



Staff Supervisions/Duties and Responsibilities

- **The School opens** for pupils at 8.15 a.m. It is considered to be properly professional that all full-time staff should be in school by that time, irrespective of whether or not they have a register to take. The time before school is a useful one to see individual pupils, or colleagues, before the day gets fully under way.
- **Registration** is at 8.30. It is essential for an orderly start to the day that Class/Form Teachers are in school by 8.00 and in their rooms by 8.15 to ensure that Registration is taken promptly.
- **Supervision of pupils** at break-times, before and after school, during lunch-sittings, and in off-games time, is shared amongst the Staff according to a duty rota drawn up by the Deputy Heads. All staff share responsibility at all times for all pupils. Supervision of boys coming and going at all times in the day is a joint concern, and the task of each individual teacher is much eased if all teachers exercise control whenever and wherever necessary, in support of our aims for a safe, quiet, controlled and orderly environment. (See Behaviour Policy, and Health & Safety Policy, for further guidance on break-times and supervisions.)
- **Playground supervision:** staff on break duty should be proactive at all times to ensure the safety of pupils. Staff should make their presence known in all areas of the playground, intervene when necessary (for example if a playground game is likely to spill over into a dangerous situation), and also observe the pupils, looking out for any who are isolated from their peers. See Appendix One.
- **Lunch Duties:** each lunch has a single member of staff on duty whose responsibility it is to oversee the smooth running of the dining room. It is extremely helpful if all other staff can reinforce the good standards of behaviour expected of Lyndhurst boys, and to assist the duty teacher in every way possible such as arriving punctually and ensuring that lunch comes to a smooth conclusion.
- **Open-Up and Lock-Up Duties:** all Staff are key-holders. The Headmaster (or in his absence the Deputy Head) opens up in the morning at 8.15, and supervises the entry of pupils until the closing of the front door at 8.40. All boys enter via the Front Door. The Duty Rota likewise provides for a member of staff to supervise dismissal times after school and boys collected late, to ensure that all windows are closed on all floors, and that the side entrances and rear entrances are locked. (See Security below) N.B. After School activities: the member of staff in charge is responsible for seeing those pupils concerned off the premises. The Duty Rota also includes a member of staff who is responsible for locking all doors and putting the alarm on although in practice the School Cleaner will often be at School by this time, and will then take on this responsibility.
- **Staff-pupil ratios:**

EYFS: When the Reception Class goes on school trips, the minimum adult-pupil ratio is 1:4. Within the Reception Class, there is a maximum class size of 18 with one qualified teacher and one Teaching Assistant (NVQ Level 3 qualified) with them as

the norm. During break-times, the ratio never goes above 1:18, and when another unqualified Teaching Assistant is supervising the pupils a qualified member of staff is always in the vicinity. When pupils are in the Secret Garden the supervising member of staff should carry a mobile phone.

Educational trips: Guidance on staff-pupil ratios on educational trips is given in the School's policies on Educational Visits as follows:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 6
1:15/20	Years 7 upwards
1:10	All visits abroad

- **Staff Absence:** in the event of staff absence, for illness, INSET, or a school commitment, a cover time-table is drawn up by the Deputy Heads.

Headmaster

July 2019

This policy is reviewed annually

To be reviewed: July 2020

APPENDIX ONE

Playground supervision – Guidance for staff

AIM: To ensure that all pupils are very well supervised and that the playground is kept free from dangerous/rough play and unkind behaviour.

Staff on playground duty are responsible for the safety and well-being of all pupils in the playground.

Supervision of pupils is most effective if –

- Staff are attentive to the pupils at all times
- Staff position themselves and move around to allow maximum vision of all pupils
- All areas of the playground can be seen by staff
- Staff recognise and intervene in minor incidents to prevent escalation
- Serious incidents are reported and recorded as appropriate
- Lone pupils are noticed and steps taken to support their friendships
- Issues raised by pupils are resolved

Guidelines –

- Smile and be friendly
- Do not stay in one place for a long period of time
- Check all areas of the playground and the “quiet area”
- Do not stand in one location talking to other staff or spend a long time with one group of pupils
- Do not let pupils think that they can misbehave because they are not being watched
- Watch the games the pupils are playing but do not get too absorbed, as it might distract you from what is going on elsewhere
- Do not let pupils spend all their time with you as it might prevent them from mixing with other pupils
- Use the School’s disciplinary procedures to deal with serious incidents
- Record accidents and head bumps as soon as possible

Intervene if –

- A boy is pushing or pulling others
- A boy is lifting or holding down another pupil
- A boy is climbing on or using equipment in a way for which it was not intended
- A pupil is causing damage to equipment
- Conditions are wet and slippery so that some activities should be restricted
- A pupil or group is behaving in a manner that you consider unsafe

Any staff in doubt about the appropriate action/reaction should discuss with a member of the S.M.T.