils have sufficient time to change shoes etc before their next lesson.
- 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 (they are not allowed to just wear socks)
- Any pupil wearing black shoes should be asked to leave the courts and not be allowed to return for the duration of that break.

### **\* AREA 2 '\*Adventure Playground' (Only open until Aut ½ term – reopens in Summer term; this duty person helps with the large astro duty)**

1. Adventure Playground,
2. Grass behind Adventure Playground (up to fence) towards girls' changing rooms.
3. ECO area adjacent to large astro court – is out of bounds

- No children to go on Forest Road or beyond fence (unless using woods)
- Pupils should wear trainers and tracksuit bottoms when using the apparatus.
- Children should be prevented from playing on any apparatus that is broken. Any such defects which present a risk to safety must be reported immediately to the Deputy Head Operations.
- Whistles are available from the Deputy Head Operations.

### **AREA 3 'Michael Proctor Building (Upper school break and lunch only)**

1. Play area in front of the Gym

- No Rugby, football, tennis or cricket games allowed in this area. Only tennis balls, (Pat ball games only) are allowed and these should not be used near windows.

### **AREA 4 'Quad 1'**

1. Quad and Cloisters,
2. Path around Rose Garden

3. Chapel -steps – no pupils to play on grass bank or grass areas to sides of the chapel.
- The quad area has been designated a ‘quiet’ play area – no ball games, shouting or running.

#### **AREA 5 ‘Quad 2’**

1. Roger Chapman Building is clear of pupils during all breaks
2. Lower quad area is a quiet area for Y8 only
3. Ensure pupils are not running around the building

#### **AREA 6 ‘Locker Rooms’**

1. Pupils are allowed to change footwear when using the large/small astro. Pupils will also need to wear tracksuits over their trousers/skirts or dresses when using the Adv play area
2. All doors open so that staff on duty can see through the whole of the locker rooms

#### All buildings at both breaks

- Only prefects and or ambassdors are allowed in any buildings whilst undertaking duties during break times.
- Children in the any of the buildings at lunch time are in a supervised club or lesson.

#### **LUNCH DUTIES (examples)**

##### **Queue Outside**

- Make sure pupils keep to lunch timings for their year groups.
- Organise the queue, pupils to line up single file for lunch.
- Pupils misbehaving are sent to the back of the queue.
- Allow a limited number into Jubilee Building to prevent too much noise.

##### **Jubilee Hall Inside**

- Monitor queue at door and at either end of servery.
- Direct prefects who are on lunch duty. (Prefects may go to lunch at any time after club lunches).
- Club lunches and away fixtures to take priority.
- Duty person is responsible for general behaviour.
- Make sure any mess on or under tables is cleared up by pupils, (particularly on second and third duty)
- The lunch bell is rung for each year group to line up in an orderly manner.

## **Clubs**

All staff are asked to minimise numbers of Upper School going in for Club lunch by only issuing passes if it is essential. Games staff should inform Lunch Queue duty staff in advance of any teams leaving for an away match and needing an early lunch.

All staff are encouraged to sit amongst the children during lunch.  
If any member of staff notices inappropriate behaviour in the dining room they are expected to deal with it promptly.

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

Safeguarding Children  
Health and Safety  
Behaviour  
Anti-Bullying  
Woods  
Missing Child

## **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  
Behaviour

Reviewed July 2018  
Next Review: July 2019