



SUPERVISION OF PUPILS AND DUTY GUIDELINES (YEARS 7 TO 13)

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1 Introduction

1.1 The purpose of this policy is to offer guidance to all staff about the appropriate supervision of pupils during school terms. This policy applies to teaching staff (including volunteers) at the College.

1.2 Our aims are to:

- provide sufficient supervision measures to maintain an orderly, respectful and positive school environment;
- promote the health and safety of pupils at the College;
- demonstrate how staff are deployed to ensure the proper supervision of pupils; and
- ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

2 Legal obligations and the duty of care

2.1 All members of staff are responsible on a day-to-day basis for ensuring that pupils at the College are safe. In general, schools are under a duty to supervise pupils to the standard of a prudent or careful parent.

2.2 In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The ages and capabilities of our pupils.
- The need for a systematic approach to safety through risk assessments in the light of foreseeable risks.
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks. Pupils are made aware of these rules during pastoral meetings and are regularly cross referenced in assemblies.
- Classroom discussions.

2.3 Risks are kept under review and rules and procedures changed as necessary.

3 Registers, roll calls and registrations

Regular checks on attendance/presence are central to the effective management and oversight of pupils whilst they are in our care.

- Compliance registrations: morning registration (or roll call) is taken by Form Tutors on the Daily Report between 8.35 and 8.45 in Form Rooms (including for Upper School boys who have a study period during lesson 1). Afternoon registration, which is taken between 2.40 and 2.50, is the responsibility of any colleague teaching Period 5, including when on cover (this does not apply to the Junior School).
- The punctual arrival of the Form Tutor at registration in the morning, and of the subject teacher to Period 5, is of extreme importance.
- All unexplained absence is followed as per the protocol in the Attendance and Registration Policy. Unauthorised absence during the school day is a disciplinary matter and is followed up by the Head of School and Head of Year.
- Use of the registration system is tracked by the Deputy Master Pastoral and Assistant Head Pastoral. Failure to register may result in disciplinary action.
- Copies of pupil timetables are live on iSAMS.
- Staff are also required to maintain an up-to-date register of members of all groups every lesson through the Daily Report.

4 Absence

- 4.1 Parents inform the respective School Office or the Attendance Office of absence from school which is recorded as authorised absence with an appropriate code.
- 4.2 If any pupil fails to arrive to sign in for the morning or afternoon compliance registration without satisfactory explanation, the pupil's parents are contacted by the School Office or the Attendance Office in the first instance to establish whereabouts.
- 4.3 All efforts are made to establish the whereabouts of any missing pupil when they are due to be on College premises. If a pupil cannot be found, the College will instigate the Missing Pupils Policy.

5 Daily routines

- 5.1 The timing of the College day is published on MyDulwich.
- 5.2 Punctuality in attending classes and when taking registration is essential for the maintenance of discipline. Members of the teaching staff should leave the common rooms and offices in time to be in their classrooms when the period (or registration) is due to begin.

6 Assemblies

- 6.1 Programmes for assemblies are published on MyDulwich and timetabled during Period 1 on Mondays for the Upper, and Middle Schools, and during Period 1 on Mondays and Wednesdays for the Lower School.
- 6.2 Junior School assemblies take place at 8.35am to 8.50am on Monday, Tuesday, Thursday and Friday.
- 6.3 Form Tutors must accompany their Form to assemblies; colleagues who are not Form Tutors are encouraged to attend assemblies on a regular basis.
- 6.4 Pupils who arrive late to school must make every effort to attend assembly once they have signed in. If they are too late to attend, they must wait in the Lower Hall (for Great Hall assemblies), or outside other venues, as appropriate.
- 6.5 If there is any suspicion that the pupil's absence from assembly was unauthorised, the Form Tutor must be consulted and if appropriate the matter referred to the Head of School.
- 6.6 In cases of planned absence pupils are expected as a matter of courtesy to inform their teachers in advance.

7 Morning Break - 10:50am to 11:20am

Unless they are on duty or are members of the Junior School staff, members of the teaching staff are requested to make every effort to be in the staff coffee room at morning break each day. It is helpful for colleagues to have a time at which they can be reasonably confident of making contact with anyone they want to see. Morning notices are given by the Master on Monday and Friday during mid-morning break.

