

Supervision Policy (ISI 14a)

This Policy covers EYFS (ISI 14c)

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Associated Policies:

Child Protection & Safeguarding Policy

Reviewed by: Deputy Head
Applicable to: All Teaching Staff

Reviewed: October 2019



Feltonfleet School has high expectations of all pupils and the staff share a collective responsibility to ensure supervision is maintained in all areas of school life. It is central to the Feltonfleet Way and the values of the school that all individuals within the school community behave in a positive and supportive way in and outside of the classroom.

A clear and consistent Supervision Policy means there is a determined and consistent staff presence throughout the day. This ensures that pupils are sensitive to effective supervision of this kind and the resulting good order is reflected in high standards of behaviour and a happy and safe learning environment. All supervisory duties are important obligations and they should be carried out with the same high professional attitude to attendance and punctuality that is applied to teaching tasks.

Supervisory Duties

It is important that supervisory duties are taken seriously. The control of large groups of pupils whilst on supervision duty comes naturally to many teachers, but for others it can be more difficult to achieve. Therefore, the following principles encourage a uniformity of approach and therefore a consistency of practice across what is a large staff team. Staff are to understand that they are 'on duty' whenever they are involved in school related activities and required to monitor behaviour and attitudes.

It is communicated clearly and frequently that effective supervision involves:

- punctuality
- being an active, vigilant and proactive presence
- following the procedures outlined below for specific duties
- acting swiftly to investigate any situations or incident which may be a cause for concern
- communicating concerns to the Year Leader or SLT if necessary or other staff at the point of hand-over

Whilst there is room for an individual approach, it must largely remain within the principles set out so there is no confusion where pupils are concerned.

Nature and Organisation

In order to support the Behaviour Policy system and to ensure the smooth operation of other necessary aspects of school life, members of staff undertake supervisory duties. All duties are published in advance allowing staff to make changes by mutually agreed arrangements with other staff members.

Unforeseen absence (rather than known absence e.g. attendance at a course) should always be covered by a member of the staff duty team where possible.

Specific supervision responsibilities are defined below:

Before School

Pupils can arrive at school from 8am onwards, unless they are booked in for boarders breakfast. There are members on staff on duty who should ensure that the pupils are using the correct entry points safely and following school procedures relating to equipment and kit.

Registration

Pupils are registered at 08:15 by their tutor and the start of the first afternoon lesson by their Form Tutor or classroom teacher. All staff should be in their form rooms by 08:15 at the latest. The school office monitors registration vigilantly and any unaccountable absences are followed up immediately. The boarders are also registered before entry to evening meal at 17:30.

Dining Room

Staff are strongly encouraged to join the pupils for lunch to ensure that there is a happy, healthy civilized atmosphere in the Dining Room.

Break times

Staff must ensure that there is a vigilant presence at all times and cover all the areas of the Year group at break.

Swimming and Games Activities on the Astro

Classes must be taken to and brought back from the swimming pool and the Astro turf by a member of staff.

Changing Rooms

These are supervised at all times by PE staff or duty staff. *See Appendix 1 – Supervision of Showers*

Procedure for wet breaks

If the duty set call a wet break the pupils are to report to assigned areas and are supervised by prefects and the duty staff. The assigned areas are posted in the duty rota.

After School

Pupils must wait inside the school grounds. No pupil should be outside of the main gates on the road. They are never allowed into the lay-by unless accompanied by an adult. Pupils should wait behind the gates with a member of duty staff. They must not play ball games or run around.

Supervision of Pupils in Pre-Prep

Calvi House (Nursery, Reception, Year 1):

Time	Pupil Activity	Responsibility
07:30 – 08:00	Breakfast, main school	Pre-Prep staff
08:00 – 08:15	Breakfast pupils to Calvi House Remaining pupils outside	Pre-Prep staff Parents
08:15 – 08:45	Activities and Registration	Classroom staff
08:45 – 12:15	Lessons / Child-led activities	All Staff
12:00	Nursery Dismissal	Nursery Staff
12:15 – 12:45	Lunch	All staff
12:45 – 13:15	Break	Duty Staff
13:15 – 15:30	Lessons	All Staff
15:30	Dismissal	Classroom Staff
15:30 – 16:15	Clubs	Designated Staff
15:30 – 17:30	Owls	Owls Staff

Year 2 House:

Time	Pupil Activity	Responsibility
07:30 – 08:00	Breakfast, main school	Pre-Prep staff
08:00 – 08:15	Breakfast pupils to Year 2 House Remaining pupils outside	Pre-Prep staff Parents
08:15 – 08:45	Activities and Registration	Classroom staff
08:45 – 10:15	Lessons	All Staff
10:15 – 10:45	Break, main school playground	Duty Staff
10:45 – 11:45	Lessons	All Staff
11:45 – 12:15	Lunch	All Staff
12:15 – 12:45	Break, main school playground	Duty Staff
12:45 – 15:30	Lessons	All Staff
15:30	Dismissal	Classroom Staff
15:30 – 16:15	Clubs	Designated Staff
15:30 – 17:30	Owls	Owls Staff

Years 1 & 2 pupils who attend a club until 16:15 are the responsibility of the staff member taking the club until a parent collects the child.

