



**STOCKPORT GRAMMAR JUNIOR SCHOOL**  
**Arrangements for supervision of pupils (including Early Years)**  
**(Reviewed by Governors 19.10.2021)**

*Taken from staff handbook.*

We are under a legal obligation to provide adequate duty of care for our pupils at break times and as they leave the premises to catch school buses home.

All staff are expected to do their share of duties but all colleagues should keep a watchful eye as they move round the school and not ignore any pupils' misbehaviour or distress. Duty lists are posted in the Staff Room.

Please remember:

- a) All staff duties are a compulsory element of our contractual obligations.
- b) If a substitution of a duty has been arranged that substitution is as much an obligation as a lesson cover.
- c) Colleagues, who have a duty on a day when they are intending to be out of school, must ensure that substitute cover for that duty has been arranged without fail.

Disciplinary action may be taken if these obligations are not met.

Although colleagues are allocated specific duties, it is important to remember that we are all 'on duty' at any time when the school is responsible for the welfare and conduct of pupils. Colleagues must respond to any show of anger or aggression between pupils, any actions which might result in injury or damage, any smoking, any consumption of alcohol or controlled substances, any bullying, any truancing, any stealing or any climbing over fences, walls or onto roofs. Such instances should be dealt with and recorded in ISAMS.

By reinforcing the tenets of good behaviour on a day-to-day basis, we are, in fact, not merely safeguarding but strengthening the ethos of the school by insisting on the maintenance of high expectations where good behaviour, appearance and consideration for others are compromised.

Pupils leaving (and returning to) the school during the school day are to be signed in and out of school from the school office by their parent(s)/guardian(s). This information should be completed in the white file found in Reception.

**On arrival**

Nursery opens at 8.00am and the children enter the building immediately on arrival.

Rest of school:

Children arriving before 8.30 am will be supervised as follows:

*Reception and Year 1 and Year 2 (optional): Breakfast Club*

*Year 2: 8.00 – 8.20 am Main Playground or Breakfast Club (If wet: 8.00 – 8.20 am in an Infant Classroom) 8.20 – 8.35 am Classrooms*  
*Key Stage 2: Main playground, or classrooms if the weather is poor. Children enter the school at 8.35am.*

Mrs Tonge and a member of staff will be on duty from 8.00 am in the playground. Teachers are expected to be in their classrooms for a period of time before the school day begins to ensure that these rooms are tidy and prepared. Infant staff should be in their classrooms by **8.20 am** and Junior staff should be in their classrooms by **8.30 am at the latest.**

### **Staffing ratios to ensure that they meet legal requirements, especially in the Early Years Foundation Stage**

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

3.35. For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

3.36. For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- for all other classes there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

### **Duty rotas**

Duty rotas for supervising the children at breaks and lunchtime, after school and whilst waiting for buses, will be organised by the Deputy Head at the beginning of the academic year. Duty rotas are amended throughout the year as necessary. All relevant rotas are posted on the notice board in the Staffroom. Copies can also be found on the school network:

[My Computer/Staff on \(T:Drive\)/Junior School/School Admin/Rotas](#)

**There must be adequate supervision of pupils both indoors and outdoors throughout school break times, especially at times when children are indoors. No pupil/s are permitted in classrooms unattended to complete work or carry out tasks for staff. Members of staff must adhere to the duty rota and arrive punctually in the playground. In the event of a planned absence, it is the**

**responsibility of each member of staff to arrange for their duty to be covered. Staff should work as a team to support one another in this process. The Junior School Deputy Head will arrange necessary duty cover as a result of staff illness.**

Children who remain uncollected at 3.40 pm from school buildings, grounds or buses will be sent to After School Care (ASC) by the duty teacher or by any member of staff. Mrs Chawner or Ms Mariet should be notified if this is the case. A record is kept by Mrs Chawner of children sent to ASC; this record is kept in the Junior School.

### **Playground / Midday Assistants**

Mrs Carolyn Tonge manages the midday assistants. Mrs Tonge also oversees the playground each morning before school (8.00 – 8.40 am) and at morning break times. Mrs Tonge is responsible for the provision and ordering of playground equipment and first aid equipment and for orchestrating staff employed as midday assistants.

Staff are encouraged to liaise with midday assistants, where appropriate, regarding the welfare of a pupil.

### **Wet Breaktime Routine**

In the event of the weather being inclement, pupils must stay in their own classroom. Staff on duty patrol the corridors. Mrs Tonge will advise staff as to the requested location to supervise.

### **Safety in Classrooms**

Children are not allowed in classrooms without the supervision of a member of staff.

### **Pupils Off-Site**

Pupils who leave the premises during the school day for appointments etc. should sign out at the School Office. The parent will be issued with a pass to show the Gatekeeper on exit. Pupils who return to school during the school day should sign back in at the School Office on their return.

<b>Authorised by</b> Chairman of Governors	<i>Christopher Dunn</i>
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