

Supervision Policy

Davenies' guidance regarding the supervision of pupils can be found in the *Staff Handbook*.

This Policy applies to the whole school, including the EYFS.

Definition

We define 'supervision' as taking responsibility for children during school hours but outside of lesson times. It is part of every teacher's professional practice and is shared by all members of staff.

Aims

The aims of supervision are:

- to ensure the physical security of the children
- to promote good order in accordance with *The Davenies Code*
- to encourage a sense of social responsibility, fair play and pleasure in active recreation

Principles

It is important for staff to arrive promptly on duty, to be vigilant for potential problems and to be visible at all times. The requirements of supervision are defined through the process of Risk Assessment, i.e. that the hazards have been identified and the risks evaluated, in particular:

- EYFS Risk Assessment
- Grounds Maintenance
- Playground Maintenance
- Playground Supervision
- Pupil Welfare

Pre-Prep Duties & Supervision

Ratios – As EYFS classes, our Reception classes must each be supervised by a person with Qualified Teacher Status (QTS) on a 1:30 ratio, and a Teaching Assistant with a full and relevant Level 3 qualification on a 1:13 ratio, in order to meet the appropriate staffing ratios and qualifications required by current legislation. These ratios are not expected to be applied at lunch or break times. The following duties take place daily and must be covered by Pre-Prep staff:

10:45 – 11:15	Break in the Dell
12:25 – 1:00	Supervised lunch in the Dining Room
1:00 – 1:35	Break in the Dell

Wet Weather – boys are supervised in year groups, either in the Pre-Prep Hall, the Atrium, or classrooms: venues are established via a rota

Playground Rules – please see *The Davenies Code*

Flop Club

Flop Club, which is an after-school club for pupils in the Pre-Prep, including EYFS, is led by an experienced and suitably qualified practitioner assisted by the School's Welfare Assistant and another member staff. They work under the aegis of the Head of Pre Prep.

Prep School Duties & Supervision

The following duties take place daily:

8:10 – 8:25	Playground duty on Astro Boys arriving at school; keep on Astro until 8:25
8:15 – 8:30	Gate duty Member of SLT supervises boys entering school and deals with any issues that arise from parents
10:45 – 11:15	Break duty Break on the Astro – Years 5 & above; Years 3 & 4 on Junior School Playground For wet breaks there is a staff rota to supervise Years 3 – 8 in their form rooms: the member of staff on duty should decide if it is wet break and inform staff At end of break (11:10) line boys up in forms on silence. Send classes in one at a time. Follow last group in via the Lockyer Building. If the weather is clement enough, then break takes place on the field: the Deputy Headmaster shall liaise daily with the Groundsman
1:00 – 1:25	Lunch duty Supervise lunch in the Dining Room, and oversee the Year 8 Leaders who organise the lunch queue and fetch years groups from the Astro/Junior School Playground/Library when asked Boys must be smartly dressed in lunch Playground duty Supervise the lunch break on the Astro/Junior School Playground If the weather is clement enough, then break takes place on the field: the Deputy Headmaster shall liaise daily with the Groundsman
1:25 – 1:50	Lunch duty Supervise lunch in the Dining Room, and oversee the Year 8 Leaders who organise the lunch queue and fetch years groups from the Astro/Junior School Playground/Library when asked; stay until lunch is finished

Playground duty
Supervise the lunch break on the Astro/Junior School Playground
At 1:45, line boys up on playground in forms

4:05 – 4:15	Gate duty Supervise boys leaving school at the Sainsbury's Gate. Boys should wait inside the School for their parents to collect them. Make sure that they are properly dressed. Any boys remaining uncollected at 4:15 should be sent to supervised Prep in the Library.
4:05 – 4:15	Snack duty Supervise boys having snack waiting for Activities or prep on the Astro (fine weather), or in the Tennant Building foyer (wet weather); at 4:15, staff taking Activities come and collect the boys
5:00 – 5:10	Gate duty Supervise Sainsbury's Gate until 5:10 as above; send any boys who are left to late prep in the Library (except Friday; boys should be taken to the School Office)
6:00	Gate duty Boys from prep are walked to the Sainsbury's Gate and supervised by the member of staff who took late prep

Wet Weather – in the event of wet weather, duty staff are allocated around the school and are assisted in supervision duties by the Year 8 boys.

Playground Rules – balls are allowed, at the discretion of the members of staff on duty. Toilets are in the Tennant Building. Route to lunch is via the path along the Swimming Pool. No-one is allowed to leave the Playground or Astro in search of balls in the Sainsbury's car park.

If a boy requires medical attention, he (and someone to go with him) is sent to Sister. In emergencies Sister is called to the scene.

No one is usually allowed on the Field in the second half of the Autumn Term and the whole of the Lent Term. In the Summer Term staff should use their discretion to ensure the boys are safe. The Field is only to be used with authorisation of the Deputy Headmaster in conjunction with the Groundsman.

Duties & Cover

Duty allocations are organised at the start of an academic year by the Assistant Headmaster: Administration, and by the Deputy Head of Pre-Prep. Any difficulties or concerns should be brought to their attention.

A cover list for the Prep school is put up in the staff room and emailed to staff before the school day begins.

Morning Assembly

Morning Assembly is an important time when staff and pupils meet together. Everyone, including staff, should enter either the PAC or Pre-Prep Hall in silence, and an atmosphere of stillness and calm should be encouraged. The themes of morning assemblies explore and affirm the aims and ideas enshrined in the ethos of the School. This is reflected in how we celebrate individual achievement in all fields, talk about disciplinary matters and worship together; the tenet of which is broadly Christian.

All staff are expected to attend morning assembly, unless they have a very good reason not to do so.

The pattern of assemblies for the Prep School is:

Monday	Whole School Assembly (PAC)
Tuesday	Years 7 & 8: Form Period Years 3 – 6: Hymn Practice (PAC)
Wednesday	Years 7 & 8: PSHE (PAC) Years 5 & 6: Form Period Years 3 & 4: Parent Readers
Thursday:	Year Group Assemblies Years 7 & 8 (Library) Years 5 & 6 (PAC) Years 3 & 4 (Jubilee Link)
	OR
	House Assemblies
	Cook 3F
	Drake H
	Scott M2
	Shackleton Library
Friday	Years 5 – 8: Form Period Years 3 & 4: Parent Readers

The pattern of assemblies for the Pre-Prep School is:

Monday	Whole-School Assembly (PAC)
Tuesday	Year Group Assemblies
Wednesday	Pre-Prep Assembly (PP Hall)
Thursday	Hymn Practice (PP Hall)
Friday	Pre-Prep Reward Assembly (PP Hall)

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