Any pupil not collected at 15:30 will be handed over to Owls and parents will be contacted. If parents do not respond, emergency contacts will be called.

Any pupil not collected by 17:30 will be handed to Boarding and parents or emergency contacts will be called.

In the event that no contact can be reached for the child, the School may call Children's Services for advice or the Police if an emergency situation is believed to have occurred.

Procedure if a Lower School pupil is not collected by 16:15

They will be taken to the Feltonfleet staffed, non-paid club, on a Monday or Tuesday. On a Wednesday or Thursday, they will go to Lower School Prep. If the pupil is still not collected by 17:00, they will be supervised in the Boarding House until collection.

On a Friday, the SLT member of staff will chaperone to reception.

Procedure if a Middle or Upper School pupil is not collected by 16:30

They will attend the planned Prep session in a designated classroom Monday to Thursday. If the pupil is still not collected by 17:15, they will be supervised in the Boarding House until collection.

On a Friday, the SLT member of staff will chaperone to reception.

Staff duties

In addition to their teaching commitment in the classroom, all members of staff are required to perform a number of supervisory duties around the school. This is to ensure that pupils are aware of the high expectations and to ensure the positive behaviour of pupils around the school.

Duty

While on duty, members of staff are responsible for the order, safety and discipline of pupils. If the member of staff designated to be on duty is, for very urgent reasons, unable to fulfil this obligation, he or she must inform the Assistant Head (Co-ordination & Operations) at once, or in his absence another member of the SLT. A member of staff who wishes to change a duty must first obtain the agreement of the Asst Head (C & O). The duty rota may not otherwise be altered.

Years 3 & 4

Time	Pupil Activity	Responsibility
08:00 – 08:15	Free time	Duty staff
08:15 – 08:45	Registration and Form period	Form tutor
08:45 – 10:15	Lessons	All staff
10:15 – 10:45	Break	Duty staff
10:45 – 12:15	Lessons	Teaching staff
12:15 – 13:15	Lunch & break	Duty staff
13:15 – 15:45	Registration & Lessons	Teaching staff
15:45 – 16:00	Form Time & Dismissal	Form Tutor
16:00 – 17:00	Break, then Clubs or Prep	Form tutor/duty

Years 5 & 6

Time	Pupil Activity	Responsibility
08:00 – 08:15	Free time	Duty staff
08:15 – 08:45	Registration and Form period	Form tutor
08:45 – 10:45	Lessons	All staff
10:45 – 11:15	Break	Duty staff
11:15 – 12:45	Lessons	Teaching staff
12:45 – 13:15	Lunch & Register	Teaching staff
13:15 – 13:45	Break	Duty Staff
13:45 – 16:15	Lessons / Games	Teaching/Games staff
16:15 – 17:15	Break, then Clubs or Prep	Designated Staff

Years 7 & 8

Time	Pupil Activity	Responsibility
08:00 – 08:15	Free time	Duty staff
08:15 – 08:45	Registration and Form period	Form tutor
08:45 – 10:45	Lessons	All staff
10:45 – 11:15	Break	Duty staff
11:15 – 13:15	Lessons	Teaching staff
13:15 – 13:45	Lunch & Register	Teaching Staff
13:45 – 14:15	Break	Duty Staff
14:15 – 16:15	Lessons / Games	Teaching/Games staff
16:15 – 17:15	Break, then Clubs or Prep	Designated staff

Additional Detail

- Wednesday lunch timings: Upper School & Lower School swap lunch timings and Lower School have an additional supervised break.
- Prep Registers are taken in all sessions and form part of the Exit Registration system.
- Lower School pupils are dismissed by Lower School staff.

Appendix 1 - Supervision of Showers

Procedures

Ensure that:

1. You do not allow pupils to begin showering until both members of staff on shower duty have arrived and are in attendance.
2. Colleagues station themselves as far from the shower area as possible.
3. Direct observation of children changing is avoided.
4. Children are not assisted with their changing and only in exceptional circumstances with another colleague present.
5. You make it clear to pupils by gaining their attention in advance that in the event of any misbehaviour in the showers you will need to enter the outer shower area to restore order – use of a whistle might be considered (e.g. three loud blasts and everyone stands still).
6. You do not insist that pupils shower from head to toe, or remove towel or under garments – we ask that pupils do at least wash mud from knees, hands, faces.
7. Both colleagues are present until the last children have finished changing.
8. You avoid entering the immediate shower area.
9. Boarders shower in the boarding house after games unless for very good reason supervision cannot be provided.

It is strongly recommended that:

1. Staff running a game accompany them to the sports hall and hand over to staff supervising showers.
2. Supervising staff have a task to do to deflect attention away from their presence in the changing area – e.g. doing The Times crossword, leaning towards the wall.