



Framlingham
COLLEGE
Prep School

14a/14c/14d/14e - Supervision of Pupils Policy including EYFS
(Includes – school journeys, after school care, general supervision and
boarding)

RESPONSIBILITY	DEPUTY HEAD PASTORAL
DATE REVIEWED	MARCH 2022

Table of Contents

***Introduction*..... 2**

***Roles & Responsibilities of Staff*..... 2**

Role of the Member of Staff on duty..... 2

Role of the Head of Sections and Senior Leadership Team: 2

Role of the Tutor: 3

***Expectations of Behaviour*..... 3**

***Accidents & Injuries*..... 3**

***Movement around the School*..... 3**

***Wet Breaks* 4**

***Advice for Colleagues*..... 4**

***Specific Duties*..... 5**

Early Morning 5

Morning Break 5

Snack Duty 5

Outside Zone..... 5

Library 6

Lunch Queue & Dining Room 6

Manners 6

Communication..... 6

Afternoon Duties..... 6

Changing Rooms – Boys, Girls & Rowley Hall	6
Day Prep	6
End of School	7
Pre-Prep	7
Junior Block.....	7
School Buses	7
Boarding Duties	8
Supervision of Changing Rooms & Games Sessions	8
Matches.....	9
EYFS Supervision during the day	10
Supervision in Boarding.....	10

Introduction

All staff are expected to complete certain duties to enable the school to run effectively. Duties are organised by the Deputy Head, Co-Curricular and rotas are published on sharepoint and physically in staff areas. These are regularly updated to reflect additional needs according to weather, behaviour, extra activities or patterns reviewed from behaviour logs.

We believe freetime should be a positive experience for all children. There should be a happy, lively and relaxed atmosphere. Children should be able to play in safety, secure in the knowledge that bullying and anti-social behaviour are not acceptable.

Roles & Responsibilities of Staff

Role of the Member of Staff on duty:

- to arrive on time to designated duty;
- to ensure the health and safety, welfare and good conduct of pupils at all times;
- to manage pastoral/disciplinary issues within the guidelines of our behaviour policy;
- to supervise children at all times;
- to have the highest expectations and standards in relation to behaviour;
- to report any issues or concerns to the child’s tutor, Head of Section or Deputy Head, Pastoral.

Role of the Head of Sections and Senior Leadership Team:

- to liaise and work with all colleagues to promote a culture of tolerance, empathy, high standards and high expectations;

- to work with all colleagues to ensure a model of positive behaviour is uniformly promoted and that all children understand, empathise with and assimilate our school rules;
- to monitor the quality of supervision and to work to develop and promote the breaktimes as a positive, safe, enjoyable experience for all children.

Role of the Tutor:

- to remind the children of the school's rules ('Ready, Safe, Respectful') and the standards of behaviour that are expected from all children;
- to maintain good communication with relevant staff about behaviour at breaktimes and in 'freetime';
- to be proactive in dealing with any low-level concerns amongst children and sharing concerns with the DSL and on my concern if relevant.

Expectations of Behaviour

We expect a high standard of behaviour from all children during freetime. This high expectation must come from all staff through:

- displaying a positive, supportive, respectful, fair but firm attitude towards our children at all times;
- expecting all of our children to be polite and respectful;
- allowing no inappropriate behaviour (e.g. play fighting, loutish or unruly behaviour);
- being fair to all children and listening to all sides in an argument;
- upholding the ethos and values of our school.

Accidents & Injuries

Any pupils that are hurt or injured at breaktimes, should be sent or accompanied to the medical centre. If the child is unable to move, the school nurse can be requested to come to the incident. See First Aid Policy. All injuries are recorded with the medical centre. The School Nurse will report any concerning or potentially concerning behaviour to the Head of Section or Deputy Head, Pastoral to investigate and follow up.

