



QEGS JS Supervision of Pupils Policy

Junior School Site (Y3 – Y6)

The purpose of this policy is to detail the responsibilities of staff regarding the appropriate supervision of all pupils throughout the school day.

This policy should be read in conjunction with *the Child Protection and Safeguarding Policy, the Behaviour Policy and the Health and Safety Policy*.

Every employee has a part to play in the supervision of pupils when they are on the QEGS Junior School premises throughout the extended school day. It is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

During the school day, pupils are supervised before and after school, during fixtures, trips and events, during extra-curricular activities and during lunchtimes and break times. The level of supervision required will depend on the number and age of the pupils, the location of the lesson/activity and the nature of the lesson/activity.

1. Before School

Usual Routine (outdoor play)

- Pupils enter school via the main playground gate. Pupils drop their bags in their cloakrooms/classrooms and then make their way back to the playground for outdoor play.
- The use of playground equipment before school is at the discretion of the members of staff on duty according to the playground equipment rota.

08.00 – 08.30:

- The playground is supervised by two members of staff with assistance from the prefects and other duty staff on call.

08.30 – 08.45:

- The playground is supervised by three members of staff with assistance from the prefects and other duty staff on call until the bell rings at 08.45 to signal the start of school.
- Pupils then line up in their forms to be collected by their form teacher.
- A member of supervising staff will then lock the playground gate.
- All supervising duty staff and teaching assistants should be vigilant and alert to any pastoral issues such as bullying or children who are having trouble settling in. Any issues should be monitored and passed on to the form teacher in the first instance and, if appropriate, to the relevant Pastoral Leader and the Assistant Head (Pastoral).

Alternative Routine in case of inclement weather (indoor play)

08.00 – 08.30:

- The pupils are supervised by two members of staff with assistance from the prefects and other duty staff on call.
- Pupils enter school via the main playground gate. Pupils drop their bags and coats in their cloakrooms/classrooms and then make their way to the Junior School Hall.
- Signs will be placed on the main doors to make pupil aware of the alternative routine.
- One member of staff will be positioned at the end of the JS Annexe corridor to monitor the pupils entering school. The other member of staff will supervise the pupils in the JS Hall.
- An educational programme or similar will be displayed on the large screen.

08.30 – 08.45:

- The pupils will be sent back to their form rooms and usual indoor play supervision procedures will be followed.
- When the bell sounds, teachers will meet their forms in their form room and registration will begin.
- A member of supervising staff will then lock the playground gate.

2. Morning Break (10.45 – 11.05) and Afternoon Break (14.30 – 14.45)

Usual Routine (outdoor play)

- Duty staff must begin supervision promptly at the start of break.
- Teaching assistants are to be present on the playground before the bell sounds for the start of break. Therefore, they must be excused from other duties 5 minutes before the start of break.
- There will be at least 3 members of staff on duty. Other staff will be on call, should they be needed.
- Pupils must seek permission from the staff on duty before entering the school building at break time. If it is necessary for a pupil to enter the building, they should be accompanied by another pupil.
- Members of staff who are not on duty share the responsibility for monitoring pupils who are loitering in the school building.
- Whenever possible, the 'quiet garden' should be opened and supervised to allow extra space for pupils to play.
- Pupils are encouraged to bring a healthy snack for both morning and afternoon breaks.
- The use of playground equipment at the discretion of the members of staff on duty according to the playground equipment rota. The prefects on duty give out and collect the equipment.
- Pupils are not permitted to bring equipment from home to play with at playtime.
- A whistle is blown at the end of break to collect and tidy away the equipment.
- When the bell rings, the pupils line up in their forms and are collected by the teaching staff and escorted to the classrooms. All teaching assistants

should stay on the playground until all classes have been collected every break time.

- All supervising duty staff and teaching assistants should be vigilant and alert to any pastoral issues such as bullying or children who are having trouble settling in. Any issues should be monitored and passed on to the form teacher in the first instance and, if appropriate, to the relevant Pastoral Leader and the Assistant Head (Pastoral).

