

Supervision Policy

Member of Staff Responsible	Head of Lower School/Deputy Head Pastoral
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Approved By Governors	N/A
Distribution:	All

Aim

The aim of this policy is to ensure the optimum safety and welfare of the boys when under Rokeby's care.

To ensure that pupils are appropriately supervised during school activities

To consider supervision on arrival and departure from the school

To consider the supervision of Early Years Foundation Stage ("EYFS") pupils

This policy should be read in conjunction with:

Safeguarding Policy

Educational Visits Policy

Missing Child Policy and Procedures

Code of Conduct Staff

The normal school hours vary depending on the year group the boy is in. For boys in Reception to Year 2, arrival is at 8:15 am, and the school day ends at 2.50 pm for Reception and 3:00 pm for Years 1&2. For boys in Years 3 to 8, arrival is at 8 am and the school day ends at 3.55 pm for Years 3&4 and 4:05 pm for Years 5-8. Registration is at 8:35 am for the Middle and Upper school and 8:40 am for the Lower School.

Boys are not allowed on site without supervision

Where boys are on site outside of normal hours, at least one member of the teaching staff will be present

Boys are not left unsupervised at any time whilst on the school site.

There are times when supervision is necessarily restricted, see below.

Extended day supervision (7:30 am to 6.00 pm)

The school operates an Early Morning Care Club (EMCC) and After School Care (ASC). These clubs aim to give parents the opportunity to have high-quality supervision for their sons outside normal school hours. Boys will have access to breakfast during the EMCC, should it be necessary, and will also be given a substantial snack and drink during ASC. Both clubs offer a safe environment for the boys. ASC aims to provide a relaxed yet stimulating environment

after a busy day at school. It is a chance for boys to socialise with peers and enjoy a range of activities to suit varying interests and ages. Boys will also have the option to use an outside space (weather permitting). ASC allows the older boys to have supervised time to complete the homework they have been given.

The EMCC and ASC are coordinated and overseen by a nominated coordinator. The coordinator is responsible for the organisation of staff supervision and creating a relevant rota. This also includes appropriate reserve members of staff should the need arise.

The EMCC runs from 7.30 am to 8.15 am, Monday to Friday. ASC runs from 3 pm to 6.00 pm, Monday to Friday. The EMCC takes place in the dining room, and ASC takes place in the ALC.

The staffing rota for the EMCC and ASC is overseen by the coordinator, and a copy is also kept in Reception.

All staff supervising EYFS are fully paediatric first aid trained. The ratios are in accordance with the EYFS statutory requirements.

Parents are invoiced on a termly basis, and bookings can be made online via SOCS. The coordinator is also responsible for making the Bursar aware of the staffing hours so remuneration can be arranged.

Normal school hours supervision

Arrival on site

Boys should be supervised by their parents for their journey to school unless they arrive on the school buses. In the case of independent travel, it is the parents' responsibility to make sensible arrangements for their sons to travel to school. Once at school, boys must proceed to an activity or club where they are registered or to the playground.

Boys must not be left unsupervised by parents prior to the stated arrival time for their year group.

If boys arrive prior to their stated arrival time, they will be taken to EMCC and the daily fee charged.

Senior Patrol

A member of the Senior Leadership Team or Wider Management Team is responsible for overseeing supervision from 8.00 am until 6.00 pm. They stay on site until 6 pm to offer senior management support, should it be required and until the last boy has been collected. If a boy is not collected by 6 pm please refer to the *Missing Child Policy*.

Break times (see also playground policy)

Teaching staff will supervise boys during breaks and lunchtimes.

All boys are expected to go outside during the mid-morning and lunch breaks, but there are certain organised activities that take place indoors. Clubs are registered via SOCS, boys requiring an early lunch are given an early lunch ticket. The boys are supervised outdoors during these breaks, and a staff duty list is posted in the staff room. There is also a wet break rota and assigned rooms for boys during wet breaks.

A member of staff is on duty at all times to supervise boys on the play areas. Each area has their own assigned member of staff for scheduled times. No member of staff may leave boys unsupervised.

EYFS have two dedicated members of staff on duty.

Staff on duty wear hi-visibility vests to ensure boys can see them.

Registration, assembly and lessons

Boys are supervised at all times by an assigned member of staff.

Parents are responsible for notifying the school if their son is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.

Registration is completed in line with the school's attendance policy, and the registers are monitored by the school secretary.

All assemblies are supervised from entry to departure by a suitable number of staff.

