

## **Supervision Arrangements**

### **Expected behaviours whilst on duty**

- Discuss with your duty team as to who will cover each area of the school, in conjunction with the responsibilities stated below.
- Be active, patrolling your duty area with care and regularity. Do not stand together as a team – Cheam is a large space!
- Know the rules for your duty area (Swimming pool, Cheam Tops, Cricket Nets)
- Mobile phones should not be used during duty time. The emphasis is on the safety of the pupils. However, staff should have the matrons and office numbers on their phones in case of an emergency.
- All hot drinks need to be covered in a sealed mug.
- Report all incidents/damaged property/accident at the conclusion of your duty.
- Minor incidents should be recorded in the incident book and to the Form Tutor

### **Car Park duty: 0745 – 0815**

First thing in the morning there is a duty member of staff both in the Sports Hall carpark and also at the front of school. This is a high visibility job and staff are there to make sure that pupils cross sensibly and safely through the carpark. High Vis jackets are available at the Sports Hall and also in the porch outside the bursary.

### **Start of the Day: 0800 – 0815**

Those on duty at morning break should be available from 0800 as the boarders come out of breakfast and the day children start arriving. General supervision in the main building should be all that is necessary at this time, but it would be a good idea for someone to wander through “shrubs” as well. When the bell goes at 0810 the children should be encouraged to head for the Chapel, their form rooms or Division / Year Group Meeting rooms, according to which day it is.

### **Morning Break: 1110 – 1135**

**During the morning break as well as the general supervision of the school, the duty team also have specific roles:**

Duty 1 – Supervise the biscuit queue

Duty 2 – Check on the French Corridor whilst patrolling

Duty 3 – Check on the Year 5 Corridor whilst patrolling

A Gapper will be on duty to supervise Cheam Tops

Staff on duty should also supervise:

### **Indoors**

- all form rooms
- both ICT rooms
- all music practice rooms
- the Library
- the Song School
- the Chapel

### **Outdoors**

- the Courtyard (only soft balls are allowed in the Courtyard. However, no ball games are allowed to take place at lunchtime on a Wednesday or Saturday due to coaches arriving for sports fixtures)
- “shrubs”, especially Cheam Tops
- the Sports Hall
- the table tennis table
- the tennis courts
- the cricket nets (in the summer)
- the grass area between “shrubs” and the pond

It is important:

- (i) to make sure that the children have trainers if the ground is wet or muddy. A sign is put up daily, by the locket room, to let the children know whether trainers are required.
- (ii) to check that children are not playing noisy games in the vicinity of the Nursery and Pre-Prep rooms since the time of their break does not coincide with that of the Prep School.
- (iii) when the bell goes at 1130 to chivvy the children to period 5 so that they get there on time and with the correct books.

### **Lunch: 1245 – 1335**

Times to join the lunch queue:

12.30 - Year 3  
12.35 - Year 4  
12.40 - Year 5  
12.45 - Early lunches  
12.50 - Year 6  
12.55 - Year 7  
13.05 - Year 8

**It is essential that staff release pupils in Years 3-5 on time so that they are in the dining room at these times. As a result, staff must end their lesson a few minutes before these times.**

On Wednesdays and Saturdays when there are matches, all those travelling to away matches should join the lunch queue at 12.45 pm before those playing at home or those not in matches at all.

Staff on lunch duty should:

- supervise the lunch queue at both ends, with the help of a Gapper
- make sure that the children are behaving and eating in a civilized manner in the dining rooms
- keep an eye on the behaviour and whereabouts of the children both indoors and outdoors
- when the bell goes at 1330, make sure they chivvy the children to Digest so that they arrive on time and with their current reading book

**Digest: 1335 – 1400**

Year 8 in the Science Labs

Year 7 in the Library

Year 6 in the Year 6 corridor

Year 5 in the Year 5 corridor

Year 4 in Rooms C1 & C2

On a Wednesday & Saturday Digest is as per the duty schedule or notice on the whiteboard, depending on the number of fixtures.

**Off-Games:**

If any children in Years 3&4 are off games then they will go to Year 3 during the games sessions. All children in Years 5-8 on the off-games list need to report outside the Common Room to the member of staff on off-games duty at 1520 for the senior games session. The children will then either go out to watch some games or will be supervised directly by the duty member of staff.

**Before Prep: 1635 – 1650**

**During the time between the end of Games and the start of prep, all those supervising prep should be patrolling the main building, the courtyard, “shrubs”, etc.** It is appreciated that those taking games, particularly senior grounds, or are on changing room duties may find it difficult to be available for duty, but it is important that all those involved should be around as soon as possible; otherwise, supervision of the children during this period will not be as effective as it should be. As with the morning break there will be a Gapper supervising Cheam Tops.

**During this period the duty staff should pay special attention to the area that they are supervising for prep, to check for good levels of behaviour, as well as general patrolling.**

**Prep: 1655 – 1730, 1745, 1800**

There are eight different areas of the school to supervise during prep, and it is important for members of staff on prep duty to keep on the move within their particular area and not base themselves solely in one of the rooms they are in charge of. There will always be two or three forms to look after simultaneously, and the only satisfactory way of doing this is by moving from one room to another as often as possible.

Year 4 finishes at 1730. Years 5 & 6 finish at 1745 and Years 7&8 finish at 1800. Pick up for all day pupils is from the Courtyard. Duty staff are required to escort their pupils to the Courtyard and remain until all their pupils have left.

At the end of prep it is important for staff to ensure that the rooms they have been supervising are left neat and tidy. All forms should have a tidying rota, which allocates certain pupils to tidy and also take preps to the relevant places.

Any pupils not collected by 1815 will be taken to the dining room and will have supper and parents will be contacted.

### **Evening Duty: 1800 – 2015**

It is vital that the staff on duty from the end of Senior Tea until the final bed bell know the whereabouts of the children at all times, particularly during the Summer Term – and at the beginning of the Autumn Term – when groups go off into the grounds or down to the stream. One or other of the two staff on duty should also have the Duty Mobile (07769 910050), and also the walkie talkies.

In the build up to Common Entrance exams, each term, there are Revision Sessions for Year 8s. These are held in the Science Labs from 1830 – 1910 and are supervised by staff who volunteer to run these.

“Cereals” takes place in the small Dining Room at 1945 for any in Years 7 & 8 who feel in need of further sustenance. This needs to be closely supervised and the tables and pantry left spotless. A Year 7 rota is in place to ensure that this area is left tidy, but the child concerned usually needs a reminder.

Before signing off at 2015 it is also imperative that the duty staff turn off all lights in the main building – places often forgotten are the Chapel, the dining rooms and rooms in the French Corridor – as well as elsewhere on the campus (e.g. the Courtyard Classrooms, the Design & Technology building, the Science Labs and the new Sports Hall). In addition, all windows must be shut and all doors closed. The caretaker will lock all outside doors shortly after 2030.

**On Wednesdays there are no afternoon lessons or prep, so Games are at the end of Digest and the Evening Duty starts at 1545 instead of 1830.**

Reviewed: May 2022  
Future review date: September 2024