Alternative Routine in case of inclement weather (indoor play)

- Should the weather be inclement, pupils will be supervised in form rooms.
- It is the responsibility of the duty staff to declare an indoor break.
- There must be a minimum of 2 staff on duty in each year group 'area' if it is indoor play, with prefects supporting and other members of staff on call.
- Prefects will be allocated to forms to support with this supervision.
- When the bell sounds for end of break, pupils will move to their next lesson and teachers must move promptly to their teaching rooms.

3. Lunchtime (12.05 – 13.20)

Usual Routine (outdoor play)

- At lunchtime, pupils are dismissed to the playground.
- Teaching staff on duty in the dining room should escort their classes down to the dining room.
- Staff supervising the playground must ensure they are present on the playground before the bell sounds. Therefore, they must leave their other duties 5 minutes before the bell sounds.
- On the playground, the pupils are lined up for lunch one year group at a time by two members of staff on the playground.
- Pupils requiring an early lunch for a club or activity line up first, along with the prefects on duty who also have an early lunch. Any pupils who have missed their line are called up at the end.
- A third member of staff supervises the pupils past the entrance to the JS Annexe (end of Y3 corridor) and a fourth member of staff sees the pupils safely across the drive, down to the dining room and later back to the playground via the same route.
- It is important to note that traffic comes from both directions so please do not become distracted and be vigilant at all times. If a car is on the drive then pupils should be held at the top of the stairs or by the side of the QE Hall depending on which direction the vehicle is going.
- The equipment is given out as per the playground equipment rota by the prefects and the 'quiet garden' is opened and supervised.
- Pupils are not permitted to engage in aggressive games or those which endanger other pupils (e.g. charging games, bulldog).
- Pupils must seek permission from the staff on duty before entering the school building at break time. If it is necessary for a pupil to enter the building, they should be accompanied by another pupil.
- Members of staff who are not on duty share the responsibility for monitoring pupils who are loitering in the school building.
- Staff running clubs at lunchtime must go to the playground to collect pupils. Pupils must not enter the school building to meet staff inside.

- Lunchtime ends in the same way as morning break with equipment being collected and pupils lining up in forms to be collected by teaching staff.
- All supervising duty staff and teaching assistants should be vigilant and alert to any pastoral issues such as bullying or children who are having trouble settling in. Any issues should be monitored and passed on to the form teacher in the first instance and, if appropriate, to the relevant Pastoral Leader and the Assistant Head (Pastoral).

Alternative Routine in case of inclement weather (indoor play)

- Should the weather be inclement, pupils will be supervised in form rooms.
- It is the responsibility of the duty staff to declare an indoor break.
- There must be a minimum of 2 staff on duty in each year group 'area' if it is indoor play, with prefects supporting and other members of staff on call.
- At the beginning of wet lunchtime, one member of staff supervises the Year 3 and Year 4 areas. A member of staff supervises the driveway and another lines all the classes up for lunch.
- The pupils who require an early lunch should line up first in the 1910 corridor. Year 5 are the first group to be sent followed by Year 6, then Year 3 and lastly Year 4.
- It is helpful if the member of staff supervising the Year 3 and Year 4 areas before lunch organise the pupils to wash their hands and put on their coats/blazers whilst waiting to be lined up.
- The pupils then return directly to their classrooms after lunch.
- When all pupils have returned from the dining hall, there must be a minimum of 2 staff on duty in each year group 'area' with prefects supporting and other members of staff on call.
- Prefects will be allocated to forms to support with this supervision.
- When the bell sounds for end of break, pupils will move to their next lesson and teachers must move promptly to their teaching rooms.

