

## Supervision Policy

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| <b>Member of Staff Responsible</b> | <b>Head of Lower School/Senior Deputy Head</b> |
| <b>Date of Policy</b>              | <b>September 2019</b>                          |
| <b>Date for review</b>             | <b>September 2020</b>                          |
| <b>Approved By Governors</b>       | <b>N/A</b>                                     |
| <b>Distribution:</b>               | <b>All</b>                                     |

Aim: to ensure the optimum safety and welfare of the boys when under Rokeby's care. The normal school hours are from 8:15am to 4:05pm with registration at 8:35am for the Upper school and 8:40 am for the Lower School.

*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 (7:30am to 5:15 pm)**

The school operates an early morning club, late club and homework club as follows:

#### **Early Morning Care Club**

The Early Morning Care Club (EMCC) and Homework Club (HWC) aim to give parents the opportunity to have high quality supervision for their sons outside normal school hours. Boys will have access to breakfast should it be necessary during the EMMC and will also be given a snack and drink during HWC. Both clubs offer a safe environment for the boys. The HWC allows boys to have supervised time to complete homework they have been given.

The EMCC is coordinated and overseen by the EMCC Coordinator and the HWC is coordinated and overseen by the HWC Coordinator. The coordinator of each 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 7.30am to 8.15am, Monday to Friday. The HWC runs from 4.15pm to 5.15pm, Monday to Thursday. The EMCC takes place in the dining room and the HWC location is dependent on the member of staff supervising.

The staffing rota for the EMCC is located in the EMCC register folder in Reception. The HWC staffing rota is located in the HWC register folder and kept in the pigeon hole of the coordinator. It also includes information on the room allocation for that day. A copy of the HWC rota is also kept in Reception.

Each member of staff is responsible for completing a register which is then used by the coordinator to produce a Fees list where parents are billed on a termly basis. The coordinator is also responsible for making the Bursar aware of the staffing hours so remuneration can be arranged.

The Lower School run an Early Morning club from 8.15-8.30am every morning. This is supervised by two members of staff and is a free service. A register is taken and then boys are walked to their classroom for 8.30am.

### **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. Parents are advised to make sensible arrangements for their sons to walk to school, if this is their intention, and to inform the school. Once at school boys must proceed to an activity or club where they are registered, or to the playground.

#### **Supervision Before and After School**

##### **Senior Patrol**

A member of the Senior Leadership Team or Wider Management Team is responsible for overseeing supervision from 8.00am until 6.00pm. Duties commence at 8.15am and end at approximately 4.15pm with the Bus Duty. They stay on site until 6pm to offer senior management support, should it be required.

##### **Break-times (see also playground policy)**

All boys are expected to go outside during the mid-morning and lunch breaks, but there are certain organised activities which take place indoors. Clubs must have a membership list and all boys must carry a permission card or badge (only boys who need an early lunch carry a card). The boys are supervised outdoors during these breaks and there is a staff duty list 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. One member of senior or upper middle management is on patrol between 8 am and 6pm each day.

##### **Registration, assembly and lessons**

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

Registration is completed in line with the school's attendance policy and the registers 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 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.

### **During lessons**

Boys must be supervised in accordance with their age and the task in hand, with extra staff support provided where required. If a boy is sent on an errand he should return within an 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.

A boy is not sent out of a lesson without prior arrangement and should not be sent out for disciplinary reasons. Any boy whom the teacher feels may not remain in a lesson should be collected by another adult.

### **Changing rooms**

Boys must be supervised changing for/from all activities. Staff should be aware that observing boys in the changing room can be misinterpreted and so should only remain within the changing room for arrival and departure and should either wait just outside the door when sensible, or attend with another member of staff. Please see the Code of Conduct for more details.

### **Before/ After-school activities / clubs**

Lower School boys are walked to their after school activity by a member of staff. In the Upper School boys attending co-curricular school activities should wait until the activity leader arrives before entering the room. Boys should be registered upon arrival and departure and should only be released once their care-giver has arrived to collect them. If there is no one to collect them, boys must be taken to the school reception and handed over to the receptionist or senior patrol.

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 care-giver arrives. They should wait in main reception where the Senior Patrol member of staff ascertains their situation/helps them contact home alongside the Reception staff and then the boy remains there until they are picked up.

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

## **Transport to and from school**

The Lower School are able to take the morning bus from Year 1. On occasions a Reception boy may use this facility and a bus buddy will be arranged. All Lower School boys are able to take the 3pm bus. This is supervised by a member of staff. A register is taken as the boys get on and off the bus.

Upper School boys can use either the Wimbledon or Putney bus service at 4.15pm. Registers are taken by a member of staff. The Putney bus (hired in) has a member of Rokeby staff supervising the boys each day.

Walking: Upper School boys may walk home independently, either from Rokeby or from a bus stop once deposited by the school bus service. The school should be made aware if this arrangement is in place for any boy younger than Year 7, by the parents.

## **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 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. Any boy not collected in time for the buses to return to school will be taken back to school and parents will be contacted by the teacher/master i/c and asked to collect their son(s) from school.

## **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.

A member of staff will always be assigned to oversee the changing rooms whilst boys are in them but should remain just outside the room itself and only enter to ensure good behaviour and safety or to retrieve a boy.

## **Lavatories**

Boys may use the lavatories at break time or during lessons (with a member of staff's permission). 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/care-givers or are in their care (eg. after school or during school events as a member of the audience) it is the parents' 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**

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

3 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

### **UPPER SCHOOL**

|                 |               |
|-----------------|---------------|
| 08.00 – 08.35am | Before School |
| 10.25 – 10.50am | Morning Break |
| 12.50 – 13.50pm | Lunch Break   |

Three members of staff are on duty during each of the above sessions except 08.00–08.15 when the senior patrol duty person supervises. 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 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.

The person responsible for the playground 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 balls are not permitted and boys have the opportunity to sit at benches quietly and read or play card games.

Balls are also 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 Upper School. Rotas are displayed on the playground and boys are reminded by duty staff which areas they should be using at any one time.