



Hazelwood School

## **SUPERVISION DUTIES AND PLAYTIME (Years 1-8)**

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At Hazelwood School we live in a community and treat one another as we wish to be treated (both pupils and staff). It should be noted that teachers are always 'on duty' in this community and we are always looking after the pupils in our care. This is essential if our pastoral care is to be effective. This is explained from the very first induction meeting taken by a member of the Senior Management Team for all new staff at the start of the academic year or throughout the year, depending on their start date.

The Head of Organisation publishes a duty rota each term, to ensure adequate supervision is in place.

**We are all responsible for the behaviour of pupils on the School premises. Throughout the day, staff should consistently exercise the School's Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy. Staff have a duty to:**

1. Deal with inappropriate behaviour.
2. Report it immediately to Heads of Year or a member of the Senior Management Team and record it on the School's database CPOMS.

We try to have outdoor play whenever possible.

### **Wet day play**

A member of the Senior Management Team and the staff on duty make the decision whether it is indoor or outdoor play and communicate this to all staff, usually through email. Class teachers are responsible for establishing classroom rules/items available in their own rooms. Assistants/form tutors supervise in their classrooms. Age-appropriate DVDs are allowed for wet play.

### **Chestnut Duties – Years 1-2 Duties in Chestnut**

Duties are arranged in Chestnut to suit their staffing and working day. They are then sent to the Deputy Head.

#### **8.00am - 8.30am Early Room supervision**

Sign in pupils arriving, general supervision of early morning play session by one Teaching Assistant (TA) and Assistant Tutors. Year 2 go to their classrooms at 8.15am.

#### **10.25am - 10.50am Fruit Break**

At least four members of staff on duty in the playground.

### **12.00pm - 1.15pm Lunch**

Teachers take their own classes to the hall and supervise. Two Year 1 TAs walk back to Chestnut with Year 1 pupils and supervise them in the playground. Two TAs walk back and collect Year 2 pupils to take back to Chestnut. The teacher remains in the Chestnut building in a classroom where they are accessible and can see the majority of the playground until the end of play.

### **3.30pm**

All teachers are responsible for their own classes until they hand the pupils over to the adult collecting them or the teacher in charge of the Chestnut Extended Day. All pupils not going home with their parent (or named person) will need a note (or email) to that effect - if there is no note then telephone the parent for permission before the pupil is allowed to go. If contact cannot be made, the child is not allowed to go.

### **Years 3 - 8 Duties and Play Time Arrangements**

Toilets during Break Times: Years 3-5 use "junior toilets" in the main building and Baily Building and Years 6-8 use theatre toilets.

When children are required to change during lunch times for Games, this is supervised by Sports Staff.

NO football games are allowed in the courtyard, but pupils are allowed to play with tennis balls on the table tennis tables and the wall section opposite the table tennis table.

Staff eating in the dining hall and Hazelwood Room are responsible for supervision from the start of lunch until pupils have finished their lunch. Staff should be on time and sit amongst the pupils, encouraging acceptable eating habits and table manners. The lunch queue duty person is responsible for the courtyard.

During wet lunch, Years 3, 4, 7 and 8 go directly into the dining hall, and Years 5 and 6 line up under the sheltered area outside sports hall. Pupils go to form rooms; the Head of Organisation publicises a wet break supervision list; designated staff join each year group to help supervise.

### **Breakfast Club: 7.30am - 8.00am**

Assistant Tutors supervise pupils during breakfast. We maintain a 1:8 ratio for this club.

Please notify a member of the Senior Management Team if pupils arrive before 8.00am as their parents will need to be contacted to arrange for them to have breakfast at School.

8.00am – Pupils can begin to arrive for school, all Form Staff to be in their Form Rooms. Members of the Senior Management Team are on early morning drop off duty to welcome the children and ensure their safe passage to class.