Boys should wait outside classrooms for the arrival of their teacher or another appointed adult. Lesson ratios are arranged as appropriate by way of the allocation of lesson teachers and form tutors or other available staff as required. Boys may not be left unsupervised in any classroom or learning setting. Teaching staff are not required to keep lesson attendance registers. However, a teacher should note if a child is absent and should seek to find out why. If a boy arrives late, this should also be noticed. Teachers should follow up with the boy's form tutor as appropriate.

Moving between lessons

Boys are expected to move from one classroom/activity area to another within the time allocated. Younger boys are led by a member of staff, or two. Older boys may make their own way but should arrive within the five minutes given and meet their next teacher. If a boy does not arrive, the teacher should contact the office to ascertain where he might be. Teachers should monitor the corridor outside their classroom during lesson change overs.

During lessons

Boys must be supervised in accordance with their age and the task at hand, with extra staff support provided where required. If a boy is sent on an errand, he should return within the expected time. Younger boys should be sent in pairs. A boy who needs to visit the medical room should be sent with another boy for support if required. The teacher should check that he has arrived by calling the first aid room.

If a boy requires the use of the lavatory during lesson time, they may do so with a member of staff's permission. If boys leave a lesson to use the lavatory, the member of staff should notice if they do not return in a timely fashion and alert the office staff.

A boy is not to be sent out of a lesson without prior arrangement. Boys in Years 5-8 may be asked to stand outside the classroom door, in sight of the teacher, for a brief period of time if the teacher needs to talk to them privately.

Some boys have a time-out card or may require movement breaks as part of reasonable adjustments made for SEND or Wellbeing. Boys in Reception – Year 3 should be supervised by an adult. Boys in Years 4-8 may take these independently, however, the parameters of where they will go must be agreed upon. The member of staff should notice if they do not return in a timely manner and alert the office staff.

Any boy whom the teacher feels may not remain in a lesson should be collected by another adult.

End of day dismissal

Form/Class teachers must check SOCS during PM registration to check where their boys are going at the end of the day using the 'Weekly participation report' in SOCS Co-Curricular.

Form/class teachers walk the boys to the playground and line them up for dismissal. On Games days this is done by the Games staff.

Boys in Reception – Year 5 must be dismissed to a known adult. There must be clear acknowledgement between the adult and staff member that the handover has taken place.

Parents must inform the form/class teacher in writing by 12 pm if another adult is collecting their son on a given day.

Parents of boys in Year 6-8 may apply for permission for their son to travel independently via the Firefly form. This permission is recorded on Isams – a green circle indicates a boy has permission to travel independently, and an Amber circle indicates that a boy has permission to meet an adult at an agreed point outside of school.

Before/after school activities and clubs

Lower School boys are walked to their after-school activity by a member of staff. In the Middle and Upper School, boys attending co-curricular school activities should wait until the activity leader arrives before entering the room. Boys should be registered via SOCS upon arrival and departure and should only be released once their caregiver has arrived to collect them. If there is no one to collect them 10 minutes after the usual collection time, boys must be taken to the ASC.

If a boy is not collected, please refer to the *missing child policy*.

Late departures

Boys waiting to be collected from school must be supervised by an adult until their caregiver arrives. After 10 minutes, they should be sent to the ASC, and the relevant fee will be charged. A late fee will be charged for any boy not collected by 6 pm.

If a boy is not collected by 6 pm, please refer to the *missing child policy*.

Transport to and from school

The Lower School are able to take the morning and 3:00 pm or 4.15 pm buses from Reception. This is supervised by a member of staff. A register is taken as the boys get on and off the bus.

Middle and Upper school boys can use the morning and 4.15 pm bus services. Registers are taken by a member of staff via SOCS. The Putney bus is driven by an external provider but has a member of Rokeby staff supervising the boys each day.

Boys from Year 6 may travel independently home from school if their parent has made the school aware that this arrangement is in place via the Independent Travel FireFly form. This includes walking home from a bus stop once deposited by the school bus service. Details of boys who have permission to travel independently are recorded on ISAMS and SOCS. Staff dismissing boys in Years 6-8 must check that they have permission to travel independently before dismissing them.

Transport to and from sports grounds

Boys are transported to the sports grounds (home or away) on school transport. They are supervised by the sports teachers. Boys will usually return to school on the school transport unless their parents have asked to collect boys directly from the sports grounds. The teacher/master i/c at the grounds will have already been made aware of this via parental communication with the sports department in advance.

Parents who are collecting their son from a sports ground must sign their son out with the appointed member of games staff. There must be clear acknowledgement between the adult and staff member that the handover has taken place. Boys cannot be sent to parents'/carers cars if no clear acknowledgement of a handover has taken place.

