



DULWICH PREP LONDON
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CARE AND SUPERVISION OF PUPILS POLICY

This is a whole school policy which applies to all sections of the School, including Early Years.



Persons responsible for this document:

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Heads of Section

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CARE AND SUPERVISION OF PUPILS POLICY

I. INTRODUCTION

This document offers guidance to staff about the appropriate supervision of all pupils in Early Years, Pre-Prep, Lower, Middle and Upper Schools throughout the school day at Dulwich Prep London.

When supervising children, staff should make sure they behave at all times with due regard to the Behaviour, Rewards and Sanctions Policy, Playground Risk Assessments, Safeguarding (Child Protection) Policy and *Keeping Children Safe in Education* guidance. This policy should also be read in conjunction with the Arrivals, Departures and Late Collection Procedures which outlines processes in place for those specific times of day.

Staff are also responsible for reading the Staff Handbook and Code of Conduct, as well as all relevant policies e.g First Aid, Health and Safety, School Journeys and Educational Visits for further information about care and supervision.

It is a duty of Dulwich Prep London to provide appropriate supervision for the pupils in its care to ensure their health, safety and welfare. The 'duty of care' places a specific responsibility on the Head Master, as overall manager 'in loco parentis', to ensure that full and appropriate supervision procedures are in place. Therefore, the role of supervision is a key one and is taken most seriously by the Governors and the Head Master. This 'duty of care' is a contractual obligation for **all** staff. It is essential that expectations remain constantly high and that supervision is conducted with professionalism and responsibility.

This policy sets out agreed protocols and procedures that all staff follow in order to maintain appropriate supervision and care of pupils on the Alleyn Park and Gallery Road sites and Prep sports pitches during the school day. It provides comprehensive information for parents, carers and other stakeholders.

2. DUTIES

Duties for Nursery to Year 8 are set out in Appendix I.

3. REGISTRATION

All Form Teachers and class teachers are responsible for completing registration in-school each morning and afternoon. This is a legal process usually completed on the school's management information system using appropriate codes provided by the Department for Education. If technology fails for any reason, a paper register is completed instead.

Pupils arriving late to school will need to enter via the main reception and sign in (or are signed in) so that the registers can be updated with their late arrival to school.

4. LESSON SUPERVISION

From time to time pupils may be allowed to exercise some personal responsibility, for example,

delivering a message or carrying out a survey or investigation. Staff who are responsible for the class must be aware of the whereabouts of their pupils throughout their lesson. Depending on the age of the pupil, and as pupils progress through the School they may be allowed to move between lessons unaccompanied. For example, in Lower School, after a half a term of practice, Year 3 classes will walk to the music school unaccompanied. In Year 4, the boys will walk from their class to the art room where they will be met by their teacher.

5. TRANSITION SUPERVISION

Staff who are moving between lessons will monitor the safe movement of pupils around the site and ensure that if leaving a class in order to teach elsewhere, pupils are seated, reading silently.

6. PLAYGROUND SUPERVISION

Playground duties demand a high standard of care and in particular require that playgrounds be patrolled; staff should therefore be prompt to their duties and keep walking around the playground ensuring that they have a clear view of the children's play. Staff should wear high visibility jackets so that pupils can quickly identify who is available to help. See specific playground guidance in Appendix 2.

7. CLOAKROOM & TOILET SUPERVISION

During lessons, pupils from Year 1 to Year 8 are allowed to go to the toilet independently; however it is the responsibility of the teacher to know who has gone to the toilet during their lesson and that children who are going to the toilet do so sensibly and return promptly. Early Years children tell the supervising adult that they wish to visit the toilet/cloakroom and are monitored.

8. CHANGING ROOM SUPERVISION (SPORTS HALL, SWIMMING POOL, OUTDOOR CHANGING ROOMS)

PE changing - *To ensure pupil safety and wellbeing, regular checks work well along with verbal reassurance from the corridor.* Staff members will check on the progress of the boys but should not remain physically present in the changing rooms while pupils change unless assisting with changing for Pre-Prep pupils. The staff member should remain in the corridor and use their voice to reassure pupils of their presence, making regular checks until all boys are changed.