Movement around the School

Children are always expected to walk calmly as they move around the school. They are encouraged to hold doors open for others, acknowledge others in passing and about how they might be perceived by others if walking rowdily in bigger groups. Children from the Lower Prep upwards are given much freedom to walk around the school and learn to do this well. Staff should be proactive in reminding pupils of these expectations at every pertinent opportunity.

Wet Breaks

If during the breaks, the children are unable to go outside due to bad weather, they stay in their class bases where they choose an appropriate activity.

Year 3/4/5 Junior Block	Year 5 downstairs	1 room DVD 1 room colouring / boardgames etc	1 member of staff Supervising + AL + Prefect
	Year 3&4 upstairs	1 room DVD 1 room colouring / boardgames etc	
Year 6 'Bottom corridor'	Rooms 2-4	DVD in Room 4 Quiet activities in Room 2 & 3	1 member of staff supervising + Prefect
Years 7 & 8	Y7 ('top corridor'- Rooms 6-8) Y8 (Rooms off Y8 Courtyard - Rooms 18- 20)	Quiet activities, including appropriate use of laptops (suggest they sit facing back of room so you can see screens)	1 members of duty staff to supervise Y7. Member of staff on library duty + JL to oversee Y8

Please remind them of the importance of being in the right place at the right time and keeping calm.

3 rings signals wet-break. Pupils will need to go to the usual areas for snack first.

Finally, please be your usual pro-active selves with this so we can make it as smooth and safe as possible. Please liaise with the other staff on duty so we have staff covering all areas (walkie-talkies). There should be 4 members of staff per break (3 from outside break duty and 1 from the library duty) Heads of Section and Deputy Heads will support too.

If the children are outside when the weather becomes bad, the staff on duty will direct the children inside and the wet break procedures will start. (The bell will be rung three short blasts to alert all staff and pupils).

Advice for Colleagues

- Be pro-active.
- Have high expectations.
- Promote a positive attitude.
- Be consistent.
- Be aware at all times, there are many situations that can occur during the freetime.
- Respond to situations appropriately, being fair and giving support to the child. This helps them to develop positive attitudes and behaviour.
- Do not judge any situation, listen to all sides and respond fairly.

- Communicate any concerns early. (Alert Tutor, Head of Section or Deputy Head, Pastoral).
- Know your safeguarding and anti-bullying signs and symptoms (See Safeguarding and Child Protection, Behaviour and Anti-bullying policy)
- Talk through any ideas, worries and problems with your Head of Section.

Specific Duties

There are several different duties during the school day. Below are guidelines for staff:

Early Morning

The member of staff patrols the designated area ensuring that pupils arrive in an orderly fashion. All tutors should be in their form room from 8.10am so they are ready to welcome their pupils as they arrive and ensure a calm, welcoming and purposeful atmosphere.

Morning Break

All children have snack and then are encouraged to go outside to play.

Designated play areas include:

School field (See map) – If dry enough

Large and Small Hard courts (Training shoes only)

Tarmac Courtyard

Junior Block (Year 3, 4 and 5) – If raining

Teaching Block (Year 6 and 7) – If raining

Hobbies Room – for Year 8s

Pre-Prep Playground

Snack Duty

The member of staff is responsible for the snack being eaten in the correct places, i.e. Years 6, 7 & 8 – Dining Room, Years 3, 4 & 5 – White Hall, that behaviour is suitably calm and pleasant and that children are polite to staff serving their snack.

Pre-Prep pupils eat snack in their classrooms under the supervision of their class teacher.

Outside Zone

The members of staff should be prompt to their duty and make sure they are covering the 'zone' they have been allocated. Staff are asked to be proactive in challenging any behaviour that looks like it has the potential to go wrong and to be aware of any children who may need extra support at these informal times.

If wet, years 6, 7 and 8 should be in Rooms 1 to 4, years 3 to 5 in the Junior Block. The Year 7 & 8 Common Room may also be used. Pre-Prep use rooms 17 and 18. It is the responsibility of the member of staff on duty to decide whether or not it is a 'wet break'.