Any boy not collected in time for the buses to return to school will be taken back to school. Return transport to school is not available on HOME match days during Cricket season for Years 5-8. All boys must be collected from the sports ground.

Collection from off-site sports venues

Collection points and arrangements should be sent to parents in advance.

Parents who are collecting their son from an off-site sports venue must sign their son out with the appointed member of games staff. There must be clear acknowledgement between the adult and staff member that the handover has taken place. Boys cannot be sent to parents'/carers if no clear acknowledgement of a handover has taken place.

Any boy not collected in time for the buses to return to school will be taken back to school.

Educational Visits

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- age and ability of group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;

- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;
- first aid cover.

A general guide for visits to local historical sites and museums or for local walks, in normal circumstances (Category 1-2 trips):

- 1 adult for every 5 pupils in Reception;
- 1 adult for every 6 pupils in Years 1 – 3;
- At least 2 adults, 1:12 or part of 12 in Years 4 – 8.
- Category 3-6 trips the ratio must be 1:10

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Any Parent/Volunteer accompanying a trip, in a supervisory capacity, must be provided with a copy of 'School Trip Supervision – Volunteer Adults on Day Trips'. **See Educational Visits Policy for more details.**

Restricted supervision

Under some circumstances, supervision is restricted in order to protect a boy's privacy. This is when he is changing for an activity in the school, changing rooms or using the lavatory.

Changing Rooms

Boys must be supervised, changing for/from all activities.

A member of staff will always be assigned to oversee the changing rooms whilst boys are in them.

The nature of the supervision depends on the age and developmental needs of the boys and if there are any safeguarding considerations.

Staff should be aware that observing boys in the changing room can be misinterpreted, so should supervise from the doorway, and attend to issues within the changing room when necessary.

Lavatories

Boys may use the lavatories at break times. During lesson time they may do so with a member of staff's permission. If boys leave a lesson to use the lavatory, the member of staff should notice if they do not return in a timely fashion and alert the office staff.

The member of staff on senior patrol duty should ensure that this is happening sensibly, but no member of staff should enter the lavatories except for safety reasons whilst boys are using them.

Parental supervision

When boys have been handed over to parents/caregivers or are in their care (e.g. after school or during school events as a member of the audience), it is the parent's responsibility to care for their child. However, the school reserves the right to take control if boys are behaving inappropriately or if their safety might be at risk. For this reason, parents/carers are asked to

directly supervise their boys and other children with them during events and not to allow them to play on the school's activity areas or playground during these times.

Adult supervision

The school operates a strict procedure in line with our safeguarding policy. Any adult who is visiting the school must be supervised by a member of staff at all times.

ROKEBY PLAYGROUND POLICY

The playground is used by boys at the following times for play:

LOWER SCHOOL

10.00-10.20 am	Morning Break
12.20-1.20 pm	Lunch Break

Four members of staff are on duty supervising the boys. A playground rota is produced, identifying who is on duty and the different areas the year groups play on. A whistle is blown at the end of break, and the boys line up in their classes. A member of staff will collect the boys and walk them back to their classroom.

The areas where the boys can play are:

Reception Outdoor area
Adventure Playground
Astro
Playground
Terrace

MIDDLE & UPPER SCHOOL

8:00 – 8:35 am	Before School
10:25 – 10:50 am	Morning Break
12:50 – 1:50 pm	Lunch Break

Three members of staff are on duty during each of the above sessions except 8:00–8:15, when two are on duty in the playground, and the senior patrol duty person supervises arrival. The Premises Manager is available at this time to advise staff about the safety of the facility, particularly during wet or frozen weather.

Staff responsibilities

- Ensure the safety of individuals.
- Ensure behaviour is appropriate and in keeping with school ethos and rules.
- Enable boys to have an adult to speak to about issues which arise.
- Encourage and support appropriate activities.
- Ensure playground resources are used appropriately and put away properly.
- Control the beginning and end of break. Boys line up in tutor groups on the playground at the start of the day and end of lunch break.

The Assistant Head (Learner Operations) determines, in consultation with the Director of Sport and Activities, which balls are permitted to be used during the three terms.

Staff are expected to be vigilant at all times, and any unacceptable behaviour is prohibited, and when necessary, sanctions are applied.

The Terrace is an area where only Tennis balls are permitted, and boys have the opportunity to sit quietly on benches and read or play card games. Balls are not allowed on the Adventure Area.

There is a small area (Activities Area) between the playground and the Astroturf where boys can play with the equipment situated there.

The use of all areas is timetabled via a rota for the Middle & Upper School. Rotas are displayed on the playground, and boys are reminded by duty staff which areas they should be using at any time.