Swimming changing - *The boys remove every item of clothing and are briefly naked. For this reason staff should ensure there is a brief period of time when boys have total privacy in order to put some clothing on.* Staff members will check on the progress of the boys but should not remain physically present in the changing rooms while pupils change unless assisting with changing for Pre-Prep pupils. The staff member should remain poolside and initially use their voice to reassure pupils of their presence before entering the changing rooms for regular checks until all boys are changed.

Games changing - *Because of the size of the group within the changing room, staff presence is essential. If boys are muddy and require showers, staff move briefly to the foyer, continuing to carry out spot checks and use their voice to engage with boys.* Staff members will check on the progress of the boys, but should not remain physically present in the changing rooms while pupils change. The staff member should remain in the changing room foyer and use their voice to reassure pupils of their

presence before entering the changing rooms at regular intervals until all boys are changed. If in the foyer, both doors to the changing rooms should be open.

Before & After School Sport Clubs changing guidance should follow the same process as for PE changing.

9. ESCORTING BOYS TO MARY DACHELOR OR GRANGE LANE

Boys (Years 1- 8) are escorted to the fields in *games groups, teams* or *Tribes*. There is usually a ratio of 1 to 10.

There should be one staff member at the front leading the group and one staff member at the back.

Pupils should walk in pairs but be mindful that they do not block the pavement for other pedestrians.

When walking to Grange Lane using zebra crossings, a staff member should always stand in the middle of the crossing and the boys should always wait for a staff member to cross first.

On return from Grange Lane, staff should follow the same process - one staff member leading, the second at the back with one staff member on the zebra crossing. The final staff member, at the back of the final group, should always ensure that they are the final person to leave the fields, including checking buildings.

When driving boys to Gallery Road, staff should always aim to park on the left hand side of the road, facing Dulwich Village. The main door of the bus will therefore open onto the pavement maximising pupil safety. If there is a need to park on the opposite side of the road, staff should still ensure that the main door will be pavement side (the bus facing away from Dulwich Village). For pupil safety, everyone should then use the zebra crossing near Lovers Walk to escort boys across the road.

10. MEDICAL SUPERVISION

The Medical Centre on the Alleyn Park site is usually staffed from 8.00am-4.00pm on weekdays by a School Nurse or fully trained First Aider. Pupils are not left unaccompanied in the Medical Centre. The Medical Centre is locked when there are no staff present. The Early Years staff have paediatric first aid qualifications and liaise with the School Nurse as required.

11. @38 SUPERVISION

At the Alleyn Park site @38 staff are on duty to welcome boys on site from 7.00am, registering them and then escorting them to breakfast at 7.30am. One member of staff will remain on duty in the dining hall until 8.00am when boys are released to the playground.

@38 re-opens from 5.00pm when pupils eat tea. Children will be supervised by at least one member of staff and two play leaders in the dining hall and then move on to supervised activities either indoors @38, or in an alternative on-site venue (sports hall/drama studio/playground).

Liaison with parents for collection will take place directly by phone for individual children as per prearrangement and pupils will be handed over to a named and known adult only.

12. MORNING SITE ENTRY SUPERVISION

'The Street' will be opened at 8.00am by a member of staff who will supervise safe entry to the site for pupils in Years 6, 7 and 8 .

'The Fort playground' will be opened at 8.00am by a member of staff who will supervise safe entry to the site for pupils in Years 3, 4 and 5 .

Bowen Drive entry points will be opened at 8.00 am for Before School Care and then at 8.25am by a member of staff who will supervise safe entry to the site for pupils in Years 1 and 2 .

If children are not attending @38 or an official before school activity, they should not arrive on site before 8.00am, or 8.25 for Pre-Prep pupils, unless they are with a parent or carer as they will be unsupervised outside school.

13. RAINBOW CLUB

In the Early Years, the extended day provision is provided onsite and is called 'Rainbow Club'. It begins in the morning at 7.30am until 8.45am. Children are supervised by members of the Early Years staff.

