



WARWICK

JUNIOR SCHOOL

SUPERVISION OF PUPILS POLICY

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The supervision of the pupils in our care is a key priority and the duty of all our staff. It is our aim to ensure that the levels of supervision are appropriate for the safety of the boys.

This document should be read in conjunction with the school's Safeguarding Policy, Anti-Bullying Policy, Missing Pupil Policy and Pupil Behaviour Policy.

Warwick Junior School is committed to safeguarding and promoting the welfare of pupils in its care. The Governing Body and the Headmaster are required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff.

All members of staff have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day.

Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in.

Arrival 7.45-8.25 am.

- From 7.45am a member of staff is on duty in the playground to supervise early arrivals and a member of SMT is on duty by the gate to welcome boys into school.
- Boys arriving before 7.45am must wait with their parents by 'The Bears'.
- Parents are regularly informed by letter or email that should they wish to bring their sons onto the school premise before this time, then they should stay with their son until school staff supervision is provided. Due to the open access to the sports centre, it is not possible to prevent boys coming onto the wider school site before staff supervision, however the main school gate will remain locked, until opened by the duty member of SMT.
- From 8am two members of staff are on duty on the playground, along with a member of SMT by the gate.
- When the weather is such that staying outside is not an option, the boys are taken either into the assembly hall or the library and supervised there by the duty staff.

Morning Registration 8.20 – 8.45am

Morning Registration takes place in the form rooms. As well as registering the boys' attendance, lunchtime and after school clubs / activities are recorded, together with any changes to their normal collection arrangements.

In line with the 'Attendance Policy', any pupils who are absent from registration will be followed up by the designated JS Attendance Officer.

Break 10.45 –11.15am, 11.15-11.45am

Break time is divided into two sessions to increase play space for boys in the Lower School (Years 3 and 4) and boys in the Upper School (Years 5 and 6). Two members of staff supervise morning break. During wet break, the two

members of staff on duty move around the school, to ensure all boys are behaving well and playing safely in the classrooms.

Lunch Time Supervision

We have three lunchtime supervisors on duty, together with a team of duty staff.

The duty staff supervise:

- the boys on the playground as they wait for their lunch sitting.
- the movement of boys from the playground to the dining hall in year groups.
- the queue outside the dining hall and the queue leading to the servery.
- in conjunction with the Lunchtime Supervisors, the dining hall rooms.

The Lunchtime Supervisors are there to ensure that:

- the boys move around the rooms safely and calmly.
- to support boys with food choices, where necessary.
- Form Tutors are informed if they notice any child regularly not eating properly at lunchtime.

From 12.30pm, boys who have finished their meal will leave the dining hall under the supervision of two lunchtime supervisors, and move to the playground or, when weather allows, the field. The third lunch time supervisor, along with the duty members of staff, continues to support boys in the dining hall whilst they are eating.

End of lunch break

Two members of staff, supervise the end of the lunchtime break, and the return of the boys to their form rooms for afternoon registration.

As for morning break, at times of inclement weather, the lunchtime supervisors patrol the corridors and classrooms.

Afternoon registration 1.25 – 1.35pm

The boys return to their form room and are registered by the form tutor.

End of the Day

At 3.35pm the boys return to their form room. Form tutors in Years 3 and 4 help boys prepare to leave before being dismissed at 3.40pm. Boys in Years 5 and 6 remain in their form rooms until 3.50pm.

The boys are brought down to the playground by the Form Tutor, who ensures that all boys leave with their parent/carer.

One member of staff will be on duty on the playground from 3.40 – 4pm. They are responsible for monitoring safe play on the playground, prior to boys going to clubs.

A second member of staff will take the boys travelling by bus at 3.55pm across to the coach park. A register is taken, and the duty member of staff ensures that each boy is taken to the correct bus.

The Deputy Head monitors the end of day collection and, where boys have not been collected, supervises them until parents can be contacted and appropriate collection/ supervision arrangements made.

After-School Care (Prep)

After-School Care (Prep) is available until 5.45pm and is run in Lower School and Upper School sessions.

Boys who are attending 'Prep' (After-School Care), register with the After-School Care Supervisors when they are dismissed by their Form Tutor. The After-School Care Supervisors ensure that all boys registered for 'Prep' are present / accounted for. Once registers are completed, the boys are taken to the dining hall for 'tea', under the supervision of the After-School Care Supervisors. At approximately 4.20pm, boys return to school and complete their homework.

Parents/carers can arrive to collect boys at any time up to 5.45pm. The After-School Care Supervisor is responsible for ensuring that an appropriate adult is present to collect the boys and that boys are 'signed out' when they leave.

From 4.30pm, when the school offices closes, there is a direct line to After-School Care Supervisor's desk should any parent be delayed.

After a club has finished, the boys will be brought to the playground by the teacher or coach and monitored to ensure that they are collected by an appropriate adult. Some boys may have signed up for 'Late Prep' – these boys must go straight to the library and sign in with the After-School Care supervisor.

Any boy not collected from a club by 5.10pm will be taken to the library and will join After-School Care.

After school care finishes at 5.45pm. Boys not collected by this time remain with either the After-School Care Supervisor, the Headteacher or Deputy Head.

At 5.30pm, the Upper School After-School Care Supervisor takes any boys leaving on the late bus to catch their bus and ensures that they have boarded. Any Y5/6 pupils who have not been collected, join Y3/4 Prep, at this time.

In summary, the following options will occur at the end of the day:

- 1) The boys will be collected by the appropriate adult and will leave the site.
- 2) Boys staying for a club will play on the playground until called for by the member of staff at 4pm. A register is taken at the start of each club.
- 3) Boys staying for tea and prep will be registered and then taken by the prep supervisor to the dining room.

- 4) Boys whose parents have been delayed in collecting them, will be taken to the Junior School reception and parents will be contacted.
- 5) Boys going home by bus will be registered and taken to the coach park and seen on to the correct bus.

Lessons

Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised. Should the need arise staff may:

- 1) Summon help from a teacher in an adjacent classroom
- 2) Email the school secretary or other colleague for help
- 3) Send a pupil or two pupils to the office or to alert a nearby colleague