





CRICKLADE MANOR PREP

Duty Supervision Policy

Whole School	Reviewed	Next Review	Signed
No (Excluding EYFS)	11/19	11/21	
No (Excluding EYFS) Covid 19 addendum	09/20	09/21	

1. Introduction

All full-time members of staff are required to play a full part in the supervision programme. Part-time members of staff are also expected to assist with supervision duties, which in conjunction with their other extra-curricular contributions to the school, is proportional to the number of days worked.

The duties are as follows:

7:30 - 8:00 Breakfast duty and supervision
7:30 - 8:00 SLT Welcome
8:00 - 8:35 Supervise the pupils' arrival on the playground
11:00 - 11:30 Break Duty
12:00 - 12:30 EYFS Lunch
12:30 - 13:50 Lunch Inside
12:30 - 13:50 Playground
15:40 - 16:10 Changing Duty and Drinks
17:15 - 18:00 Supper

These duties are of varying length and are not equitable. A full-time member of staff is scheduled to do a range of these during the week. At key periods during the day there are two or even three members of staff on duty or one member of staff supported by an assistant.

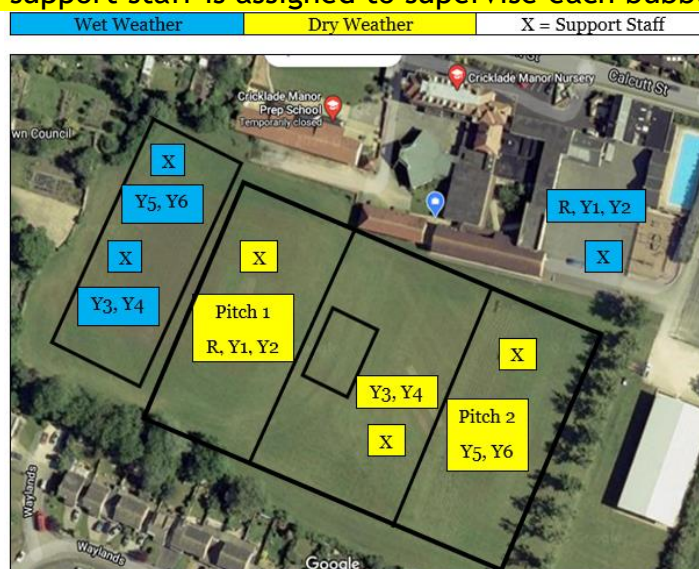
Pre-Prep before school, break times and lunch times are supervised by teachers and classroom assistants of the Pre-Prep classes.

2. Locations for Staff & Bubbles

Children are to remain in their bubbles for playtimes. The play areas have been separated by ropes, cones and are labelled. The bubbles are as follows:

- Reception, Y1 & Y2
- Y3 & Y4
- Y5 & Y6

A member of the support staff is assigned to supervise each bubble.



3. Supervision of Playgrounds and Field/Astroturf

Staff members on duty must consider the following:

Sight lines - Duty members need to be standing in a location where they can easily scan and view all children in their designated area. One member of staff should be on the playground and the other on the field/astroturf.

Pre-empting - Duty members should monitor children's play, pre-empting situations before negative behavior can arise. Crudely, negative behavior is a result of inadequate supervision.

Engaging - Where possible duty members should be engaging with the children in their area. This is not a time to have informal discussions with other members of staff.

Equipment - Playtime equipment needs to be available to the children at the beginning of playtimes and tidied away at the end.

Children are not allowed back into the school building unless given express permission to do so by the duty member.

Playtime ends when the bell is rung. Children are expected to line up **in their playground bubble** in the form groups on the playground ready for their next lesson.

4. Wet Play Expectations

Wet play is called when it is deemed too wet for children to be out with coats and hoods on. If a staff member is unsure then they should seek the advice of a member of the leadership team. Where possible the children should be encouraged to play outside with their coats on and hoods up, wet play should be called as a last resort or when conditions are significantly poor.

Children are to be engaged in wet play activities appropriate for their age. This could include discussions, classroom games, wet play toys and activities. The children are allowed to move between rooms within their area.

