

BREAK TIME SUPERVISION PROCEDURES

Last Reviewed/Updated: 15.10.2016

Next Review/Update: 15.10.2017

The following supervision plan applies to supervision of students on College premises. Other arrangements apply in relation to College activities such as excursions and sporting activities conducted outside of the College grounds. The supervision rota will operate on a two weekly cycle.

The College is responsible for identifying and managing reasonably foreseeable risks and putting in place arrangements which are reasonable to protect students against harm. The following plan is based on a comprehensive assessment of risk, taking into account factors relevant to the school such as student age, number and nature of students and the layout of the College premises. In general, all teachers are responsible for student supervision at all times.

The main supervision areas include;

- **The common room/canteen**
- **Playground**
- **Student toilets**
- **First floor & second floor landings.**

Unless given prior permission or under direct teacher supervision, students are not allowed in classrooms or corridors outside lesson times. They are also prohibited from sitting at teachers' desks as well as using teacher computers. Teachers are instructed to keep their rooms locked at all time when they vacate their classrooms and laboratories.

Sixth form students are allowed out of the College at break and lunch times unless the College is instructed otherwise by their parents. Senior School students must remain in college at all times from 8.45am – 3.30pm

Supervision of students between 8.00am – 8.45am

The school's supervision roster begins as soon as students arrive at College. The Co-Principal/Vice Principal and/or the Supervised Study Coordinator will take responsibility for supervision of all students until 8.45am. The Co-Principal/Vice Principal may request additional support from contracted teachers as and when required.

All students must move to their form room when the bell rings at 8.45am. The common room/canteen will be locked at this time.

Supervision of Students between 10.30am – 11.00am, 12.30pm – 1.15pm and afternoon break 3.30pm-3.45pm – Week 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Break	Raj	Amit	Kumar	Alan	Ken
Lunch Break	Trish	Ragulan	Robert	Dilip	Tim
Afternoon Break	Robert	Raj	Ken	Ragulan	Kumar

Supervision of Students between 10.30am – 11.00am & 12.30pm – 1.15pm and afternoon break 3.30pm-3.45pm – Week 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Break	Trish	Ragulan	Kumar	Dilip	Ken
Lunch Break	Raj	Amit	Robert	Alan	Tim
Afternoon Break	Kumar	Robert	Ragulan	Ken	Raj

Week Commencing	Week
9 th January 2017	1
16 th January 2017	2
23 rd January 2017	1
30 th January 2017	2
6 th February 2017	1
20 th February 2017	2
6 th March 2017	1
13 th March 2017	2
20 th March 2017	1
27 th March 2017	2
17 th April 2017	1
24 th April 2017	2
1 st May 2017	1
8 th May 2017	2
15 th May 2017	1
22 nd May 2017	2
5 th June 2017	1

12 th June 2017	2
19 th June 2017	1
26 th June 2017	2
3 rd July 2017	1

Other Procedures

1. **Safeguarding** – Teachers are reminded to be vigilant in respect of the safeguarding of students during break/lunchtime time supervision as well as any incidents relating to bullying in all its forms as well as any intolerance. Any instances either reported or overheard must be brought to the attention of the Co-Principal/Vice Principal or assistant designated safeguarding person.
2. **Behaviour** – the Regent College behaviour model applies through break and lunch times. The Head Teacher must be informed of any instances of unacceptable behaviour
3. **First aid** – Teachers must be aware of which first aiders are on duty and seek their advice as a first response
4. **Sickness** – This also applies as above
5. **Litter** – Students are expected to keep the college premises litter free at all times. Students must be encouraged to take responsibility for the litter of rubbish they create
6. **H&S** – supervisors must be vigilant and report all H&S issues they encounter when on duty and report any issues to the Co-Principal/Vice Principal