8 Lunch - 12:00pm to 14:15pm

All staff wishing to have lunch may do so without charge. Those pupils who have a special activity during a particular lunch time are allowed to go to the front of the queue on presentation of a slip signed by the appropriate Head of School or the teacher in charge of the activity. General supervision of the Christison Hall during lunch is provided by a team of duty staff.

9 Leaving the Campus

Pupils in Years 7 to 12 (or younger) are not allowed to leave College premises without prior permission. Pupils in Year 13 may leave the campus during the lunch break.

10 Sick Pupils

- 10.1 Should a boy be taken ill during the course of a lesson, he should be sent to the Medical Centre (accompanied if need be).
- 10.2 If a pupil has to be sent home unwell, he will not be allowed to leave the College premises until their parent or guardian is aware of the situation. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent or guardian arrives and assumes responsibility.

11 End of School Day

- 11.1 At the end of the school day, boys are dismissed from their final lesson at 3.45pm. They are given time to gather their belongings and prep, before leaving the College campus at around 4pm.
- 11.2 Boys make their way home by a number of methods, including public transport and the Foundation Schools' Coach Service, which also runs a late coach service at 5.45pm.
- 11.3 Boarders can return to their boarding house, which are supervised. For those boarders crossing the South Circular, the crossing by the Orchard and Old Blew is also supervised.
- 11.4 A large number of boys attend one of the several clubs and activities that run after school. These clubs are run by and supervised by College staff. There is no charge made for these clubs/activities.
- 11.5 Other boys who do not partake in these clubs/activities are free to remain on campus in some of the following locations while awaiting collection or the departure of the late coach service at 5.45pm. Boys should not be on the College campus in other locations after 4pm. i.e. on the Track astroturf, patball courts, etc. These include:
- The Wodehouse Library (open until 5.15pm)
 - The Lower Hall – this is unsupervised
 - The South Cloister – this is unsupervised
 - The Medical Centre is open until 5pm
- 11.6 Boarders' Supper is available at 6pm for boys staying on for later school events such as concerts, plays or Parents' Evenings.

12 Boarders' Supper

Staff remaining on duty on the premises may have boarders' supper at 6pm by responding to the email sent by the relevant School Secretary.

13 Supervision of senior boarders

- 13.1 Supervision within the senior boarding houses is maintained during the school day by the following people:
- Housekeeper – 8am until 5pm
 - Houseman – 7.30am until 4pm
- 13.2 In addition, each house has a team of cleaners.
- 13.3 During the school day, when the Housemaster and Tutors are likely to be teaching, the Housekeeper is in charge. Should he/she need to leave the premises for more than a few minutes, he/she will inform the Housemaster or Resident House Tutor if he/she is available; if not, he/she will inform one of the Housemen who will remain in the house during his/her absence. He/she will also put a notice on her door, giving details of where he/she has gone and what time he/she expects to return.
- 13.4 Outside teaching hours there is always a member of staff on duty. Each House has Visiting Tutors responsible for an evening a week from 4.30pm until 11pm (at which time the Housemaster resumes his duties).
- 13.5 During the weekend (Friday to Sunday) duties are shared between the Housemaster and the Resident Tutor. In addition, the Housemaster's spouse/partner may also be on duty.
- 13.6 Boys are expected to follow the signing-out procedures in place to ensure that whoever is on duty is aware of where boys have gone and when they are due back. Any changes should be communicated and agreed by the duty tutor. Boys wishing to stay out overnight must also follow the additional signing out procedures and ensure sufficient time is given to allow for permission to be gained as appropriate.
- 13.7 The Housemasters are ultimately responsible for the welfare of their respective boys and the running of the houses. Each house has a Resident Tutor and visiting tutors to whom responsibility is delegated by the Housemaster when he/she is off duty. At all times outside normal school working hours there should be a minimum of one of the above adults on duty in each boarding house.
- 13.8 The Housemaster of each house will put up a duty roster at the beginning of each term giving the identity of the master on duty each day. The Visiting Tutors, during their night on duty will spend the bulk of their time on the ground floor though they will patrol the house from time to time. They are thus immediately accessible.
- 13.9 The Housemaster and Resident Tutor will also patrol the house regularly when they are on duty; otherwise they will be at home and available to boys for consultation. When not on duty himself/herself, the Housemaster will put a notice on his/her door to the effect that the resident

house tutor is on duty. If he/she is in, the Housemaster is, in practice, never entirely off duty; certainly he/she is always available in emergencies.

