



PROSPECT HOUSE
SCHOOL

DUTY ROTAS AND SUPERVISION

September 2023

DUTY ROTAS & SUPERVISION

Supervision of behaviour and helping pupils who need assistance are essential duties that must be carried out conscientiously by staff throughout the school day. All staff, not only those on duty, are responsible at all times for the good behaviour and safety of pupils.

Duty rotas are prepared and/or overseen by the Deputy Head (Upper School) and Head of Lower School (Lower School). It is vitally important that these duties are carried out vigilantly and that staff on duty are punctual and conscientious.

Care is taken to ensure that duties are allocated fairly. If members of staff are absent, it may be necessary for other staff to do extra duties. If there is a planned absence, e.g., an INSET course or a school trip, the teacher concerned must arrange to swap his/her duty with another member of staff. The Deputy Head or Head of Lower School must be informed of this at least a day in advance of the absence. Teachers must not alter their duties without prior consultation with the Deputy Head or Head of Lower School. If possible, duties will be allocated when the member of staff has non-contact time before or after the duty time.

It is good practice for teachers who happen to pass lavatories, cloakrooms and communal areas during break times, even if they are not on duty, to check that children are not congregating there or behaving inappropriately.

During inclement weather, break may need to be indoors; this will be at the discretion of the Deputy Head or Head of Lower School. During these indoor breaks, pupils may be occupied quietly in a number of ways in the appropriate classrooms. Class teachers should ensure children know which resources can be used during indoor break times. In the Upper School, at least two Year 6 children will be allocated to each classroom to assist the staff on duty. See wet play cover.

Incidents and accidents are more likely to occur when supervision is lacking, and staff must make sure that there is a good level of supervision at all times. Outside supervision should be ambulant and positive. Staff must not stand in one location or stand chatting but must circulate around the playground space, scanning the whole play area ensuring play is appropriate. No hot drinks may be taken into the playground area. Two staff should be on playground duty at all times.

Duties at lunchtime

Lower School Lunch

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| 12:00 – 12:30 Nursery and Reception eating | 2 lunchtime supervisors plus a member of staff |
| 12:15 – 12:45 Year 1 & 2 playing | 2 members of staff on duty |
| 12:30 – 1:00 Nursery & Reception playing | 2 members of staff on duty |
| 12:45 – 1:15 Year 1 & 2 eating/ out to early finishers playtime | 2 lunchtime supervisors plus 2 members of staff - as children finish eating they move outside with the children |

Upper School Lunch

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|----------------------------------|----------------------------|
| 12:30 – 12:55 Year 4 & 6 playing | 2 members of staff on duty |
| 12:30 – 12:55 Year 3 & 5 eating | 2 lunchtime supervisors |
| 12:55 – 1:20 Year 3 & 5 playing | 2 members of staff on duty |
| 12:55 – 1:20 Year 4 & 6 eating | 2 lunchtime supervisors |



All children eat a school lunch unless otherwise agreed with the Headmaster. Staff should ensure that children are sent to the lunchroom promptly and are not late.

A bell is rung at the end of break; all equipment needs to be put away at the first bell, 5 minutes before the main bell. The children 'freeze' until their class is called by the member of staff on duty, in the Lower School the children line up quietly and in the Upper School, the children walk straight inside to their classroom when their year group is called.

Staff must collect their children from the playground promptly and must not be late. The children must be properly supervised as they move through the school to their classrooms.

