



Staff Guidance on Supervision at Warwick Prep School

January 2019

This guidance is written in conjunction with the Foundation Health & Safety Policy (May 2018)

49.0 Supervision

49.1 Due to the differing requirements and ages of pupils, the School each have their own individual procedures which is followed to ensure adequate levels of supervision are provided.

49.2 Specific responsibilities are placed on Heads, Educational Visits Co-ordinators, leaders of extra-curricular activities, Heads of Departments, EYFS managers and Boarding House parents for ensuring that risk assessments are carried out and include levels of supervision.

Requirements of each duty:

Staff on duty must take their Red Triangle and Green First Aid triangle out with them.

All members of staff are allocated duties at the beginning of each term. Please ensure that you check the notice board for the date and time of all duties. It is the responsibility of each member of staff to ensure the safety and well-being of all the children during their duty period. Please begin your duties promptly and ensure that any unusual observations or circumstances are reported to the office immediately.

Appendix 1- Supervision analysis for details of times and numbers of staff on duty.

Before School Duty

Nursery

- The children are supervised from 8am in the Nursery.

Reception

- Duty begins at 8am on Reception playground or in the Open Area if wet.
- Parents park in Banbury Road playground and bring children around the building using the fenced-off path to the Reception playground.
- Bags etc are deposited in a named box for each class
- Parents are to sign their children in using the class signing in sheets which are located by door B or on the Reception playground.
- At 8.15am children collect bags and are brought in through the door (let in by the person on 8.25am Open Area Duty).

Lower School

- Duty begins at 8am on the Astro in the first section, or in the Open Area when wet.
- Three members of staff are on duty at all times from 8.00am – 8.30am
- Bags are left under class signs on the Astro.
- From 8:00 to 8:15 the children may play with a tennis ball.
- Class teachers collect the children from the Astro

Middle and Upper School

- Duty begins at 8am on the Astro or in the Main Hall when wet.
- It is mandatory for Staff on the 8am duty to collect the walkie talkie from the office as a H&S measure.
- One member of staff is on duty at all times from 8.00am – 8.15am
- Bags are left under class signs on the Astro.
- 8.00am to 8.15am – children can play on the Astro in second section, with tennis balls and netballs.
- 8.15am to 8.35am – the netballs are put away but the tennis balls can remain in use.
- Girls who arrive with musical instruments should take them, at 8.15am to the Music rooms.
- Girls attending before school activities and those with School Representative positions should enter the school via the Foyer door at 8:00am. Children should not enter the school building for any other reason.

Morning Break

Nursery

- The children have a mid-morning drink and snack in their classrooms.

Reception

- The pupils have their drink and snack in their classroom at 10.10am.
- Reception play in their own playground at the front of the school.
- Staffing is arranged to ensure maximum first aid coverage.

Lower School

- Where possible, the pupils have their drink and snack in their classroom at 10.10am.
- Year 1 and Year 2 children play on the BRP.
- Staffing is arranged to ensure maximum first aid coverage.
- At 10.35am when the end of break bell goes the children line up in forms and enter the school, through the appropriate doors, in a quiet and orderly fashion.

Middle and Upper School

- The children should collect their drink and snack and then go outside. Eating and drinking by Middle and Upper School children must take place outside of the building.
- Middle and Upper School children play on part of Zone 1 and Zone 2 of the astro.
- Staffing is arranged to ensure maximum first aid coverage.

- At 10.35am when the end of break bell goes the children line up in forms and enter the school, through the appropriate doors, in a quiet and orderly fashion.

Morning Break – Wet Weather

Duty staff are to make a decision as to whether it is an outdoor or indoor break time.

Nursery

- Nursery Staff will play circle games, read stories and sing.

Reception

- A member of the Reception Duty Staff has the year group in the open area to watch a DVD.

Lower School

- This duty is staffed by Year 1 and Year 2 Teaching Assistants.
- All children should be provided with a suitable activity.
- Scissors or glue should not be used unless this is a supervised activity with a member of staff.
- Children should not wander in and out of their own form room.
- The duty members of staff are to move around the form rooms.

Middle and Upper School

- The children remain in their form room.
- All children should be provided with a suitable activity.
- Scissors or glue should not be used unless this is a supervised activity with a member of staff.
- Children should not wander in and out of their own form room.
- The duty members of staff are to move around the form rooms, one to each year group area.
- The Year 6 girls are involved as monitors/helpers in form rooms around the school.
- The Year 6 girls not helping in a class should remain in their own form rooms.

Lunch Duty - Dining Room

- Good table manners, politeness and a tolerable noise level should be in practice at all times when children are waiting for or eating lunch.
- All children have a school lunch (included in fees). Permission for children to bring a packed lunch will only be given by the Head for medical reasons.
- Special diets are catered for.
- Menu sheets should be displayed in all form rooms and, when appropriate to age, discussed with the children.
- Children should be encouraged, not forced, to try food and to eat something.
- If staff are concerned about the amount of food, too little or too much, that individual children are eating please speak to the Head of Prep/Pre-Prep.

- When Pre Prep children have finished their main meal they must seek permission by raising their hand in order to eat their dessert, and again raise their hand to clear their tray.
- When Prep children have finished their main meal if their plate is clear they are able to take their plates, cutlery and beaker to the washing up area and collect their desert. If their plate is not clear they must seek permission to clear their plates by raising their hand. Following this they may collect their dessert.
- After eating lunch, all Middle and Upper School girls should go from the dining room, collect coats if necessary and go outside.

Appendix 2 – LTS Overview of Supervision

- Children who are having late lunch due to attending a lunchtime club / activity are supervised by the Senior Lunchtime Supervisor.

Lunch Duty – Wet Weather

Nursery

- After lunch the children will play in their classrooms or may watch a DVD in the playroom.

Reception and Lower School

- After lunch the Reception and Lower School children will watch a DVD in the Lower School Open Area. 'Morning Break – Wet Weather' guidelines apply with lunchtime supervisors on duty. Children are supervised by 4 Reception LTS plus 3 Pre-Prep LTS.

Middle and Upper School

- After lunch, Middle & Upper school girls return to their form rooms. One LTS supervises Year 5 classes; one LTS supervises Year 6 classes. 3 LTS supervise the Middle school classes and one LTS to float.

Appendix 3 – LTS Wet Weather Arrangements

Lunch Duty - Outside

- Lower School are to play on the BRP.
- Middle and Upper school are to play on part of Zone 1 and Zone 2.
- At 1.05pm when the end of Lower school lunchtime bell rings the children line up in forms and wait for the class teacher to come out to the line and escort them inside.
- At 1.35pm when the end of Middle & Upper school lunchtime bell rings the children line up in forms and enter the school, through the appropriate doors, in a quiet and orderly fashion.

Appendix 4 – LTS BRP / ASTRO Supervision Arrangements