Library

For those not wishing to go outside, the library is open for calm and quiet activities, catch up on schoolwork. The member of staff supervising should maintain a calm atmosphere, spend time on the reflection sheets with any child who is doing a breakloss and encourage regular visitors to try to get some fresh air if they haven't already. Break losses may take place in the Meeting Room too.

Lunch Queue & Dining Room

The member of staff should make sure the children wait quietly in the Long Corridor. The children enter the dining Room in year groups and are called in from outside when lunch is ready for them to ensure the queue is always manageable.

Staff on duty register the children into lunch. Any missing children should be reported to Reception and the Deputy Head, Pastoral to follow up.

Pre-Prep staff eat with the children to ensure all children eat a balanced meal. Staff in the Prep school are encouraged to sit at the end of tables and monitor food and water intake as well as table manners.

Manners

All children are encouraged to regard the lunchtime period as an important part of the school day and the time spent eating as a key social opportunity. We expect them to demonstrate good manners at all times in all areas where food is being eaten. They should ensure that the area around them is kept tidy, and that any undue mess is cleared up before they leave.

Children are expected to talk quietly amongst themselves as they eat.

Communication

Effective communication is crucial throughout the lunchtime period. Staff have radios so children can be called into lunch.

Afternoon Duties

Changing Rooms – Boys, Girls & Rowley Hall

A member of staff supervises each of these areas for fifteen minutes before the start of activities. The children should not enter these areas without the member of staff being present.

Day Prep

A member of staff, who is not taking part in activities, supervises the children who are doing Prep in a classroom. This can be in the main teaching block or the junior block.

For Pre-Prep an After-School club is run by a member of staff in the Nursery or a classroom.

End of School

Pre-Prep

Pre-Prep pupils are collected by parents from their classrooms (at 3.50pm) or from After-School Club (4.50pm). A member of staff will escort children travelling on the school bus to the Black and White Hall and hand over the children to the driver.

Any children remaining until 6pm are looked after by the member of Pre-Prep staff who is on duty in their classroom and suitable activities are provided.

Junior Block

At the end of the school day (4.50pm), the member of staff should make sure that the children leave the junior block tidy and at 5.00pm send any children to the Main Teaching Block Prep rooms.

School Buses

The school runs a number of local minibus services transporting a number of day pupils to and from school. It is the responsibility of the school driver to supervise pupils using these services. It is also the duty of the driver to wait with pupils until they are collected if parents are not present at the drop-off point. No pupil must be left unattended at a drop-off point.

Pupils are regularly reminded about the need for positive behaviour on the buses:



When we are on the minibus...

READY	SAFE	RESPECTFUL
<p>We are on time for the bus</p> <p>We have the equipment and kit we need</p> <p>We check we have all our things with us when we get off the bus</p>	<p>We wear our seatbelts at all times</p> <p>We listen to the driver and follow instructions</p> <p>We are calm</p> <p>We talk quietly and sensibly</p> <p>We face forwards at all times</p>	<p>We never make anyone else feel uncomfortable, unsafe or sad with our behaviour</p> <p>We are respectful of the driver and do not distract him / her from driving</p> <p>We behave sensibly, considering others on the bus</p> <p>We look after the minibuses so they are a pleasant environment to travel in</p> <p>We don't eat or drink on the buses or leave rubbish on the floor</p>

We do the right thing, even when no-one is looking



Boarding Duties

All members of staff are expected to be involved with the boarding community (including weekends). The Housemistress will detail the roles and responsibilities as laid out in the Boarding Policy.

Supervision of Changing Rooms & Games Sessions

All games staff are asked to be proactive in the supervision of all prep-school aged children before, during and after games sessions. Changing rooms are an area where children can get things wrong and so staff are asked to be particularly proactive here, whilst recognising the sensitivities of safeguarding.

