JUNIOR SCHOOL SUPERVISION OF DUTIES POLICY

The following should be read in conjunction with the Junior School Risk Assessment documents.

Structure and organisation
There are a number of duties that staff will be expected to do at the following times:

- **Before School:** 8:10-8:30
- **Morning Break:** 10:50-11:10
- **Dining Hall:** 12:55-1:05
- **Lunch Break:** 12:55-1:40
- **After School (before clubs):** 3:50-4:10
- **After School (with boys not collected):** 4:00-4:20
- **After Clubs (with boys on the late coach):** 5:00-5:45

Staff will be expected to do at least one Morning Break duty but the number of duties will vary depending on individual job profiles.

The Deputy Head organises the duty rota at the beginning of each new term and it is published in the ‘Duties’ folder in the Junior School area of MyDulwich and also in the Junior School Staff Room.

Guidelines for staff
One member of staff is on duty before school and two after school. Three members of staff will be on duty at morning break and lunch break. Two members of staff will be on duty in the dining hall. If a member of staff is unable to do their duty e.g. attending a meeting or a course, they must arrange for their duty to be covered by another member of staff. If a teacher is ill, the teacher in charge of organising cover (Richard Oubridge) will arrange for the duty to be covered.

Before School
- For the duty before school, the member of staff (Deputy Headteacher) should position himself/herself in front of the main entrance in order that he/she can be easily seen by parents and so that the boys playing in the main playground can be easily supervised. No boys should be on the patball courts, the Astroturf or the Year 3 playground before school.
- At 8.25a bell will sound. The boys in year 5 and 6 should walk quietly to their classrooms. Year 3 and year 4 boys should line up in their forms on the front playground and are escorted in by Form Tutors, who will be in the playground ready to receive them. Years 4 and 5 should enter the school building through the doors leading from the patball
playground; Year 3 enter from the side door by the footpath and Year 6 boys should enter through the side entrance onto the Year 6 corridor.

- The staff member on duty should check for any bags left in the playground.

**Morning Break**
The three members of staff on duty should position themselves in the following areas:

1. Top of main playground, near to oak tree.
2. Astroturf
3. Corner of patball courts with visibility to Year 3 playground.
   - Boys may use pat balls, size 1 footballs and other equipment from the box in the Year 3 playground with permission from a member of staff on duty.
   - Boys are only allowed to enter the building to attend a club, use the library, use the toilets or meet with a member of staff.
   - Staff should check that obvious litter and items of clothing are cleared from the play areas at the end of the session.

At 11:08 a bell will sound. All boys will walk to their next lessons. Staff members on duty will stand by entrance doors to ensure that boys are entering the building in a sensible fashion.

**Dining Hall**
During lunch, Form Tutors should sit on a table with their boys. Other staff members should also sit with the students where possible. At 12:55 Form Tutors will escort all boys in their Form who have finished their lunch to the playground.Two staff members will remain in the Hall (one upstairs and one downstairs) to supervise any boys who have not finished. Once all boys are out of their designated area they can leave too (with an aim of all boys leaving by 1:05).

**Lunchbreak**
Members on staff on duty should position themselves in the same places as morning break. The rules for lunchbreak are exactly as detailed above for morning break with the exception being that a number of boys will have to enter the building for lunchtime clubs.

At 1:40 a bell will sound. All boys will walk to their next lessons. Staff members on duty will stand by entrance doors to ensure that boys are entering the building in a sensible fashion.

**After-School (before clubs)**
- The member of staff on duty after school is responsible for ensuring that only boys who are attending a club wait in the patball area. Boys waiting to attend a club are allowed to have a 15 minute break until 4:05 after which time they should be collected by the adult who runs the club.

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After-School (boys not collected)
- The Headteacher, the Deputy Headteacher or the Director of Studies will be positioned in front of the main entrance of the school so that they are visible to parents. They will take responsibility for any boys who have not been collected by 4pm. They will wait with these children until 4:10pm and after that the children will wait on the red sofas inside the entrance, letting a member of staff know when the person who collects them arrives.

After-clubs (boys taking the late coach)
- The Headteacher, the Deputy Headteacher or the Director of Studies will look after any boys taking the late coach. They will escort them to the South Gravel at 5:40pm and ensure that they get on the correct coach.

Safety
- If play is judged to be over-exuberant, duty staff may warn the child that they need to “calm-down” or stop doing what they are doing. Should this not suffice and the inappropriate behaviour continues, the duty staff-member will then ask the child in question to sit on the “exclusion” bench inside the foyer and reflect on their behaviour. If necessary they will ask the Form Tutor to place a “W” in their prep notebook.

Medical
- There is a First Aid kit in the Staff Room for minor injuries (e.g. scrapes, grazes). Jo Maudsley (Junior School secretary) and Ellie Henderson (Teaching Assistant) are qualified First Aiders. If an injury is seen as more serious, boys should report in to the Junior School office and Mrs Maudsley may send a boy to the Medical Centre. If a boy is away from the Junior School building when he is taken ill e.g. at Games, Music, DT/ART or Science, the teacher in charge must contact the Junior School office (by telephone or email) as soon as possible to report that a boy has been sent to the Medical Centre. A boy suffering any head injury should always be escorted to the Medical Centre.