



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:

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| Before School: | 08:00 - 08:25 |
| Morning Break: | 10:45 - 11:15 |
| Dining Hall: | 12:15 – 12:40 |
| Lunch Break: | 12:40 - 13:15 |
| After School (before clubs): | 15:45 - 16:00 |
| Late Duty: | 15:45 – 18:00 |

Staff will be expected to do between one and two duties per week but the number of duties will vary depending on individual job profiles.

The Deputy Head Co-Curricular organises the duty rota at the beginning of each new term and it is published in the Duties folder in the Junior School shared area and is also displayed in the Junior School Common Room.

Guidelines for staff

One member of staff is on duty before school and two members of staff on duty after school. The latter is staffed by the after school care team.

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, one upstairs and one downstairs.

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 on duty (usually a member of SMT) 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 08.25 a bell will sound. All boys should walk quietly to their classrooms for morning registration. The member of SMT 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:

- Main Playground
- Astroturf
- Corner of patball courts with visibility to Year 3 playground.

During morning break, boys may use pat balls.

Boys should be outside unless they are visiting the library, using the toilets or meeting with a member of staff.

At the end of break, staff should check that obvious litter and items of clothing are cleared from the play areas.

At 11:10 a bell will sound. All boys should stand still and be silent. Boys should also tuck in their shirts and smarten their appearance. Upon the teachers' instructions 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 and ensure that they are dressed smartly.

Dining Hall

During lunch, Form Tutors should sit on or near a table with their boys. Other staff members should also sit with or near pupils where possible.

At 12:15 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 12:45).

Lunch break

Members on staff on duty should position themselves in the same places as morning break. The rules for lunch break 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 14:15 a bell will sound. All boys should stand still and be silent. Boys should also tuck in their shirts and smarten their appearance. Upon the teachers' instructions 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 and ensure that they are dressed smartly.

After-School (before clubs)

The members of staff on duty after school is responsible for ensuring that only boys who are attending a club or those who have not been collected wait in the patball area.

Boys waiting to attend a club are allowed to have a 15 minute break until 16:00 after which time they should be collected and registered by the adult who runs the club.

Boys who have not been collected are escorted to Homework Club until their parents arrive.

After-School (boys not collected)

A member of SMT will be positioned in front of the main entrance of the school so that they are visible to parents.

Any boys not collected by 4pm are escorted to the patball courts and handed over to the after school care team. These boys will attend Homework Club until their parents are able to collect them.

Late Duty

A member of SMT will remain on site until the last boys has been collected. This is usually until 18:00.

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 inside the foyer and reflect on their behaviour. If necessary they will ask the Form Tutor to place a warning in their prep diary. Aggressive or physical behaviour will result in an immediate warning and may result in an immediate detention depending on the context and the seriousness of the behaviour.

Medical

There is a First Aid kit in the Staff Room for minor injuries (e.g. scrapes, grazes) and epipens are stored in the Junior School Office.

Jo Maudsley (Junior School Secretary), Catherine Holmes (Junior School Receptionist) Carly Greenaway (Teaching Assistant) and Hazel Forbes (Librarian) are qualified First Aiders.

If an injury is seen as more serious, boys should report in to the Junior School office where the boy will be issued with a Medical Slip and escorted 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.