Alternative Routine during summer term when fine weather (playtime on JS Field)

- During the summer term, weather permitting, lunchtime play occurs on the JS Playing Field. After finishing their lunch, pupils go straight to the field, across the senior playground, from the dining room.
- Pupils are not permitted beyond the line of the trees at the bottom of the field.
- At the start of lunchtime, staff are to undertake a sweep of the field perimeter for any dangerous objects that may have been thrown over the fence.
- Key areas for staff to be positioned are: on the field at the bottom of the main entrance drive, bottom right of field near to the bin storage area/exit gate.
- The remaining staff on duty should spread out around the playing field and continue moving around as it is more difficult to monitor behaviour in such a large space.
- Pupils are not permitted on the cricket square; this is usually roped off.
- Staff collect pupils from the field for any clubs or activities.
- The pupils may be permitted to go to shirt sleeve order. This allows them to remove their ties, undo their top buttons, undo their cuffs and roll them neatly back. Pupils must not remove their shoes whilst on the field.

- Pupils are encouraged to bring in sun cream, wear a sun hat and are asked to sit under a tree for a while to stop them overheating during hot weather.
- While on the playing field, pupils are to use the senior school toilets situated underneath the archway in the senior playground. They must ask for permission from a member of staff to use these toilets.
- On returning from the field, pupils will be lined up and escorted up the drive.

4. Staff Duties

A duty rota for break and lunchtimes is prepared by the Deputy Head and is distributed to all staff with a copy being displayed in the staff room.

Staff are expected to arrange cover for their supervision duties if they are to be away from school.

5. Extra-curricular activities (during the school day)

- Pupils attending extra-curricular clubs at lunchtime should be collected from the playground (or form rooms/field if alternative routine is in place) by the teacher running the club.
- No pupil may wait in unsupervised inside the school building prior to the commencement of clubs.

6. Supervision in classrooms

- Pupils are prohibited from entering a classroom in the absence of a teacher. They should always wait outside a classroom until a teacher arrives.
- Pupils must not be left unattended in any school room at any time.
- In the case of an emergency, staff should email or telephone the office, or send a pupil to the office or neighbouring classroom with a 'help' card to seek help if they are alone with a class. Staff should not leave the class of pupils unattended.
- Pupils having to remain inside at break times (perhaps due to injury or illness) should sit outside the school office. For specific cases, alternative arrangements may be put in place.

7. Physical Education and Games, Outdoor and Adventurous Education, Forest School

The same general principles of care apply during PE and Games as to other school activities. Activities are risk assessed and practice is guided by National Guidelines and the Association of Physical Education <http://www.afpe.org.uk/>. It is very important that the teacher should consider factors, such as:

- safety of apparatus being used.
- condition of the flooring or outside surface.
- suitability of pupils' clothing.
- the current ability level of the pupils and whether the exercises and activities are within the capability of the children.

- whether the activity is being taught in the recommended way (i.e specific gymnastic techniques).
- appropriate supervision to and from the area being used for the lesson.

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches.
- Children should not take part in PE/Games activities without supervision.
- Children should not be handling PE equipment without appropriate supervision.
- Children should be taught to enter and leave the hall in an orderly way.

Boys not taking part in Games or PE remain the responsibility of the teacher taking the lesson and should be given an appropriate task to complete during the lesson. If this is not suitable, boys should be directed to read a book outside the school office. Children not taking part in swimming should remain pool-side or read a book outside the school office.

Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:-

- avoid any physical contact when children are in a state of undress.
- avoid any visually intrusive behaviour when pupils are changing.
- supervise changing rooms with at least two members of staff where available.
- avoid remaining in the room on their own unless pupil supervision is required. In such situations staff should position themselves with the boys between them and the exit with the door open, so pupils can leave freely.

This means that adults should not:-

- change in the same place as children.
- shower with children.
- use personal phones in the changing rooms

Pupils should be educated about personal hygiene and the benefits of showering after physical activity. After providing this knowledge, pupils are to make their own decision to shower or not.

