

DE LA SALLE COLLEGE



STUDENT SUPERVISION POLICY

“SHEPHERD THE FLOCK OF GOD THAT IS AMONG YOU, EXERCISING OVERSIGHT, NOT UNDER COMPULSION, BUT WILLINGLY, AS GOD WOULD HAVE YOU; NOT FOR SHAMEFUL GAIN, BUT EAGERLY, NOT DOMINEERING OVER THOSE IN YOUR CHARGE, BUT BEING EXAMPLES TO THE FLOCK.”

1 PETER 5:2-3

Compiled by: The Head of College	Last Reviewed: June 2023
Policy Holder: Mr M. White	Revision date: June 2024
Oversight Governor: David Cahill	Verification date: Spring 2024

This guidance is applicable to all those involved in student supervision at the school and outside of the School. The objective of the policy is to ensure that students are appropriately supervised during school activities. To consider supervision on arrival and departure from the school.

The Assistant Head (Mark White) will be responsible for the implementation of this policy.

Students arrival and departure:

- Normal school hours are 08:45 – 15:30. There are a number of extra-curricular clubs that take place during the week which are always supervised.
- Where students are on site outside of normal hours, at least two members of the staff will be present.
- Members of the PE department will supervise students for home and away matches.
- A roll call is done for all students at the start of the morning and afternoon sessions. Registers are taken at the start of every lesson.
- Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.
- Year 12 and 13 students may leave the school site during the school day but must sign out in the school office and then sign back in on their return.

Student Break Times:

- Staff will supervise students during breaks and lunchtimes. A copy of the Primary and Secondary duty rotas can be seen on the following pages.
- At lunchtimes students need to eat hot food in the Gym (under supervision), cold lunches can be eaten in the gym or in house rooms. Heads of House will be on duty in the house areas.
- Students will be in designated areas on the playground, sports hall and games hall. Sports equipment will be provided for each year group, only foam footballs will be allowed on the playgrounds.

Medical Support:

- A qualified first aider is on duty in the school to administer first aid and deal with accidents and emergencies, including illness.
- A number of staff are trained first aiders and are available to give emergency first aid treatment.

Students will not have unsupervised access in designated areas which will include:

- gymnasium / climbing area
- science laboratories and science technician areas.
- grounds, maintenance, catering and caretaking areas. Designated areas will be kept securely locked when not in use.

Travelling to and from school:

- Parents are responsible for ensuring that their children travel safely to and from school.
- Students are not supervised by a member of staff when travelling on school buses, but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- 2 members of SMT will be on duty to supervise school bus departure.

Educational Visits:

- Arrangements are detailed in the Educational Visits policy.

Secondary Duty Rota

		Canteen Area	Pyramid Playground	DLS Playground	Catherine Turner Playground	Year 11 Sports Hall Lunchtime	Gym	LOWER DECK	UPPER DECK	DLS	JUBILEE
MON	8.25-8.45	M QUINLAN (Year 11)	A COOK (Year 7)	J SHARROCK (Year 9)	T SILVESTER (Year 8 & 10)			P RODGERS	C WASHINGTON	B CAMPBELL	D. MCCORMACK
	10.50-11.10	M WHITE (Year 11)	J NAPTON (Year 7)	N JONES (Year 9)	T TURNER (Year 8 & 10)			R POINGDESTRE	K PALLOT	J BLACK	J McLARNON
	1300-1340	T TOWNSEND/S BARRETT	A COOK (Year 7)	M WHITE (Year 9)	HHT/DSK (Year 8 & 10)	T SILVESTER	J TURNER	P RODGERS	C WASHINGTON	B CAMPBELL	D. MCCORMACK
TUE	8.25-8.45	M WHITE (Year 11)	A COOK (Year 7)	D SHARROCK (Year 9)	B ASQUITH (Year 8 & 10)			T TURNER	K PALLOT	T SAVARSE	C HUBERT
	10.50-11.10	K MCGINTY (Year 11)	O WARD (Year 7)	S BARRETT (Year 9)	T QUENAULT (Year 8 & 10)			R POINGDESTRE	R HILL	G PARLSOW	S ANDREWS
	1300-1340	M WHITE/S BARRETT	A COOK (Year 7)	S MELIA (Year 9)	TTR/DSK (Year 8 & 10)	T SILVESTER	J TURNER	P RODGERS	C WASHINGTON	B CAMPBELL	D. MCCORMACK
WED	8.25-8.45	E LE FEVRE (Year 11)	A COOK (Year 7)	O DEAN (Year 9)	J SHARROCK (Year 8 & 10)			S MELIA	B ASQUITH	B CAMPBELL	J McLARNON
	10.50-11.10	K MCGINTY (Year 11)	L YOUNG (Year 7)	S BOND (Year 9)	S BARRETT (Year 8 & 10)			M QUINLAN	T QUENAULT	M LE MOIGNAN	J DOWIE
	1300-1340	M WHITE/S BARRETT	A COOK (Year 7)	S MELIA (Year 9)	TTR/DSK (Year 8 & 10)	T SILVESTER	J TURNER	P RODGERS	C WASHINGTON	B CAMPBELL	D. MCCORMACK
THU	8.25-8.45	R HILL (Year 11)	A COOK (Year 7)	D WASHINGTON (Year 9)	T TOWNSEND (Year 8 & 10)			S MELIA	H GRACE	O DEAN	S ANDREWS
	10.50-11.10	K MCGINTY (Year 11)	H HUNT (Year 7)	T SILVESTER (Year 9)	S BARRETT (Year 8 & 10)			J GIBBS	H PICKSTOCK	A MARTIN	D SHARROCK
	1300-1340	T TOWNSEND/S BARRETT	A COOK (Year 7)	M WHITE (Year 9)	TTR/DSK (Year 8 & 10)	T SILVESTER	J TURNER	P RODGERS	C WASHINGTON	B CAMPBELL	D. MCCORMACK
FRI	8.25-8.45	E LE FEVRE (Year 11)	A COOK (Year 7)	N JONES (Year 9)	T TOWNSEND (Year 8 & 10)			P RODGERS	C WASHINGTON	S BOND	D. MCCORMACK
	10.50-11.10	M WHITE (Year 11)	L YOUNG (Year 7)	H GRACE (Year 8 & 10)	J DOWIE (Year 8 & 10)			J GIBBS	H PICKSTOCK	J BLACK	O WARD
	1300-1340	M WHITE/S BARRETT	A COOK (Year 7)	S MELIA (Year 9)	TTR/DSK (Year 8 & 10)	T SILVESTER	J TURNER	P RODGERS	C WASHINGTON	B CAMPBELL	D. MCCORMACK