- 13.10 When outings are run for senior boarders the duties of the houses may be shared and a ratio of 1:11 maintained for the outing itself, in accordance with guidelines and as agreed by the Deputy Master Pastoral.
- 13.11 Thus there is always during term time at least one adult in the building and boys should have no trouble finding him/her.

14 Boarders signing out

- 14.1 There are four main types of signing out: Local, Non-Local, Weekend and Holiday/Exeat.
- 14.2 The signing out routine applies at weekends and after school on weekdays. During the school day, boarders are expected to follow the normal school rules concerning absence from College grounds (found at the back of calendars).
- 14.3 Boarders may want to leave the House for a number of reasons. They must ask permission before leaving. Boys must sign out using the 'Signing-Out Form'. This must indicate where they want to go, the departure time and the expected return time. They must sign back in with the member of staff on duty when they return. This includes visits to the PE Centre and other school buildings.
- 14.4 Boarders must keep strictly to the signing out rules whenever they intend to leave College grounds. If anyone is unaccounted for, the police will be called and a missing person's report completed.
- 14.5 Should there be an unavoidably delay while boarders are out, they must call the duty phone and let the duty member of staff know. (Network Rail often carry out track repairs on Sundays and it pays to check on this in advance.)
- 14.6 If boys want to leave the House at the weekend (i.e. spend a night away from the House), they must inform the Housemaster by Thursday evening. Permission from parents will be required. The Housemaster will then call the person indicated as the host and check this information.

15 Management of pupils in transit between home and College

- 15.1 A significant number of pupils travel to and from College each day using the coach service provided by the College. Pupils are reminded by the Deputy Master Pastoral of their obligation to maintain a high standard of behaviour and are aware that they may not be allowed to use the service if their behaviour is unacceptable.
- 15.2 The effective supervision of departures each day by duty staff promotes an orderly atmosphere on each coach. Misbehaviour is reported to and followed up by the pastoral team.

15.3 The senior pupils on the coach are asked to promote good behaviour and to report any concerns to a member of the pastoral team. All coach pupils are briefed on the appropriate action to be taken in an emergency.

16 Monitoring pupil movement during the day

16.1 Senior members of staff make occasional tours away from the College campus to monitor pupil movements at different times of the day. Staff making their way to and from campus during the day will report any pupil behaviour that is of concern and when practicable should address the behaviour at the time with the pupils.

16.2 Supervision is tightened in response to concerns from the local residents. These are rare.

17 Supervision of off-site activities

This is covered separately by the Outings and Expeditions Policies.

18 Cover arrangements

18.1 Occasionally, members of staff will find that they are required to cover the lessons of absent colleagues during their free periods.

18.2 Cover is organised by the Master-in-Charge of cover and is detailed on a daily email circulated to all teaching staff and it is the colleague's individual responsibility to check and act upon this information. The cover sheet is also displayed on the "Action Today" section of the notice board in the main Common Room which should be consulted regularly by colleagues, especially at the start of the day if you do not have access to email.

19 Examination Invigilation

19.1 A team of colleagues is responsible for the administration of internal and external examinations.

19.2 Examination timetables are published on the examinations notice boards.

19.3 During internal and external examination periods invigilation is carried out by a team of external invigilators and by members of staff who are timetabled to teach classes which are being examined.

19.4 Occasionally colleagues with non-teaching periods are called upon to invigilate.

19.5 Duties sometimes fall during morning and lunch breaks, and after the end of normal afternoon school. Colleagues are asked to ensure the smooth running of examinations by taking careful note of the examination timetables and by arriving for invigilation punctually.

19.6 Invigilators must not carry out any activity (such as marking or concentrated reading) which distracts them from the task of invigilation, nor should they converse in any way that could be overheard or that could otherwise distract pupils taking the examination.

20 Pupil/Teacher ratios

20.1 Pupil teacher ratios are considered in the scheduling of all activities. The member of staff responsible for allocation of pupils to an activity must ensure it is done with due consideration for the nature of the activity, the needs and abilities of the pupils concerned and the level of skill of the member of staff who is to lead the activity

20.2 A member of staff must adopt a 'safety first' approach and seek the advice of their line manager if they are unsure of the adequacy of supervision for an activity

THE APPENDICES - DUTY GUIDELINES

It is vital that staff follow these guidelines to maintain pupil safety and ensure consistency of standards.