In the afternoon, Rainbow Club starts at 3.15pm and runs onsite till 5.00pm. Children who stay for the @38 provision are taken on the school minibus at 4.45pm to the Alleyn Park site.

APPENDIX I

DUTIES

I. EARLY YEARS DUTIES

The Early Years department has detailed procedures for the supervision of children including for lunch and playtimes, Rainbow Club and certain activities such as visits to our woods. Pupil numbers along with staff qualifications and staff:pupil ratios are regularly monitored to ensure compliance with EYFS Statutory Framework 2021.

a. Before School Rainbow Club

The first slot is 7.30-8.00am. The second slot is 8.00-8.45am.

b. Morning Break

Morning break is from 10.15-10.45am. The break is split in half, 15 minutes where children are in the playground and then 15 minutes when they have their snack and drink. Nursery play first and then have their snack. Reception staff have their snack and then play.

c. Lunch Break

This duty is split in two. The first duty is helping the children eat their lunch. The second duty is outside supervising play on the playground. Nursery lunch and playtime is 11.45-12.45pm. Reception lunch and playtime is 12.15-1.15pm.

d. End of Day

Rainbow club begins at 3.15pm and runs till 5pm. At 4.45pm, children who are continuing with the @38 provision travel on a school minibus to the Alleyn Park site with an Early Years teacher and driver.

2. PRE-PREP DUTIES

a. Before School Outdoors

This duty requires three members of staff, one at the Bowen Drive Gate at 8.00am and two monitoring the boys in the Pre-Prep playground. Boys are registered at the gate for security/fire purposes, so that we know who is on site at all times.

Staff should circulate amongst the playgrounds, monitoring where children play and following guidance from day time duty. At 8:20am a bell will sound and staff should clear the playground, encouraging boys to line up, enter school quietly and head to class rooms.

b. Morning Break

This duty requires six members of staff, three on each playground.

During morning break all boys should be outside unless they are using the toilets.

At the end of break, duty staff will line the children up, remind the boys to smarten up their uniform and then they are collected by the teacher to head back inside

c. Lunch Break

This duty requires six members of staff, three in the dining hall and three outside in the playground.

d. End of Day

There are several duties at the end of the day and registers are taken of all children present. One member of staff looks after the boys who are siblings, and these boys are dismissed to their parents/carers at 4.00pm when their siblings further up the school are also dismissed.

Two members of staff are on duty in the Pre-Prep hall with the other boys who are staying until 4.30 or 5.00pm. At 4.30pm one member of staff dismisses those children leaving and the second member of staff remains to supervise the boys staying until 5pm. At 5pm boys are dismissed by one member of staff while the second member of staff takes children to @38.

Any pupil leaving from a later collection point is signed out by the collecting parent or carer.

3. LOWER SCHOOL DUTIES

a. Before School Outdoors

This duty requires at least two members of staff.

One member of staff is responsible for monitoring the gate and greeting the boys.

Staff should circulate around the playground, monitoring where children play and following guidance from day time duty. At 8:15am a whistle sounds, the boys stand still. On a second whistle, the boys move to their class line-ups. The boys are then collected from the playground by their class teacher, encouraging boys to line up and enter school quietly and head to class rooms.

b. Morning Break

This duty requires at least two, ideally three, members of staff.

During morning break boys should be outside unless they are visiting the library, using the toilets or involved in a supervised club or activity.

Staff should circulate around the playground, monitoring where children play and following guidance from day time duty. At the end of playtime a whistle sounds, the boys stand still. On a second whistle, the boys move to their class line-ups. The boys are then collected from the playground by their class teacher, encouraging boys to line up and enter school quietly and head to class rooms.

At the end of break, duty staff will remind boys to smarten up their uniform and head back inside for their next lesson.

c. Lunch Break

This duty requires at least two members of staff. As required more staff members may be assigned to the duty.

