



# Keble Prep School Supervision Policy 23-24

## Contents:

- Process of Supervision around the school site
- Appendix 1 - EYFS non collection after school
- Appendix 2 - Junior and Senior School Rota
- Appendix 3 - Staff Guidance

## **Whole School**

This policy covers year 1-8 with some reference to EYFS. Please see the separate document for EYFS.

The school takes responsibility for the pupils 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 SMT will welcome the pupils into school with a duty on the front gate (8.10am-8.30am) and also in the Pre prep and lower school playground areas.

## **In lessons/teaching time**

The member of staff teaching the group is responsible for pupils during lessons. Pupils 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. Pupils should be supervised when changing for clubs, 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 pupils. Duties should be proactive with safety at the forefront.

## **After School**

Pupils are dismissed by staff at different times.

Nursery - 3.10pm

Reception - 3.15pm

Yr 1 - 3.20pm

Yr 2 - 3.25pm

Yr 3 & 4 - 3.35pm

Yr 5-8 - at 3.50pm

Pupils in After-School care are taken to Dreamworks after School Club who are based in the school hall.

The JS and SS offer clubs for the pupils with details of supervision below.

## **Nursery/Reception**

**Please see the separate EYFS Supervision document for full details of EYFS arrangements**



## Keble Prep School Supervision Policy 23-24

### Pre Prep in detail (Nursery to Year 2)

Title	Description
Before School	Reception, Year 1 & 2 are supervised by two members of staff and staff in the Pre-Prep playground and in the courts
Break 10.10-10.30	There are two members of staff on duty in the Lower Playground/astro all through the duty. All pupils should be outside for morning break.
Wet Break 10.10-10.30	The staff on duty rota patrol in KPP stay with the pupils in their classes. The pupils can continue with their 'wet play' activities.  During morning break, if it is wet the teachers on the duty rota patrol the Pre Prep and the Y3&4 classrooms located in the Harper building.
Lunch Break	This is overseen by the two lunchtime supervisors plus a teacher or teaching assistant will supervise the children eating. When the children have finished eating both supervisors will be outside for the lunch break along with additional staff to supervise free play. A member of the KPP team supervises the Nursery and Reception sitting. A member of the KPP team supervises the Year 1 and 2 lunch sitting. Pupils who finish eating quickly wait by the door and go out to play when they have all finished with a member of staff. A member of the Year 3 or 4 team supervises the second sitting and those pupils go straight out to play after eating. At 1.00pm one member of the junior school staff also goes out to supervise play, which means three adults on duty. All pupils should be outside for lunch break unless supervised inside by a member of staff.
Wet lunch break	At lunch break, if it is wet; Y1 and Y2 pupils are



## Keble Prep School Supervision Policy 23-24

	<p>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 pupils in classrooms</p>
Collection timings after school	<p>A member of the Pre Prep team takes any pupils attending the After-school Club into the Hall. All other pupils are dismissed from the gates by the picket fence only when the member of staff sees the parent or nominated adult.</p> <p>The Nursery children are collected from the Nursery classroom by their parent and/or nominated guardian.</p>
Clubs after school	<p>Pupils on activities are collected by the member of staff leading the club.</p> <p>For Years 3&amp;4 All other pupils are given to the care of their parents or nominated adults by the class teacher, by the practice room sign in the music building. Those staff taking activities must repeat the process at 4.30pm or send the boy to the after school club.</p>

### Prep School in detail (years 3-8)

Title	Description
<p>Before School (8.10am-8.30am)</p>	<p>Pupils wait in the lower playground until 8.28 under the guidance of two prefects from Year 8 and a member of teaching staff. Once they are lined up in year groups/forms they are sent gradually into the Cloak room and expected to organise themselves and then wait outside their classrooms or if the form teacher has arrived they can enter the classroom supervised.</p>



## Keble Prep School Supervision Policy 23-24

<p>Morning Break (10.10am-10.30am) or 10.30-10.50</p>	<p>All pupils are supervised by 2 senior school teachers on a Duty Rota set out at the beginning of the year by the Deputy Head. This Duty Rota can be found on the staff room notice board and on the school google Team Drive. The pupils will spend breaks on the courts (astro) and surrounding areas. No pupils should be inside unless supervised by a member of staff.</p>
<p>Wet Morning Break (10.10am-10.30am &amp; 10.30-10.50)</p>	<p>When wet conditions occur at morning break the Deputy Head will announce a wet break program, meaning all pupils will take a break in their form classes. The staff on duty will patrol the senior corridor. Year 8 pupils are also used as prefects and are given a classroom to help with duty from Year 5 to year 7.</p>
<p>Lunch Break (12.25 - 1.25/1.05pm-2.10pm)</p>	<p>A member of staff supervises the dining hall (1.05pm-1.35pm) when senior pupils eat. The afternoon register is taken at this time and passed onto the front office.</p> <p>After lunch (1.35pm-2.10pm) the pupils 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 until 2.10pm. Lessons begin at 2.10pm</p>
<p>Wet Lunch Break</p>	<p>When wet conditions occur at lunch break the Deputy Head will announce a wet break program, meaning all pupils will take a break in their form classes. The lunchtime supervisors on duty will patrol the senior corridor. This is not necessary on Wednesday and Friday as all the pupils attend games off site.</p>
<p>Collection Arrangements</p>	<p>For Years 3&amp;4 All other pupils are given to the care of their parents or nominated adults by the class teacher in the lower school playground.</p> <p>Year 5-8 are dismissed from their form rooms or when they arrive back from games.</p> <p>Pupils not collected in the lower playground should wait</p>



