



ORCHARD HOUSE
SCHOOL

SUPERVISION & DUTIES

September 2025

SUPERVISION & DUTIES

Supervision of behaviour and helping pupils who need it are essential duties, which have to be carried out by most staff throughout the whole school day. All staff, not only those on duty, are responsible at all times for the good behaviour of pupils. It is vitally important that duties are carried out vigilantly and that the staff on duty are punctual about timing. It is good practice for teachers who happen to pass lavatories and cloakrooms during break times, even if they are not on duty, to check that children are not congregating there.

During inclement weather it may be decided that the break will be indoors. During these indoor breaks pupils may be occupied quietly in a number of ways, but should never be allowed to run or be too noisy in the building. A pupil should normally not spend a break in a form room which is not their own.

Incidents and accidents can unfortunately occur when supervision is lacking and it must be the aim of staff to make sure that there is a good level of supervision at all times. It is usually enough for staff to be seen. Outside supervision should be ambulant and pro-active.

Playground supervision

- Ensure that the environment is safe for the children eg keep an eye out for faulty equipment, fox excrement and games that seem too rowdy or dangerous.
- Always have a first aid kit to hand
- Always record any incidents or accidents that occur and inform the class teacher or a member of SLT of the children concerned
- Make sure you are on time
- Make sure that the children tidy up all equipment before the end of the session
- Line the children up on time in a quiet, orderly line ready to go back to class

Green supervision

In addition to the above:

- Ensure that each class has brought a laminated list and check the children before leaving site and before returning to site
- Make sure that the children do not play with equipment that they may be carrying whilst walking next to the road
- Remind the children of the rule for silence whilst walking down Newton Grove
- The children should walk in pairs
- During the winter months or wet weather, it is essential that the children have a change of shoes (old trainers or wellies)
- If they do not have a change of shoes and it is very muddy, the children must remain on the path with an adult

Whole school lunchtime supervision:

- Make sure that you are aware of any special dietary needs and ensure that these children have the food they need – liaise with the kitchen staff.
- **ALL** children are encouraged to eat everything on their plate before they have pudding or fruit
- Allow children and teachers adequate time to set up the lunch room (setting tables, pouring water).
- Make sure that the children maintain quiet and polite behaviour during meals. You may wish to play music or read to the children whilst they eat lunch.
- Children come in quietly and sit and wait to be served by designated helpers and say thank you when they are served.
- If you wish, 'Grace' may be said before the meal
- Ensure that you wear gloves when serving food.
- You should stand and be a presence during the meal reminding children of the expectations for behaviour.
- You should help the children to clean up after the lunch. This may require demonstrating to the children how to scrape excess food from their plates and how to stack the plates.
- You may need to wipe down the tables after lunch and generally tidy up so that the classroom is ready for the next lesson free from left over food.
- If possible, open a window during lunchtime to allow the smell to dissipate.
- Dismiss children quietly out to play time at the end of lunch

Gate duty at start and end of the school day

Staff doing a gate duty should arrive promptly for the duty and should wear a hi-viz vest. The purpose of the gate duty is to ensure that no child leaves the school premises without an adult, either at the start or end of the school day. All staff should be vigilant and should not hesitate to stop a child from leaving the premises if they are uncertain who they are leaving with, or whose collection arrangements cause any question.

The only exception is for children in Forms 5 and 6 whose parents have given permission for their child to walk home alone (see below).

If case of emergency when a child leaves the premises unaccompanied, the member of staff should immediately close the gate and take action to detain the child and return them to school.

All children are caught on CCTV when they arrive at or leave the premises. Teachers on gate duty are responsible for making sure the gates are closed securely after the last child has gone.

16 Newton Grove

Children arrive via the large electric gates on the playground. The member of staff on duty should stand in the gate way and welcome each child as he or she arrives at school. Children should make eye contact with the teacher and say good morning. They should be encouraged to say goodbye to their parents at the gate and make their way independently to the cloakroom.

At home time the school operates a one way system. Parents enter via the large electric gates on the playground, collect their children from their form teacher on the playground, then exit via the side gate next to the Coach House. Children say goodbye to their form teacher before they go to their parents/carers. A member of staff will be on duty at the main gate and at the side gate. At the side gate the member of staff should stand against the brick wall of the coach house in view of the CCTV camera. Children should make eye contact with the teacher at the gate and say good afternoon.

2 Rupert Road

Children arrive and depart via the side gate on the playground. A member of staff will be on duty at the side gate and should stand in the gate way and welcome or say goodbye to each child as he or she arrives at or departs from school.

At the side gate the member of staff should stand outside the gate in the morning as children arrive, and should stand with their back against the gate when children are departing. Staff should ensure they are in view of the CCTV camera. Children should make eye contact with the teacher at the gate, and say good morning (arrival) or good afternoon (departure).

At home time, parents enter via the side gate on the playground, collect their children from their form teacher on the playground, then exit via the same gate. Children say goodbye to their form teacher before they go to their parents/carers.

Parents should be encouraged to leave the premises quickly and to not congregate around the gate way or on the pavement.

Priory House

Children arrive and depart via the front door, playground gate or side gate. A member of staff will be on duty at the gate and should stand in the gate way and welcome or say goodbye to each child as he or she arrives at or departs from school.

At the gate the member of staff should stand outside the gate in the morning as children arrive, and should stand with their back against the gate when children are departing. Children should make eye contact with the teacher at the gate, and say good morning (arrival) or good afternoon (departure).

At home time, parents should wait at the gate, and a member of staff will bring the

child to the parents. Children say goodbye to their teacher before they go to their parents/carers.

Parents should be encouraged to leave quickly and to not congregate around the gate way or on the pavement.

EYFS supervision

Playground supervision

In EYFS we ensure we have an adequate staff:child ratio in line with the Statutory Framework for the Early Years Foundation Stage (July 2025, effective 1 September 2025).

Lunchtime supervision

In EYFS we always ensure a qualified member of staff is with the children in line with the Statutory Framework for the Early Years Foundation Stage (July 2025, effective 1 September 2025).

Children leaving unaccompanied (Forms 5 & 6)

Children in Forms 5 and 6 may, if parents have given written permission, arrive or depart from school unaccompanied by an adult. Each term the office staff will send a circular asking parents to confirm that their child has permission to leave the school unaccompanied. A list of children who have permission to leave unaccompanied is located inside the door to the Coach House. The member of staff on side gate duty at the end of the day should refer to this list. Staff should not hesitate to retain any child whose name does not appear on the list and whose collection arrangements cause any question.

Children must still say goodbye to their teacher or the adult in charge of them before they leave.

As a member of staff at OHS, we have a joint duty of care for each and every child. Even during 'non-contact' time, you remain a responsible adult within the school and need to assume responsibility if required.