Staff should:

- ensure all children are accounted for at all times;
- be in and around the changing rooms at the beginning and end of the session, ensuring that all children have left;
- intervene at any time when behaviour is poor and follow school behaviour policy and sanctions as normal;
- always report any incidents of unkindness, upset or physicality to the child's form tutor or pastoral team as normal;
- check that all children are wearing the correct kit (particularly including those items needed for safety – mouthguard, shin pads etc) and support those who struggle with organising themselves safely;
- support children to build organisational routines and independence around games sessions;
- try to be as inclusive as possible, enabling all children to have a positive experience in the session and adapting to the needs of the pupils as necessary;
- liaise with the office regarding any change of arrangements and inform them of any issues, problems that have arisen;
- ensure safe passage on and off the transport to training or matches, including proactively checking all pupils are wearing seatbelts, not using mobile phones and following school rules for the buses.

Staff are asked to supervise children in Year 5 and below in the changing rooms and those in Year 6 and above, staff should supervise just outside the room, close enough to hear if intervention is needed and to regularly knock and state they are about to enter to check all is well.

The following advice has been acknowledged in our policy:

- [Changing for PE Guidance](#)
- [NSPCC Factsheet for schools: best practice for PE changing rooms \(icmec.org\)](#)
- [Safe use of changing facilities \(CPSU Briefing\) - NSPCC Child Protection in Sport Unit](#)
- [Wavepower 2020-2023 Swim England p.82](#)

Matches

Staff are responsible for the pupils they take to matches (whether home or away) and should follow general advice on supervision offered in this document ie proactively ensuring their safety and wellbeing at all times whilst making dynamic risk assessments.

An important additional note for staff is that children must sign out formally with their coach / teacher before being taken by their parent from a different school / the senior school. Staff should ensure that they have permission from the child's parent to allow them to go with another parent if asked. If unsure, staff must not allow a child to go with another parent but could call the parent in question or reception to confirm arrangements if possible.

EYFS Supervision during the day

All EYFS children are constantly in the care of an EYFS trained member of staff.

At morning break, the Reception children have their break in the Early Years building with their teacher. Nursery children are with the Nursery staff at all times.

At lunchtime the EYFS children eat in the dining room with Pre-Prep. Members of the EYFS staff accompany them across and back, they also sit with them during lunch. After the children have eaten they return to the Early Years building. Nursery children remain with nursery staff in the building and Reception children join the Year 1 and 2 classes in the Pre-prep playground, all Pre-Prep teachers are Primary trained and have early years experience and there is a TA on duty trained in the early years.

EYFS staff and Pre-Prep staff on duty have a Paediatric First Aid certificate and a first aid kit is taken into the playground. A further kit is available in the Early Years building which also has a phone able to make both internal and external calls in case of emergency. Please see the College's First Aid policy.

EYFS staff accompany EYFS children to the ballet activity at lunchtime which is the only activity available for this age group.

After School Club is available to EYFS children from 3.45pm to 5.00 pm and a member of EYFS staff is on duty each day with a Pre-Prep teacher on a rota basis.

Supervision in Boarding

All staff in boarding understand their role in supervising boarding. They have a job description and handbook which reflects their duties, are carefully inducted and receive regular updates and training on best boarding practice. Any spouses or adult members of staff who live or access the boarding houses have clearly defined roles and understanding of safeguarding and their role.

Through induction, regular reminders and visibility, boarders always know where there is a member of staff and who is supervising them. Staff register the pupils at the beginning of the boarding sessions, comparing their lists with the bookings and always know the whereabouts of the boarders. If a child is not where they should be the usual missing child procedures would be followed.

Supervision overnight

There is always at least three members of staff in the boarding house overnight who are responsible for the boarders. Boarders can access help in the night by ringing on the bell of staff accommodation and are inducted in this when they arrive at school. Boarders do not access staff accommodation. Staff have clearly designated living areas which the children do not access.