## Keble Prep School Supervision Policy 23-24

	<p>at the front gates with a senior member of staff. At 4.10, if they have not been collected they should return to the school office and parents notified.</p> <p>Pupils leaving unaccompanied (usually in Y7&amp;8) must have written permission from parents and a note placed on their Arbor pastoral profile.</p>
Clubs collection arrangements	<p>All staff involved in leading clubs must take the children to the gate for collection with parents and carers. Children not collected after 10 minutes should be taken to the school hall and signed in with Dreamworks.</p>
Supervising Pupils Off site	<p>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.</p>



# Keble Prep School Supervision Policy 23-24

## Appendix 1

### EYFS PROCEDURES FOR DEALING WITH A NON-COLLECTED CHILD

If a child is not collected within 15 mins of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the School Office will begin to call the emergency numbers for this child. During this time, the child will be safely looked after in school.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period, the Head of Pre Prep/DSL will be informed and the appropriate safeguarding approach will be actioned.

Pupils should be collected in line with the procedures outlined above. If a parent has phoned the school office to advise they are running late then the form teacher will be contacted and arrangements for supervising the child will be made. If the teachers concerned cannot supervise (e.g. a staff meeting) then the child should be brought to the lobby, where a member of the office staff will supervise them

If there has been no contact from parents to advise of late collection then they should be contacted by phone. Ideally by the form teacher, but if this is not possible, school office staff will assist. Arrangements will be made to supervise the child. Office staff are on site until 5.00pm after which time there is a rota of senior managers to continue supervision until the child is collected. If by that stage attempts to contact the parents have still not been successful then the member of staff involved will try to contact the other nominated persons on the database. If there has been no contact from the parents or other carers and it is later than 45 minutes from when the child should have been collected, the police will be contacted as it becomes an urgent safeguarding concern. See dropping off policy for more information.



# Keble Prep School Supervision Policy 23-24

## Appendix 2 **AUTUMN 23 - Prep DUTY ROTA**

### Appendix 3

### **Supervision at break / lunchtime.**

Please check the relevant rota.

#### **Duty Guidance for Staff outside break/lunch**

Plays areas as follows:-

Year 1 & 2. Can play on the Jungle gym (only 4 children per section) and the lower playground (only soft balls or basketballs). Not past the music block. The quiet area next to the Harper building.

Year 3 & 4. Can play on the Jungle gym (only 4 children per section), the court (nearest the Harper building). The lower playground (only soft balls or basketballs) but not past the gym area. The quiet area next to the Harper building.

Year 5-8. Can play on the Jungle gym (only 4 children per section), the court (nearest the Harper building). The lower playground (only soft balls or basketballs) but not past the gym area. The quiet area next to the Harper building.

As much as is practical, the pupils should have the freedom to roam from one area to another during their lunchtime play. This is to allow them the opportunity to play where they feel most comfortable.

#### **Using the Building Blocks (kitcamp)**

For safety reasons, the blocks/structures should not be built over head height.



# Keble Prep School Supervision Policy 23-24

## OUT OF BOUNDS

- Minibus area
- Behind the Harper building (pond & compost heap)
- Behind the SS building
- Area next to the gym where the stage is stored
- The gym (unless supervised by a staff member)

## Please ensure that:

- 1) You take a first aid kit out with you
- 2) The nets are used to partition the three court areas.
- 3)

Using the Astro surface at break and lunch			
Year Group	Court 1 (Nearest the Harper Building)	Court 2	Court 3
<b>Break-Time and Lunch-time</b>	Year 1 & 2	Year 3	Year 4
	Year 5	Year 6	Year 7&8

- 4) Lower playground is for basketball, tennis, table tennis, board games and the quiet area, accessible to all the pupils all the time. Only soft balls to be used on the lower playground (except basketball). **NO BASKETBALL UNTIL EVERYONE HAS FINISHED EATING OUTSIDE.**
- 5) End of break; the bell is rung for Junior school pupils, they stand still and await the 2nd bell before lining up.
  - Year 1&2 in the lower playground
  - Year 3 & 4 on the astro, lower playground and Jungle Gym
- 6) End of break for Senior pupils, the bell is rung which signals for them to go through the cloak room to change footwear and get ready for their next lesson.





## Keble Prep School Supervision Policy 23-24

If you feel any area is **too** crowded then please use common sense and move some pupils on. Ditto, if you feel football is causing problems then take the ball away and stop the game!

Please talk to your classes to remind them of the above.

### LUNCH EXPECTATIONS

- **All the staff are kindly requested to eat their lunch in the dining hall.** Desserts, snacks and biscuits (Only) to be taken to the COMMON ROOM. Staff are not required to sit with the pupils An outside area is available for those wanting to eat outside including pupils until Oct half term and during the summer term..
- **Pupils line up outside.** Once the dining room is full, it's one in one out - basis.
- Pupils can leave from either exit in the Senior school once dismissed by staff
- The pupils don't need to ask to leave or go to the toilet, or to take their tray up.
- Pupils are responsible for eating properly, behaving properly, being considerate, eating healthy, tidying up after each other etc....
- Pupils are dismissed from the lunch hall by staff on duty. Year 3&4 are dismissed from the hall at 12:55 by the member of staff on duty.
- Any pupils breaking the rules are instantly sanctioned, missing lunch pending investigations but are sent to sit outside the headmaster's office.