



Warwick Preparatory School

Staff Guidance on Supervision at Warwick Prep School September 2021

This guidance is written in conjunction with the Foundation Health & Safety Policy (October 2020)

50.0 Supervision

50.1 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.

50.2 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 outside with them.

All members of staff are allocated duties at the beginning of each term. Please ensure that you check the duty rotas 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 7:45am in the Nursery.

Reception

- Duty begins at 7:45am on Reception playground or in specified classrooms if wet.
- Parents can park on the Foundation School Site at 7:45am.
- Children enter the playground via the main Pre-Prep gate.
- Staff are to sign children in as they enter the playground.
- At 8.25am children collect bags and are brought into school.

Lower School

- Duty begins at 7:45am on the Playground or in the Open Area when wet for Y1 and Y2.
- Bags are left under class signs out on the playground.
- One member of staff is on duty at the gate and one member of staff if on duty in each year zone. There is also an additional member of staff.
Three or four members of staff are on duty at all times from 7.45am – 8.25am
- Class teachers collect the children from the playground at 8.25am.

Middle and Upper School

- Duty begins at 7:45am on the Main Playground and the Hogan Playground or in the dining hall when wet for Y3 to Y6.
- Three members of staff are on duty in the main playground between 7.45am and 8.40am for Y3 and Y4. Two members of staff are on duty on the Hogan Playground for Y5 and Y6.
- It is mandatory for Staff on duty, on the Hogan Playground, to collect the walkie talkie from the office as a H&S measure.
- Girls who arrive with musical instruments should take them, at 8.00am to the Music School entering via the main entrance.
- Girls attending before school activities should enter the school via main entrance at 8.00 am. Children should not enter the school building for any other reason other than the toilet.

Morning Break

Nursery

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

Reception

- Reception play in their own playground.
- Staffing is arranged to ensure maximum first aid coverage.

Lower School

- Year 1 and Year 2 children play on the main playground.
- At the end of playtime, the whistle is blown for the first time, the children freeze. Upon the second whistle the children line up in forms and enter the school with their teacher, 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.
- Year 3 / Year 4 / Year 5 pupils are on the main playground.
- Year 6 pupils are on the Hogan Playground.
- At 10.37am when the whistle is blown for the first time, the children freeze. Upon the second whistle 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 etc

Reception

- Reception children are to go to the Open Area and have snacks/drinks there.
- Teachers / TAs are to supervise unless duty staff are available (non-form teacher)

Lower School

- Children to remain in Form Rooms and have snacks/drinks there.
- Y1 and Y2 teachers / TAs are to share the duty but remain in Form Rooms.
- 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.

Middle and Upper School

- The children remain in their form room and have snacks/drinks there.
- Prep Form teachers to return to form rooms and Specialist teachers and TAs to release them for a comfort break.
- 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.

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 hot school lunch (charged as a separate fee). 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 indicate they have finished and then they are required to clear their tray.
- When 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 indicate they have finished so they may clear their tray.

Appendix 2 – LTS Overview of Supervision

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

- Reception and Lower School are supervised by their TA or designated LTS in the Open Area.

Middle and Upper School

- After lunch, Middle & Upper school girls return to their form rooms. Two LTS supervises Year 5 classes; one LTS supervises Year 6 classes. 3 LTS supervise the Middle school classes and one LTS to float. Mon to Wed 5KC need to be split between 5LW and 5WS form rooms. Thurs to Fri 5KC are to go to the French room.

Appendix 3 – LTS Wet Weather Arrangements

Lunch Duty - Outside

- Reception children play on the Reception playground. They are supervised by their designated LTS plus 1 extra LTS.
- At the end of each lunchtime play the whistle blows and the children line up in forms, waiting for the class teacher to come out to the line and escort them inside.
- Lower School, Middle and Upper school are to play on the main playground.
- At 1.08pm 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 2 – LTS Overview of Supervision