Sports Fixtures

Staff should make themselves aware of the *Educational Visits Policy*.

Both away and home sports fixtures are risk assessed (see appropriate risk assessment on the school shared drive for further information). In addition, the following guidelines are specific to sports fixtures:

Before the fixture:

- Details on SOCS website are up to date.
- Team are selected and team sheets published 48 hours before a fixture.

Before setting off for an away fixture:

- Assign a staff member to be the central point of contact for parents to tell when leaving with their son.
- Register the group and hand in the completed register to the office.
- Collect all equipment required including bus box, first aid kit, iPad with pupil contact details and completed Fixture Collection Sheet from the office.
- Head count on the bus before setting off.

At the venue or during a fixture:

- Appropriate supervision of all pupils, taking into account the age and maturity of the individuals
- If appropriate, pupils must stay in groups of a minimum of 3 where direct supervision isn't required.
- During sporting fixtures, pupils should be explicitly advised about supervision arrangements. For example, if a teacher is refereeing, instructions should be given to the remaining pupils as to what they can and cannot do (usually at the side of the pitch or court).

When departing the venue:

- Parents to must speak to the designated staff member before leaving and be ticked off on the register list
- If the school does not have prior written or verbal permission from parents (see Fixture Collection Sheet), boys cannot return home with another parent.
- Register is taken before moving from post-match tea venue
- Register is taken before departing on the coach.
- If a boy isn't present and staff think a parent has taken him, a staff member needs to ring the JS office to contact that parent, or (if after hours) contact that parent themselves using the list on the iPad.

When arriving a QEGS:

- Pupils are supervised when departing the bus and onto the playground.
- Pupils who are not collected from the playground are taken to after school care to be collected from there.

Outdoor Adventurous Activities (OAA) and Forest School

Staff should make themselves aware of the *Educational Visits Policy*.

Due to the nature of these activities, higher levels of staff training and supervision are required. All activities are fully risk assessed which ensures appropriate supervision. If a planned activity is scheduled to return home after the school finish time, permission must be obtained from parents.

8. Art, science and design technology

- As part of the schemes of work for these subjects, pupils are taught the importance of safe working and associated safety considerations.
- Teachers ensure the safety of all pupils when planning for practical activities. For example, by ensuring pupils wear masks, gloves and other PPE, by training pupils in the use of tools, and by educating pupils of safe practices when dealing with hot substances or glass containers.
- Consideration is given to the number of pupils who can be reasonably controlled and supervised when organising practical activities.
- Teaching assistants are employed to support with the supervision of certain activities.

9. Supervision on Educational Visits

See *Educational Visits Policy*.

10. Protocol for leaving the school premises during the school day

Pupils are not allowed off site during school hours unless there is clear evidence of a request from the pupil's parents or guardian. All pupils given permission to leave the school site during school hours must be collected from the school office by their parent or guardian. Pupils are not be sent off site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

11. Illness

When children are taken ill during the school day the school will, often after consultation with the school matron, contact the parents or guardian in order to make arrangements for the pupil to be collected. Contact details are held on SIMS (School Information Management System). See the *First Aid Policy* for further information.

12. Close, one-to-one, supervision of pupils

Close, one-to-one, supervision of pupils is carefully managed and employees and volunteers are aware of the risks involved. Below are some contexts where it is prudent to consider the associated risk of one-to-one supervision:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.

- Calling a child to an office for disciplinary or administrative reasons.
- Visiting the toilets as part of a duty responsibility.

Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with a member of the Senior Leadership Team, as appropriate.

In addition there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown. Staff can reasonably expect to be advised of any special arrangements in this respect.

This means employees and volunteers should:

- Avoid meetings with pupils in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one to one situations.
- Where possible, position furniture between themselves and the pupil.
- Position the pupil between themselves and the exit.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a senior colleague.
- Consider the needs and circumstances of the child/children involved.