Staff should circulate around the playground, monitoring where children play and following guidance from day time duty. At the end of playtime, a whistle sounds, the boys stand still. On a second whistle the boys move to their class line-ups. The boys are then collected from the playground by their class teacher, encouraging boys to line up and enter school quietly and head to class rooms.

d. End of Day

Bus boys are sent to register with a member of staff in front of the dining room prior to the end of the school day. This registration is supported by GAP students who will also supervise the boys on the bus to Dulwich College. (**See Bus Duty**)

Boys who have clubs or prep class are sent by their class teacher from the classroom to register for their club on Twickenham. This is supervised by a member of staff with the help of the GAP students. The boys are able to play on Twickenham and have a snack (brought in from home) until they are collected for their club by the club teacher/ coach or the teacher taking prep club.

This duty involves each class teacher dismissing their class from The Fort Playground. Dismissal is recorded. At the end of dismissal the Head of Section will take charge of any boys not yet collected and sign them in at Reception. Reception staff will then confirm with their carers the plan of supervision for each boy. In the absence of the Head of Section, the class teacher will take the boys to Reception themselves.

After prep club and clubs, the boys are dismissed from The Fort Playground.

4. MIDDLE AND UPPER SCHOOL DUTIES

a. Before School 8.00am-8.15am

This duty requires four members of staff.

One member of staff will open the Street entry point at 8.00am making sure the phone storage box is available for pupils to drop telephones and stand at the front by the bicycle storage to welcome pupils safely into school.

Remaining staff should circulate amongst the playgrounds, monitoring where children play and following guidance from day time duty. When the bell sounds, staff should line up with their forms to quietly clear the playground, encouraging boys to enter school quietly and head to form rooms.

b. Morning Break

This duty requires four members of staff.

During morning break boys should be outside unless they are visiting the library, using the toilets or involved in a supervised club or activity.

At the end of break, duty staff will remind boys to smarten up their uniform and head back inside for their next lesson.

c. Lunch break

This duty requires four members of staff.

Members of staff on duty outside should position themselves in the same places as for morning break. The rules for lunch break are exactly as detailed above for morning break with the exception being that some boys will be inside for lessons.

At either 12.45pm or 1.45pm a bell will sound marking the end of lunch being served. Any pupils remaining in the dining room will be encouraged to make their way to class along with children playing outside.

d. End of the Day

This duty requires a member of staff at each exit point.

The members of staff on duty after school are responsible for supervising boys leaving school at the various exit points. (See Arrivals, Departures and Late Collections Procedures)

All Middle School pupils have their departure from school logged, whether they are attending a club, taking the bus, travelling independently or leaving with an adult.

Boys attending after school clubs have approximately 10 minutes to make their way to an activity. At 4.00pm the registers will be taken to ensure children remaining on site are accounted for by the adult who runs the club. Club takers are responsible for supervising and dismissing members of their club. They are expected to see all boys off site after the club finishes from agreed exit points.

5. BUS DUTY

This duty requires one member of staff and two gap students.

The staff member is responsible for taking the register to ensure all boys from Year 3-Year 8 travelling by coach are present and accounted for. Boys are then accompanied out to the waiting coach, crossing over Alleyn Park with the Lollipop Man and accompanying staff. Two gap students will travel on the bus with the boys to ensure their safe arrival at Dulwich College for the Foundation Coach Service.

6. LATE DUTY

This duty requires one member of SLT at the front of school from 5.00-5.15pm. After school club takers are responsible for handing club members over for collection or signing them out

of the club to make their way home independently.

The SLT member of staff on duty is responsible for ensuring any boys not collected by 5.15pm are brought to reception where they will wait to be collected until reception closes as 6pm. Any children who have not been collected by 6pm will join @38 provision and be charged accordingly.