A. Christison Hall: Ned's Cabin

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Arrive as soon after the end of Period 2 as possible (and ideally before if you are free).
- Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked.
- Ensure that the queue is orderly and that boys do not jump to the front or 'pay' others to purchase items.
- Do not allow boys to loiter in the entrance hall, waiting for other boys to buy them food.
- Prevent 'entrepreneurs' from selling their own purchased food.
- Ensure that boys do not use mobile phones in the Christison Hall, including in the foyer.
- Make sure the Cabin closes by 11.15 sharp to enable boys to return to lessons on time.

B. Christison Hall: downstairs

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Arrive as soon after the end of Period 4 as possible (and ideally before if you are free).
- Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked.
- Circulate and ensure that tables are cleared (particularly of trays and rubbish), and uphold general standards of behaviour, table manners and dress (no outdoor coats, sportswear or earphones; correct uniform etc).
- Ensure that boys do not use mobile phones in the dining hall.
- Ensure that boys do not leave excessive waste on their plates, and that no food (fruit, rolls etc) is taken out of the dining room.

C. Christison Hall: upstairs

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.

- Arrive as soon after the end of Period 4 as possible (and ideally before if you are free).
- Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked.
- Circulate and ensure that tables are cleared (particularly of trays and rubbish), and uphold general standards of behaviour, table manners and dress (no outdoor coats, sportswear or earphones; correct uniform etc).
- Ensure that boys do not use mobile phones in the dining hall.
- Ensure that boys do not leave excessive waste on their plates, and that no food (fruit, rolls etc) is taken out of the dining room.

D. Christison Hall: upstairs lunch queue

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Arrive as soon after the end of Period 4 as possible (and ideally before if you are free) – on Fridays queues can be particularly long.
- Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked.
- Ensure that the queue is orderly.
- Ensure that bags are stored in the bag racks provided (and not taken upstairs).
- Ensure that boys do not use mobile phones in the Christison Hall, including in the foyer.

E. Christison Hall: downstairs lunch queue

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Arrive as soon after the end of Period 4 as possible (and ideally before if you are free) – on Fridays queues can be particularly long.
- Acknowledge the catering staff and alert them to your presence as the member of staff on duty: offer support when asked.
- Ensure that the queue is orderly.
- Ensure that bags are stored in the bag racks provided (and not around the automatic doors).

- A/B duty staff: End Period 4 in time to escort your group to arrive at the lunch queue by 13.10 at the latest. Stand in the entrance to the foyer and direct boys with bags to the inside racks, staying until the initial rush has subsided.
- Ensure that boys do not use mobile phones in the Christison Hall, including in the foyer.

F. Lower School building

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Once boys have had a chance to return books and bags to their lockers, ensure that they do not enter the classrooms for the rest of break or lunchtime (unless taking part in an authorised club) until the bell rings at 11.15 or 14.35. Boys may have access to the notice board and toilets at the western end of the building.
- Tuesday 10:45-11:20 duty staff: once House meetings have finished, ensure that boys have vacated the building until 11.15.
- If boys wish to work during break, direct them to the Raymond Chandler Library: once the main building is clear, check all is well in the Library.
- Actively patrol the corridors throughout the rest of the duty.
- When appropriate, authorise a 'wet break' or 'wet lunch break', allowing boys to stay in the classrooms.
- Ensure that boys do not use mobile phones: they must remain in lockers for the duration of the school day.
- If there are any major issues, report them to the Lower School Office.

G. Lower School playground

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Pay a brief visit to the portacabins to ensure that all is in order.
- Actively patrol the two playground areas for the remainder of the duty: one outside the Christison Hall and the other outside the Raymond Chandler Library.
- 13.10-13.50 duty staff: At the start of the duty (arrive as soon after the end of Period 4 as possible, and ideally before if you are free), stand outside the Christison Hall and direct boys with bags to the outside racks.

- Ensure that boys are using nothing harder than pat balls or tennis balls (they may only play with footballs, rugby balls etc on the fields behind the Christison Hall).
- Ensure that boys leave the playground when the bell sounds at 11.15 or 14.35.
- Ensure that boys do not use mobile phones: They must remain in lockers for the duration of the school day.
- If there are any major issues, report them to the Lower School Office.

