



St Nicolas CE Primary School  
DUTY SUPERVISION POLICY

HEADTEACHER SIGNATURE:

A handwritten signature in black ink that reads "A. Spooner".

DATE ADOPTED:

Nov 2020

DATE FOR REVIEW:

Nov 2022

Additional notes:

Cross reference with the following policy/ies:

St Nicolas C.E. Primary School Policy for Duty Supervision during School Day
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### Aims:

The main aim of this policy is to outline an agreed framework of duty supervision by staff within which children can be happy, safe and secure in the school environment.

Through our supervision, we wish the children to develop a self-disciplined and caring attitude to each other and their environment. It is important, therefore, for the children to be involved in the process of understanding the policy.

### Pattern of the School Day

#### KS1

8.45-10.30am	School session (1)
10.30 - 10.45am	Staff supervision (break)
10.45-11.45am (KS1)	School session (2)
11.45 -12.45pm (KS1)	Staff supervision (lunch)
12.45 - 3.00 (KS1) (with 10 minute afternoon break)	School session (3)

#### KS2

8.45-10.30am	School session (1)
10.30 - 10.45am	Staff supervision (break)
10.45-12.00pm (KS2)	School session (2)
12.00-1.00pm (KS2)	Staff supervision (lunch)
1.00 – 3.10pm (KS2)	School session (3)

The following procedures are intended to fulfil the aim of our supervision policy as expressed above.

### General

- Children should not be left alone in the school grounds or buildings without regular supervision;
- It is important for staff to be punctual at the beginning and end of recreational sessions in order to supervise children in their care effectively; the best practice is for teaching staff to welcome children into the class
- Three members of staff will be on duty in the playgrounds, one for each area – early, middle and upper years.
- Duty supervision at lunchtime is the responsibility of the Headteacher, Senior members of staff and lunchtime supervisors.

## Use of the Field

The teachers on duty will make the decision whether it is sensible for the field to be used. Staff should supervise across the field and also playground areas where used. The Junior Toilet areas should also be appropriately supervised.

## Playgrounds

Because of lack of space, particularly in the middle and upper year's playgrounds, the following rules must apply:

1. Games must be appropriate and sensible given the available space. Games which are not allowed include – 'hard' chasing games, play fighting or wrestling, games which involve children climbing on each other (piggy back etc), 'hard' throwing games.  
Games which are appropriate include hopscotch, square ball, football (rota basis), and the ball shooter.
2. Playground equipment will be run and organised by Year 6 play leaders.
3. 'Loose parts' equipment will be available on the KS1 & 2 playgrounds.
4. Adventure playground equipment is accessible on a rota basis.

## End of Duty Periods

- The whistle is blown once, children should then stop what they are doing and stand still. The whistle is blown again and children must walk sensibly to their classroom (KS2) or line up outside of their classroom (KS1).
- Children should be encouraged to use the toilets at the beginning of and during break.
- When the field is in use staff will need to watch that children do not 'rush' onto the playground and one of the duty staff should follow the pupils when they are returning to their classes.

## General

- Children must have their coats on in cold weather.
- All packed lunches must be eaten and finished in the classrooms or dining room during winter months.
- Encourage the children to be vigilant about litter.

## Wet Playtimes

- Teaching staff need to return to classrooms promptly to support lunch staff. Wet day games, puzzles and other quiet activities will be provided for children to be occupied at their tables.