



## **Keble Prep Supervision Policy**

**Whole School** The school takes responsibility for the boys and their supervision when they enter the school at 8.10am until they leave the premises at various times (see below for specific details). A member of SLT will welcome the boys into school with a duty on the front gate (8.10am-8.30am).

In lessons/teaching time The member of staff teaching the group is responsible for boys during lessons. Boys should not be left unsupervised and in an emergency in the senior school a nearby colleague should be alerted. Most junior classes have access to Teaching assistant support. Boys should be supervised when changing for PE, Swimming and Games lessons.

Break Times There should always be a suitable number of staff on duty to ensure the wellbeing and safety of the boys. Duties should be proactive with safety at the forefront.

After School Boys are dismissed by staff at different times. Rec- 3.15 (Monday to Thursday); 3.25pm (Friday) Yr 1 & 2 Yr 3 & 4 Yr 5-8 - at 3.55pm

Boys in After-School care pass into the care of Dreamworks after School Club. The JS and SS offer clubs for the boys details of supervision below.

### **Reception**

Before School Boys wait with parents or nominated guardians by the picket fence. At 8.30am the door is opened and they are to come into class and get settled.

Morning Break Two members of staff supervise the boys at morning break

Lunch Break Reception boys eat their lunch in their classroom. Initially the two lunchtime supervisors plus a teacher or teaching assistant will supervise the eating. As

the boys begin to finish eating one of the supervisors will go outside to monitor the playground and as more boys finish the other adults will start to tidy up and move boys outside. Eventually the other supervisor will be outside and at least one member of the Reception staff team will be in one of the classrooms. Both supervisors will be outside for the rest of break. There are set protocols for what the supervisors are expected to do at playtime that are available.

Wet Breaks Class Teachers and those on duty in the Reception Playground stay with the boys in their classes. The boys can continue with their daily activities. As a treat, the boys can occasionally have special interactive whiteboard games or video footage linked to their topic for the week.

After School A member of the Reception team takes any Reception boys attending After-school Club to the Hall. All other boys are dismissed from the gates in the picket fence only when the member of staff sees the parent or nominated adult.

## **Junior School**

Before School Year 8 prefects supervise junior boys that come into school after 8.10am and before the teachers take boys into class at 8.30. The junior boys should line up in their classes. There are always teaching staff close by and members of the SLT on hand.

Morning Break There are two members of staff on duty in the Lower Playground although the duty is split into two ten-minute sessions. All boys should be outside for morning break

Lunch Break A member of the Year 1 or 2 team supervises the first sitting. Boys who finish eating quickly wait by the door and go out to play when the supervisors are on the playground. A member of the Year 3 or 4 team supervises the second sitting and those boys go straight out to play after eating. At 1.00pm two members of the junior school staff also go out to supervise play, which means four adults on duty. All boys should be outside for lunch break unless supervised inside by a member of staff.

Wet Break During morning break, if it is wet the teachers on the duty rota patrol the Harper building and Junior school building going from class to class. They will be assisted by a two senior boys in each classroom. At lunch break, if it is wet; Y1 and y2 boys are supervised by two members of the lunch duty team. The Y3 and 4s are held in the hall until the third duty teacher collects them at 12.55/1pm. We then have a duty teacher on each floor supervising the boys.

After School: Boys on activities make their way to the activity and those attending after school club make their way to the hall. All other boys are given to the care of their parents or nominated adult by the class teacher by the practice rooms in the music building. Those staff taking activities must repeat the process at 4.30pm or send the boy to after school club.

## **Senior School**

Before School: (8.10am-8.30am) Senior boys are expected to organise themselves in the cloakroom supervised by the staff member on duty and two senior prefects. When boys are ready they can either wait outside their classrooms or if the form teacher has arrived they can enter the classroom supervised.

Morning Break: (10.10am-10.30am) All boys are supervised by 2 senior school teachers on a Duty Rota set out at the beginning of the year by the DH. This Duty Rota can be found on the staff room notice board and on the school google Team Drive. The boys will spend break on the courts (astro) and surrounding areas. No boys should be inside unless supervised by a member of staff.

Wet Morning Break: (10.10am-10.30am) When wet conditions occur at morning break the DH will announce a wet break program, meaning all boys will take a break in their form classes. The staff on duty will patrol the senior corridor along with the DH/DoPC. Year 8 boys are also used as prefects and are given a classroom to help with duty from Reception to year 7.

Lunch Break: (1.05pm-2.10pm) A member of the SLT supervises the dining hall (1.05pm-1.35pm) when senior boys eat. The afternoon register is taken at this time and passed onto the front office.

After lunch:(1.35pm-2.10pm the boys are permitted to play on the courts and surrounding areas. The school uses lunchtime supervisors during this time. Two lunchtime supervisors are on duty from 1.30pm and are joined at 2pm by a member of the teaching staff. This member of the teaching staff will supervise the boys' dismissal off the courts at 2.10pm. Lessons begin at 2.15pm

Wet Lunch Break: When wet conditions occur at lunch break the DH will announce a wet break program, meaning all boys will take a break in their form classes. The lunchtime supervisors on duty will patrol the senior corridor. This is not necessary on Wednesday as all the boys attend games off site. On Monday and Friday only two year

groups remain as two year groups go to games. On Tuesday year 5, 6, 7 & 8 are present and so the lunchtime supervisors are assisted by the DH and DoPC, who patrol the senior corridor. On Thursday year 5, 6, 7 & 8 are present and so the lunchtime supervisors are assisted by the Head, as the DH and DoS are away at games.

After School:

Senior School dismissal is at 3.55pm. A member of the teaching staff will be on duty at the front gate to supervise this process. Yr 5 Boys must be picked up by a parent or guardian. Yr 6-8 are permitted to leave school of their own accord (with prior permission given by the DH). Any boys not picked up by 4.10pm will be escorted by the teacher on gate duty to the front office to contact parents.

After School Activities Boys going to activities should make their own way to the venue where they will be supervised by the adult(s) in charge. At the end of the activity the person running the activity should see the boys of the premises or into the care of a parent/adult.

**Supervising Pupils Off site** If you are supervising pupils when off site, it is essential that you have a mobile phone with you. It is possible to use one of the school's mobile phones if you prefer not to use your own. When off site with a number of colleagues, at least one should have a mobile phone. This covers not only educational visits but also Games sessions and even walks around Winchmore Hill observing facilities and architecture.