BUS Duty

Monday – T Townsend / M White

Tuesday – T Silvester / D Sharrock

Wednesday – T Townsend / M White

Thursday – T Silvester / A Cook

Friday – D Sharrock / A Cook

YEAR 6 DUTIES S FARNHAM / A WOODWARD / P LE GAL

Brother Anthony Morning / Playground / Lunchtime Supervision
Spring 2022 (updated Primary Rota to be added September 2023)

	Monday	Tuesday	Wednesday	Thursday	Friday
0745 – 0830	Mrs McCann 7.45-8.15am inside 8.15-8.30 Outside				
8.15-8.30 Outside play AFTER 830 all boys directly to classes	Luke	Luke	Luke	Luke	Luke
0830 – 0845	Children in class unpacking and settling in				
1030 – 1045	Emma Penny	Lauren Corina	Corina Penny	Penny Emma	Lauren Corina
1200 – 1230 (Quiet Eating) Classrooms (Reception and Year 1)	Corina with Year One in Library Anita with Year Reception in Kitchen				
1230 – 1300 Outside Play (Reception and Year 1)	Anita/Luke				

Penny to eat lunch 12.00-1.00

Corina to eat lunch 12.30-1.00

Pre-Reception to manage own duties and lunch.

Cleaner to do 12.30-1.00 Library and Kitchen

Brother Edward Morning / Playground / Lunchtime Supervision

	Monday	Tuesday	Wednesday	Thursday	Friday
0745 – 0830 Y2, 3, 4, 5, 6	Gaynor Marshall in Sports Hall Y4, 5, 6 Gary to join at 0820 Y2 and Y3 in BE Hall with Nick At 0830 walk down to Bro Edward. Y2 to class with Sarah				
0745 – 0830 YRec, 1	Rec, Y1 in BA Hall with Gayle + Luke Luke and Jacob on steps / pavement / entrance				
0830 Walk Down from Astro	Gaynor / Gary Kelly	Gaynor / Gary Sara	Gaynor / Gary Katie	Gaynor / Gary Jon	Gaynor / Gary Sally C
1030 – 1045	Jon Sally C Sarah A	Jon Katie Sarah A	Jacqui James Sarah A	James Kelly Sarah A	Laura Sara Sarah A
1050 – 1110 YEAR 6 Astro	Luke, Gaynor				
1200 – 1225 Canteen Eating	Gary, Gayle, Nick,				
1225 – 1255 (Outside play)	Gary Gayle Nick Sarah	Gary Gayle Nick Sarah	Gary Gayle Nick Sarah	Gary Gayle Nick Sarah	Gary Gayle Nick Sarah
1255 (Walk Down from playground)	James	Laura	Kelly	Katie	Jacqui
1300 – 1340 YEAR 6 LUNCH	Luke				
1500 Downhill dismissed from class	N / A				
1500 (Bus – take to Gym) (15) IF ANY	Sarah				
1500 – 1515 LATE BOYS	Take to Susie				

Please be prompt for duties

If you make a one-off swap with a colleague that is fine. If you make a permanent swap please let me know.

BREAKTIME AND LUNCH PLAY - Zoning

Y2 and Y3 on Science block playground

Y4 and Y5 top of big playground

Y6 lower part of big playground

Foam footballs (provided) at lunchtime ONLY. Please bring crates for lunch boxes.