### **Break:**

**Common Room Area (Year 7 & 8s only) 10:25am – 10:50am Baily Terrace 10.25am – 10.50am**

**Courtyard 10.25am - 10.50am**

Supervise pupils playing in courtyard.

### **Lunch:**

**Tennis Courts 1.05pm – 1.30pm Years 3-4 and 1.30-2.00 Years 5-8**

**Common Room Area (Year 8 only) 1:30pm – 2.00pm**

**Baily Terrace – 1:05 – 1:30pm or 1:30 – 2:00pm Lunch: Courtyard 1.30pm - 2.00pm**

Supervise pupils playing in the courtyard.

Go down to the various courts and supervise by standing on/just outside one of the courts. One member of staff per court.

### **Outdoor Gym Equipment:**

All children are allowed to play on the outdoor gym equipment subject to the Risk Assessment being followed. Staff on duty on the Baily Terrace or Tennis Courts supervise. During adverse weather, the gym area will not be available to use.

### **Tree House:**

The Year 8 pupils may use the Tree House (supervised) during Fruit Break. A different rota for other pupils to use it during lunch break will be made available. This Rota is circulated to Form Teachers at the start of the Summer Term and Autumn Term when it is dry and safe enough to play on this facility. Staffing of this duty is on the Staff Duty Rota. Staff must read the Risk Assessment for the Tree House before taking on this duty.

### **Years 3 & 4 Late room: 4.00pm - 4.30 pm (Lower School Classroom)**

At 4.00 pupils are signed out from their form and move to the car park and are met by members of staff who help supervise them as they are picked up by their parents. Pupils who are in Late Room or clubs register to be supervised until 4.30. The room and staff member on duty rotates throughout the week.

At 4.30 the pupils go to the car park to be dismissed with the Years 5-8 pupils. They are supervised by staff as they are picked up by their parents. Any pupil in Tea and Prep or another After School Club go to the dining hall to be signed in for Tea and Prep.

**Early Car Park Duty: 4.00pm - 4.15pm followed by Early Tea Duty 4.15pm - 4.30 pm** Stand in the car park to ensure the safe collection of pupils. They should wait quietly and safely. At 4.15pm take any pupils still waiting to the late room and then supervise early tea takers in the dining hall.

### **Tea: Early 4.15pm - 4.30pm Late: 4.30pm - 4.50pm**

Supervise the pupils who are staying for tea in the dining hall. Check them off on the 'Tea and Prep' list. Pupils are collected from the dining hall for their club by the club taker. If they are staying for Prep, they need to stay in the dining hall until the Prep taker arrives. They will remain in the dining hall for supervised prep.

### **Car Park Duty: 4.30pm - 4.50pm**

Stand in the car park to ensure the safe collection of pupils. They should wait quietly and safely. Do not allow them to stand outside Chestnut. At 4.50pm send anyone who has not yet been collected to the prep takers in the dining hall where they will join the other prep pupils with whom they can stay until their parents arrive. Pass the register to the teacher on Prep Duty to confirm that these pupils are now in their care. When Safeguarding issues arise, the Designated Safeguarding Lead informs staff of confidential pupil information related to pick up arrangements that may refer to one parent being able to pick up a pupil and another not.

### **Prep Duty: 4.50pm – 6.00pm**

Pupils booked in for Tea and Prep by their parents are supervised by the prep duty teacher in the dining hall. They then register the pupils and walk them to various late rooms where supervised prep will take place. The School Office phones parents/pupils not accounted for, or if parents did not collect at the expected time. Pupils are collected by parents from the prep room.

It is important for all staff to familiarise themselves with the electronic collection register to ensure that pupils are only collected by authorised adults.

After 6pm pupils left at School will be taken to the Senior Management Team member on late collection duty (rota in the School Office and in Tea & Prep files) who attempt to make further contact with parents. If no contact is made, the child will remain on School property under supervision. A charge may be made.

**This Policy was ratified by the Compliance Committee on 4 March 2024**