APPENDIX 2

SPECIFIC STAFF GUIDANCE FOR DUTIES YEAR 1-8

I. MIDDLE AND UPPER SCHOOL OUTSIDE SPACES

a. Wembley

This duty requires one member of staff. Details as follows:

- On Wembley playground, monitor games to avoid rough play and encourage inclusion.
- Be aware of the area in front of the library and the path to the music school
- Ensure only tennis/moon balls, basketballs and size 4 footballs are used.
- Limit running in pathways for safety. Boys should be sent back to their starting point if they run along pathways and made to walk.
- Prevent boys from running behind the Music School.
- Monitor stairwell under Sports Hall.
- Ensure there is no overly physical play on the grassy area.
- Ensure equipment is tidied away at the end of break.
- If an outdoor sanction is needed, ask boys to stand aside for Time Out until you wish to include them again.
- Confiscate misused equipment and return via form trays.
- Ensure no ball games in pathways for safety reasons.

b. Mary Datchelor

This duty requires two members of staff and a gap student. Details as follows:

- Collect boys at the start of break in the Link Building.
- A Year 8 pupil should be designated responsible for collecting equipment for play by the Head of Year 8.
- Safely escort the boys to and from Mary Datchelor; staff positioned front, middle and end of the line.
- Toilet/Pavilion to be checked by a member of staff on arrival at the fields.
- One member of staff should be moving around the fields, one should be positioned at the stairwell.
- Monitor games to avoid rough play and encourage inclusion.
- Round up boys in plenty of time to be back for lessons or lunch.

- Toilets to be checked before departure.
- Ensure boys keep their shoes on throughout the break.
- Ensure one member of staff is carrying the School mobile phone from the front office.
- Ensure any necessary inhalers/epipens are taken from the front office. First aid kits are available on site.

c. Snacks, moving outside to Patrol

This duty requires one member of staff. Details as follows:

- Boys should move in a single file through the line to collect a snack.
- Remind boys of their manners if necessary.
- Boys can return for seconds after 10.30am if they wish.
- Pupils may have unlimited access to the fruit. (Seconds of the home baked snacks is sufficient).
- Watch for litter.
- Stop boys running, ask them to return to the link building and walk if they are seen running into the dining hall.
- If the snacks run out or interest has gone, move out to patrol by the amphitheater and steps.
- Limit running in pathways.
- If an outdoor sanction is needed, boys should be asked to stand aside and miss out on playtime for Time Out until you wish to include them again.
- Patrol focus should be to prevent rough play and encourage inclusion.
- Ensure no pupil is playing on railings.

d. Twickenham & Hirst Patrol

This duty requires two members of staff. Details as follows:

- In order to ensure boys are not in restricted or unsafe areas, ensure boys are able to view the flagpole at all times.
- Move around Hirst / Twickenham to monitor games to avoid rough play and encourage inclusion.
- Limit running in pathways. Boys should be sent back to their starting point if they run along pathways and made to walk.
- Prevent boys from running behind the music school.
- Ensure no boy is climbing trees.

- Ensure no boys are swinging on the sign post or trees.
- Ensure equipment is tidied away at the end of break
- Ensure no ball games in pathways.

e. Lunch queue duty

This duty requires one member of staff, usually supported by a pupil 'duty team'. Details as follows:

- Ensure boys line up in a single file. Any boy leaving the line or stepping out of the line should be sent to the back of the queue.
- Ensure that noise is not excessive.
- Move regularly up and down the line to ensure behaviour is safe.
- Encourage boys to use the time queuing to smarten their uniform.
- Encourage boys to join the queue during quiet periods.
- Assist the duty boy with the movement of boys into the dining hall.
- Remind boys to walk as they move through towards the dining hall.
- Remind boys to sanitise hands.

2. DINING HALL DUTY

This duty requires two staff members. It is the responsibility of staff on dining room duty to be familiar with the notes on boys with specific eating needs. Details as follows:

- Monitor what boys are eating and gently advise on a healthy plate.
- Advise on table manners as required.
- Release boys when they have eaten sufficient food.
- Monitor plate clearance and tray removal.

The expectation is that all staff should sit on or near a table with the boys at least three times a week.

3. GENERAL PLAYGROUND

General playground guidance for staff:

- All staff on outdoor duty should wear a high-viz vest so that they are easily identifiable for colleagues and children.
- Outdoor sanctions can be used to keep children safe while outdoors:
 - verbal warning;
 - removal of a toy that is being used dangerously; or

- temporary removal from a game.
- Boys caught running in pathways can be sent back to their original starting point and asked to walk.