H. Lower School field

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Start at the main Pavilion and do a sweep of the grounds towards the Hunts Slip Road.
- Check that behaviour is civil and that litter is being picked up.
- Remain on the field with the boys for the duration of the duty.
- When the field is not in use, join the member of staff on duty in the Lower School playground.
- Ensure that Lower School boys are not playing on the field behind the Christison Hall at break or lunchtime.
- Ensure that Lower School boys are not using the Junior School astroturf.
- Ensure that boys are not playing overly physical games (eg British Bulldog, contact rugby etc).
- Ensure that boys have footwear: They are reminded not to go barefoot when playing at lunchtime (contravention of this rule will result in a detention).
- Ensure that boys leave the field at 11.10 or 14.30.
- Ensure that boys do not use mobile phones: They must remain in lockers for the duration of the school day.
- If there are any major issues, report them to the Lower School Office.

I. North Block

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Start and end the duty with a visit to the Lower Hall and North Cloisters to ensure that boys are not using their mobile phones and that they put rubbish in the bins.

- Visit all classrooms at least twice during the duty to ensure that boys are being civil and well behaved.
- Actively patrol the corridors throughout the rest of the duty.
- Ensure that boys do not use the doors that lead on to the lawns (these should only be used in an emergency).
- Ensure that there is no eating or drinking (apart from water).
- Ensure that boys are not using the teacher's computer, or interfering in any way with audio cables, projectors or other equipment. Transgression should receive a detention.
- Ensure that boys are only in the Language Lab with a member of staff present.
- If boys are using mobile phones in classrooms during break and lunchtimes (which is permitted), encourage them to spend time outside of classrooms. Ensure that boys do not use phones 'in transit' or in the corridors.
- If you find a 'trashed' classroom, report it to the relevant department office.
- Report any damage discovered in the corridors and classrooms by logging it on MyDulwich immediately.

J. South Block

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Start and end the duty with a visit to the Lower Hall and South Cloisters to ensure that boys are not using their mobile phones and that they put rubbish in the bins.
- Visit all classrooms at least twice during the duty to ensure that boys are being civil and well behaved.
- Actively patrol the corridors throughout the rest of the duty.
- Ensure that there is no eating or drinking (apart from water).
- Ensure that boys are not using the teacher's computer, or interfering in any way with audio cables, projectors or other equipment. Transgression should receive a detention.
- If boys are using mobile phones in classrooms during break and lunchtimes (which is permitted), encourage them to spend time outside of classrooms. Ensure that boys do not use phones 'in transit' or in the corridors.
- If you find a 'trashed' classroom, report it to the relevant department office.

- Report any damage discovered in the corridors and classrooms by logging it on MyDulwich immediately.

K. The Laboratory

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Actively patrol the corridors throughout the duty.
- Ensure that boys are not eating or drinking anywhere in the building, including on the ground-floor sofas.
- Ensure that boys are only using their mobile phones in the sofa areas outside the Informatics Suite and downstairs.
- Check that behaviour is civil and that litter is being picked up. Any serious breaches of discipline, damage and graffiti should be reported to the Director of Science.
- Ensure that all laboratories are locked and that they are only occupied by boys with a member of staff present. If you find a laboratory door that is unlocked, ask a member of Science staff (including the technicians) to lock the door.

L. Shackleton Building

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Visit all classrooms in the Shackleton Building (M11 to M24) and the extended Shackleton Building (M31 to M34) at least twice during the duty to ensure that boys are being civil and well behaved.
- Actively patrol the corridors throughout the rest of the duty.
- Ensure that there is no eating or drinking (apart from water).
- Ensure that boys are not using the teacher's computer, or interfering in any way with audio cables, projectors or other equipment. Transgression should receive a detention.
- If boys are using mobile phones in classrooms during break and lunchtimes (which is permitted), encourage them to spend time outside of classrooms. Ensure that boys do not use phones 'in transit' or in the corridors.
- If you find a 'trashed' classroom, please lock it and report it to the Form Tutor of the room (see the timetable on the back on the Mathematics Office door).
- Report any damage discovered in the corridors and classrooms by logging it on MyDulwich immediately.

M. Lord George Building

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Start the duty in the Work Room to settle the boys, then patrol the building before returning to the Work Room for the end of the duty.
- If there are any major issues, report them to a member of the Upper School team.

Work Room

- Ensure that the Work Room is being used for private study only: boys wishing to discuss work should be directed to the mezzanine level above Ned's Place or to the Common Room.
- Ensure that there is no eating or drinking (apart from water).
- Ensure that computers are only being used for academic work: games are strictly forbidden.
- Ensure that the double fire-exit doors remain closed (they should only be used in an emergency).