13. Registering pupils

Pupils are registered twice a day, usually by their form teacher at 08.45 and a class teacher at 13.20. Absences are logged and accessible on SIMS. Following registration, the school secretary follows up any absences.

Pupils attending music lessons, learning support or visiting matron are required to sign in and out at the Junior School Office.

Should a member of staff have concerns that a pupil has gone missing whilst at school, they are required to take appropriate action in line with the *QEGS JS (inc. EYFS) Missing Child Policy*.

14. Missing pupils

See QEGS JS (inc. EYFS) Missing Child Policy

15. Visitors to school

All visitors to the school are required to report to the Junior School Office where they sign in and are issued with a visitor's badge which they must wear at all times whilst on the premises. All employees must remain vigilant to the presence

of strangers on the premises and should challenge any person not displaying a visitor's badge.

Should a member of staff have concerns about a stranger on the school site, they should contact school security or the police.

No pre-arranged visitors are permitted to enter the Junior School without the permission of the Junior School Head and correct procedures will be followed regarding the requirements of child protection and safeguarding (i.e. DBS, supervision, etc.). All visiting speakers must also be vetted in accordance with the procedures for visiting speakers.

All employees, whilst on the school premises, must visibly wear their identity cards. Should an employee forget their card then a temporary card must be obtained from the Junior School Office.

16. End of the School Day

Teachers should be satisfied that children have left the school site appropriately.

Any child left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home, school will contact parents and note any concerns.

A member of staff is on duty at the school gate at the end of the day to supervise Junior boys waiting for parents to collect them. If for any reason Junior boys have not been met they are taken to After School Care (ASC).

17. Collection after extra-curricular activities (after school)

It is the responsibility of the member of staff organising the after-school activities to ensure that all the boys are collected safely.

Parents should be given notice of children who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain supervised at school until the agreed time of collection.

If a child is not collected after an extra-curricular activity, he will be taken to After School Care.

18. After School Care (Owls)

See *QEGS JS After School Care and Before School Care Policy*

19. Uncollected Pupils

Any pupil who has not been collected from After School Care (Owls) by 18.00 will be supervised by a member of the SLT. See *QEGS JS After School Care and Before School Care Policy*.

20. Staff Absences

In the event of staff absences, cover is put in place by the Deputy Head and this is communicated to staff by being displayed in the staff room or via email.

Supply teachers are also used to cover absences and the HR Department ensure that necessary checks related to safeguarding are carried out.

21. Prefects

The prefects have duties which include helping the playground staff by getting out the equipment and tidying it away at the end of breaks, monitoring pupils during indoor break times and monitoring the pupils in the dining room.

Regular meetings are held with Prefects to ensure that they are aware of what their role entails and the limitations of their responsibility.

22. Safeguarding

Staff at QEGS JS recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We have adopted the procedures set out in the WGSF Child Protection & Safeguarding Policy in accordance with the statutory guidance, where further details can be found about Designated and Deputy Designated Safeguard Lead.

23. Data Storage

We ensure that pupils' personal data, including any information relating to their individual needs, assessments and interventions is maintained securely at all times. (General Data Protection Regulation: May 2018). For more information on the way personal data is stored and processed refer to the Privacy Notices and Data Protection Policies.

24. Equal Opportunities

We believe all pupils in the school should have equal opportunities and equal access to the curriculum giving them the opportunity to learn and make progress, enabling them to fulfil their potential. All pupils are respected for their individuality and have their talents recognised, valued and nurtured. Curriculum activities and the use of equipment offer pupils opportunities to develop in an environment free from prejudice and discrimination against age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation (as outlined as 'protected characteristics' in the 2010 Equalities Act).

Review History:

John Coughlan – Assistant Head (Academic) August 2009

John Coughlan – Assistant Head (Academic) August 2012

John Coughlan – Assistant Head (Academic)
R Thompson – Deputy Head (Junior School)
R Thompson – Deputy Head (Junior School)

August 2015
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September 2018