



# DAVENIES

## Supervision Policy

The School's guidance regarding the supervision of pupils can be found in the *Staff Handbook*, a copy of which is provided to every member of staff when they join Davenies.

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:

- Breakfast Club
- Extra-Curricular Activities (individual RAs)
- EYFS
- Flop Club
- Lunchtime / Dining Room
- Playground Maintenance
- Playground Supervision
- Prep

## **Breakfast Club & Supervision**

Breakfast Club runs each day from 7:45 – 8:25am. Parents register their son for this either for a regular slot each half-term, or on an *ad-hoc* basis, provided they have notified the School by completing the relevant [wufoo form](#), by 6:00pm the evening before their son requires attendance.

Drop off is via the Loop at the front of the school only, from 7:45 – 8:10am. A member of the SLT is on duty there, ensuring the boys reach the Dining Room safely. Once inside, boys in Breakfast Club are supervised by the Housekeeper, a member of SLT, and additional staff dependent on numbers. At the end of Breakfast Club, the Pre-Prep boys are escorted to their classrooms and the older boys make their own way to their form rooms (Years 7 & 8), or the Astro (Years 3 – 6).

## 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:

10:05 – 10:40	Break in the Dell
11:50 – 12:30	Supervised lunch in the Dining Room
12:30 – 1:00	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*.

### Duty Guidelines

- Ensure you have a whistle with you and use when necessary
- Please interact with the boys moving in, around and amongst them and of course communicating with them
- Check in with the boys highlighted in Pastoral Committee Meeting Minutes as those experiencing difficulties, at least twice during the break period
- Ensure that you and any fellow duty personnel are spaced well apart
- When speaking to a boy about his actions move to him and engage him in conversation on a one-to-one basis (unless of course his actions put himself or another in immediate danger when the whistle needs to be blown and everyone stops)
- Please ensure any issues of a more severe nature have been looked at or listened to and acted upon, speaking to all the boys involved – it is the duty member of staff's responsibility to ensure any incidents are investigated thoroughly and, where necessary, witnesses are spoken to
- Please ensure that you add incidents to the Wellbeing log on iSAMs
- If a pupil has a minor injury and you are happy to administer first aid, please do so - please notify the School Nurse via Teams/email so she can record the information on iSAMs
- If medical support is needed, then please send the boy with another to the Medical Room
- If medical support is required, and the patient is unable to be moved then please send a boy to the Medical Room to summon the School Nurse

### Flop Club

Flop Club is an after-school club for pupils in the Pre-Prep, including the EYFS, is led by an experienced NNEB practitioner and assisted by two After-School Club Assistants. 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
- 10:05 – 10:40    Break Duty – Junior School (Years 3 & 4)  
- Break on the Astro/Junior Playground (on a rotational basis)  
- For wet breaks there is a staff rota to supervise Years 3 & 4 in their form rooms: the member of staff on duty should decide if it is wet break and inform staff  
- At end of break (10:35) line boys up in forms in silence. Send classes in one at a time.
- 10:45 – 11:15    Break Duty – Middle & Senior School (Years 5 – 8)  
- Break on the Astro (Years 7 & 8, or with the Junior Playground too (on a rotational basis for Years 5 & 6)  
- For wet breaks there is a staff rota to supervise Years 5 – 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 in silence. Send classes in one at a time.
- 12:25 – 1:35    Lunch Duty – Junior School (Years 3 & 4)  
- Following reading period and registration, boys enter the Dining Room for lunch, which is supervised by a patrolling member of staff  
- Once all the boys have finished eating and cleared away their trays, the boys wash their hands and go out to play  
- At 1:30, the boys are lined up and sent in by the member of staff on duty
- 1:00 – 2:10      Lunch Duty – Middle & Senior School (Years 5 – 8)  
- Following reading period and registration Years 5 & 6 enter the Dining Room for lunch  
- Years 7 & 8 go to break and then go to lunch at 1:45, once the Dining Room has been cleared down from Middle School lunch  
- Lunch is supervised, with a member of staff patrolling  
- Once the entire year group has finished eating and cleared away their trays, the boys wash their hands and go out to play  
- At 2:05, the boys are lined up and sent in by the member of staff on duty
- 4:00 – 4:30      Staggered Pick-Ups at the Sainsbury's Gate  
**Years 3 – 6 – 4:00**  
**Years 7 & 8 – 4:30**  
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 should be sent to supervised Prep in the Library.

4:00 – 4:10	<u>Snack Duty</u> Supervise boys having snack waiting for Activities or Prep in the Jubilee Link (Years 3 & 4), or outside the Dining Room (Years 5 – 8); boys then go straight to Activities, or Prep
5:00 – 5:10	<u>Gate Duty</u> 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 an available member of SLT to telephone parents)
5:00 – 6:00	<u>Late Prep</u> Boys are supervised in Prep; parents come and collect from the Library

**Wet Weather** – in the event of wet weather, duty staff are distributed around the school.

### **Duty Guidelines**

- Ensure you have a whistle with you and use when necessary
- Please interact with the boys moving in, around and amongst them, and communicating with them
- Check in with the boys highlighted in Pastoral Team Meeting Minutes as those experiencing difficulties, at least twice during the break period
- Ensure that you and any fellow duty personnel are spaced well apart
- When speaking to a boy about his actions move to him and engage him in conversation on a one-to-one basis (unless of course his actions put himself or another in immediate danger when the whistle needs to be blown and everyone stops)
- Please ensure any issues of a more severe nature have been looked at or listened to and acted upon, speaking to all the boys involved – it is the duty member of staff's responsibility to ensure any incidents are investigated thoroughly and, where necessary, witnesses are spoken to
- Please ensure that you add incidents to the Wellbeing log on iSAMS
- If a pupil has a minor injury and you are happy to administer first aid, please do so – please notify the School Nurse via Teams/email so she can record the information on iSAMS
- If medical support is needed, then please send the boy with another to the Medical Room
- If medical support is required, and the patient is unable to be moved then please send a boy to the Medical Room to summon the School Nurse

### **Playground Rules**

Balls are allowed, but if staff feel games or activities are getting out of hand they should stop them. Toilets are in the Tennant Building. Anyone leaving the Junior Playground or Astro should seek permission. Route to lunch is via the path along the Swimming Pool. Boys are not allowed to leave the Playground or Astro in search of balls in the Sainsbury's car park.

Boys are not normally permitted on the Field at break time in the second half of the Autumn Term and for the whole of the Lent Term. In the first half of the Autumn Term and 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 Head in conjunction with the Head of Grounds.

## Duties & Cover

Duty allocations are organised at the start of an academic year by the Deputy Head and Head of Administration & Communication, and by the Head of Pre-Prep. Any difficulties or concerns should be brought to their attention. Cover for the Prep School is allocated via iSAMS, by the Deputy Head, 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 ethos of which is broadly Christian.

Each assembly starts with a hymn, is followed by a talk or story, and ends with a prayer. This lasts approximately 10 – 15 minutes.

The end of assembly is concerned with practical information. After the Headmaster has given out awards and notices, the Deputy Head reads out any information or notices the staff may have. Finally, the Deputy Head dismisses the forms in sequence; this is conducted in silence.

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	Hymn Practice (PAC)
Wednesday	Pastoral Assembly (Years 7 & 8 – PAC) Form Period (Years 5 & 6) Group Reading (Years 3 & 4)
Thursday	Year Group/House Assemblies (alternating weeks)
Friday	Form Period Parent Readers (Years 3 & 4)

The pattern of assemblies for the Pre-Prep is:

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

**Updated:** September 2023, Deputy Head

**Review:** September 2024, Deputy Head