Patrol

- Patrol the first floor of the building and Ned's Place.
- Ensure that the building is only occupied by Upper School boys, unless a younger boy is seeing a member of staff or visiting the Careers Department.
- Ensure that bags are left in Form Rooms and the Common Room and not in the corridors or in Ned's Place.
- Ensure that boys do not use the lift.
- Ensure that no ball games are played in the courtyard or in the Common Room.
- Ask boys to place litter from food and drink in the Common Room in the bins provided.
- Ensure that there is no eating or drinking (apart from water) in the classrooms or ICT Suite.
- Direct boys who wish to have access to the balcony to a member of the Upper School team.
- Ensure that boys leave the Common Room, Work Room and Ned's Place at 11.10 or 14.30.

N. PE Centre and Astroturf

- Patrol the following areas: the main astroturf; all internal activity areas of the PE Centre; outside the changing rooms; Pitch 11 area.

- Ensure that there is no eating or drinking inside or on the astroturf.
- Ensure that boys are appropriately dressed for their activity.
- Ensure that boys using the astroturf are wearing trainers.
- Check that behaviour is civil and that litter is being picked up.
- Ensure that boys leave for lessons at 11.10 or 14.30.
- Conduct the PE lunchtime detention.

O. Playing fields (1)

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Patrol the area from the main Pavilion to the South Circular road.
- 10.45-11.20 duty staff: Start and end your patrol at the Alleyn Park gate. Prevent any boys from leaving the campus and pass on the names of those who are returning from local shops etc to the Upper School team.
- Remain on the field with the boys for the duration of the duty.
- Ensure that boys are not using their mobile phones 'in transit'.
- Check that no boys are on any of the marked pitch areas.
- Check that behaviour is civil and that litter is being picked up.
- Ensure that boys are not playing overly physical games (eg British Bulldog, contact rugby etc).
- Ensure that boys leave for lessons at 11.10 or 14.30.

P. Playing fields (2)

- Please wear a gown so that you are identifiable to the boys as the member of staff on duty.
- Cross College Road from the Lower School gate and check the Tank Fields and track astroturf.
- Ensure that boys are not using their mobile phones 'in transit'.
- Check that no boys are on any of the marked pitch areas.
- Ensure that boys are not using the track astroturf.

- Check that behaviour is civil and that litter is being picked up.
- Remain on the field with the boys for the duration of the duty.
- Ensure that boys are not playing overly physical games (eg British Bulldog, contact rugby etc).
- Ensure that boys leave for lessons at 11.10 or 14.30.

Q. Coaches: Alleyn Park

Coaches South Circular

Coaches South Gravel

- Please collect a green jacket from the Common Room pegs.
- Guide boys, especially in younger years, to their coaches.
- Ensure that boys wait for coaches on the College grounds and behave appropriately.
- Wait until the last boy has been picked up or you have transferred responsibilities to a member of the Transport Office.
- Return any left bags or property to Reception and be prepared to accompany any anxious boys who have missed their coach to the appropriate School Office.
- Useful numbers to carry on duty in case of emergency, boys missing the coach etc:

Transport Office	07712924999
Security	07860648965
Medical Centre	020 8299 9269
Upper School Office	020 8299 9281
Middle School Office	020 8299 2255
Lower School Office	020 8299 9283
Junior School Office	020 8299 9248

R. Emergency Duty

- For each period of the week one member of staff is detailed to stand by to cover the less colleague who unexpectedly fails to arrive for his/her lesson.

- The emergency duty rota is incorporated into colleagues' timetables and is normally a year-long commitment.
- The member of staff on emergency duty must be stationed in the Wodehouse Library for the whole period unless called out to cover a lesson.
- A colleague arranging for cover must not use the member of staff timetabled for emergency duty.
- At the beginning of the year Form Tutors of all forms tell pupils that if no member of staff arrives to take the class within ten minutes, a member of the class should go to the respective School Office and ask for the Emergency Duty Master from the Wodehouse Library.
- In the Lower School, a member of the form should first go to the Lower School Office (or, failing that, the Head of Year's office or the Lower School Common Room) from where the Wodehouse Library can be contacted by telephone.
- It is very helpful in these cases if colleagues can assist in summoning emergency cover.
- Registration should be covered in emergency by a neighbour or by a colleague without a form.

S. Lord George Work Room

The Lord George Work Room is supervised during lesson time by a colleague who is timetabled for this responsibility.