5. Wet Play Locations & Staffing

Children are to remain in their classrooms:

Kathryn - Reception

Pre-Prep TA - Year 1 Rachael/Fiona on Fridays

Pre-Prep TA - Year 2

Lower Prep TA - Year 3

Lower Prep TA - Year 4 Sian to have Y3/4 on Mon & Tues

Upper Prep TA - Year 5

Upper Prep TA - Year 6

6. Dining Hall

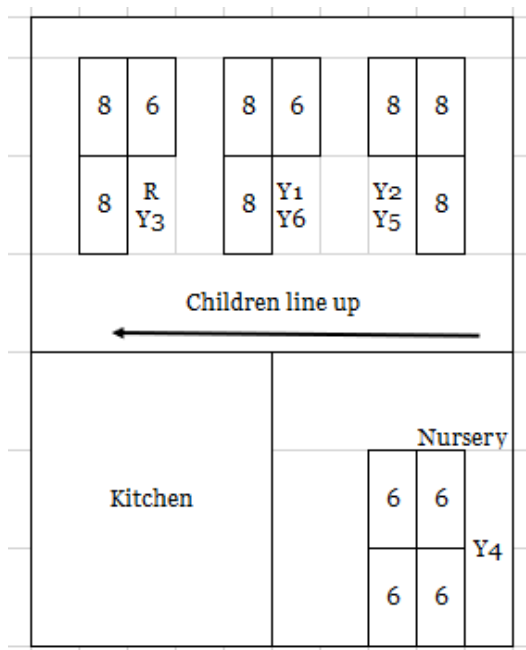
Duty members to monitor the hall considering the following:

Entry into the hall - Duty member to call for each class as per the class rota. Timings are not set in stone as service speed and bubbles need to be considered. Once the line is short enough the next class can be called in. When calling in a new bubble the remaining lunch line needs to be approximately 3 children long.

Bubbles - children should be seated in their designated area. Children are asked to sit with their classmates and not to mix with the other classes in their bubble.

Manners - the duty member should be encouraging the children to exercise good table manners, considering the cleanliness of their hands, the volume of their voice and their general demeanour in the hall.

When the children have finished their lunch, they are to take their tray to the trolley and then return to the playground using the Coach House Door.



7. Changing Duty and Drinks

After their last lesson, the junior pupils who need to get changed for their activity will be sent to the changing rooms.

A member of staff will be in the changing room to supervise the children (one for the girls and one for the boys).

The children should be getting changed quickly and efficiently with minimal talking. Ideally, all children should be changed by 16:00.

Clothes should be neatly put away into bags which are then taken with them to the Dining Hall. Nothing should be left behind to allow for smooth transition from one session to the next.

Once the children are changed they should be taken to the **Hall** for drinks before being collected for their activity by the appropriate member of staff.

8.Lights

It is important that duty staff take responsibility for putting on the playground lights. One switch is by the back entrance and the other is in the Roman Bath building. From October these need switching on between 17.00 and from November they need switching on at 4.00pm. In March it is possible to return to the October timings. It is a great deal more hazardous if children leave Homework and come on to a dark playground.

9.Breakfast Club/Supper

Children will eat their breakfast/supper in the Dining Hall where tables are set out for each bubble.

The Dining Hall should remain calm and tidy and the children should be encouraged to help with this process.

At the end of breakfast (8:00) the duty member must send Y4 - Y6 to the playground, Y3 - Y1 to their classrooms and escort Nursery and Reception children to the EYFS department. During this transition, Nursery and Reception children are to remain socially distant.

During supper the duty member must ensure that the children have all of their belongings with them, ready to go home. Those children going home on the bus must be ready for collection at 17:30, for this reason the children going home on the bus must eat first. They will be collected from the Dining Hall by the bus driver.

A member of SLT is always on duty during Supper and is responsible for signing all children into and out of Supper, detailing the full name of the child, the time they arrived and the time they depart. Any anomalies should be chased up by the SLT member.