

25.5 SUPERVISION POLICY

This policy outlines the duties carried out by members of staff to ensure that all pupils at Westminster Cathedral Choir School are correctly supervised. The daily supervision is laid out here in chronological order. When boys have 'free time' outside they have to follow the following Playground rules which are listed in their prep diaries. These are:

1. Be kind and considerate to other boys using the playground
2. Share any balls or equipment
3. Let other boys join in your game!
4. Don't push, shove, or be rough
5. No contact rugby
6. Listen out for the teachers whistle: it could be meant for you
7. Stay in sight of the teacher: don't go behind the Vaughan building wall, or around the shed
8. No climbing on trees or walls
9. If you need first aid, tell the teacher on duty first
10. Only one batsman in the cricket net at a time

Early arrivals (7.45 am 8.15 am): pupils may arrive at School any time after 7.45 am. The boys will either play in the playground or read in a classroom under the supervision of a teacher. At 8.15 am all boys will be sent onto the playground for supervised playing.

Boys at Westminster Cathedral Choir School enjoy supervised periods of free time during the School day; these periods are during morning break and lunch time. Since September 2010 school has operated a 'split break policy' at first break to avoid overcrowding in the playground and reduce the risk of injuries; accordingly, first break is taken at separate times for Years 3-5 and Years 6-8. Since September 2011 a policy of segregation has been implemented through which staff supervising lunch time monitor the number and age of boys using the playground, and segregate them (using the raised play area) as and when they feel it appropriate with the interests of the boys' safety always the priority. Since September 2011, a system of lunch by year group has been in place to reduce congestion and noise in the refectory.

Time	Year groups	Place
8.15 am - 8.40 am	Whole School	Playground
10.25 am - 11.00 am	Years 3, 4 and 5	Playground
11.00 am - 11.35 am	Years 6, 7 and 8	Playground
12.35 pm - 12.45 pm	Year 3	Refectory
12.40 pm - 12.55 pm	Year 4	Refectory
12.45 pm - 1.00 pm	Year 5	Refectory
12.50 pm - 1.05 pm	Year 6	Refectory
12.55 pm - 1.10 pm	Year 7	Refectory
1.00 pm - 1.15 pm	Year 8	Refectory

Responsibilities of staff on duty in the playground

When on duty in the playground members of staff need to:

- Encourage kindness and generosity of spirit
- Be vigilant for any malicious or rough behaviour
- Carry a whistle's to attract the attention of boys as necessary
- Watch for boys requiring First Aid and escort boys round to the Staff Room if Matron or the First Aider on duty needs to be contacted
- Give permission to boys who need to enter School buildings and stop those without permission from entering
- Ring the bell to line boys up at the end of break time
- Resolve any minor disputes about the use of balls, basket ball hoops etc...
- Note any boys who seem isolated, lonely or friendless and try to get them to play with their peers

Responsibilities of staff on duty in the Refectory

When on duty in the refectory members of staff must:

- Insist upon politeness and good manners
- Be vigilant for any malicious, rude or rough behaviour
- Make sure boys enter the refectory calmly
- Prevent the queue inside the refectory becoming too lengthy
- Watch for boys requiring First Aid and escort boys round to Staff Room if Matron or the First Aider on duty needs to be contacted
- Note any boys who seem isolated, lonely or friendless and try to get them to sit and chat with their peers
- Make sure boys entering do not have hands that are not dirty, grubby or muddy.
- Allow boys entry at the appropriate time to allow them to go to a club or an extra lesson
- Make sure, wherever possible, that boys say please and thank you to the kitchen staff!