



Supervision Policy

Mission Statement

'To educate young people to meet the challenges of life courageously, to use their talents to the full and to live the values of Christ's Gospel'

The Policy applies to all students at the School, whether Day or Boarding.

The Purpose of this policy is:

- to offer guidance to all staff about the appropriate supervision of students throughout the school day.
- to develop a framework that effectively ensures;
 - the safety of children in the classroom, on the school corridor, while at play on the quad/field or while engaged in school and boarding related activities.
 - that staffing levels devoted to supervision, including supervision during breaks from lessons and, in boarding, during pupils' leisure time, are sufficient to ensure that students are safe and that emergencies can be dealt with promptly while leaving adequate staffing to supervise unaffected students.
- to contribute to effective school management and comply with relevant legislation. In lessons, the supervision of students is the responsibility of the individual teachers.
- to state the school's procedures for controlling or denying unauthorised access by students to potentially dangerous or risky areas of School buildings and grounds.

Staff should also read the following, which can be found on the One Drive Shared Drive

- the First Aid Policy
- the Behaviour Policy.
- The staff duty rota
- Appendix A of this policy / Supervision Guidance 2022

Staff duties before School

Pre-Prep and Prep

Monday – Friday 8.00am – 8.45am	
Reception – Year 2	Group Room (Claudine Thevenet Building)
Years 3 – 6	Quad or Library in Cold Weather.

Years 3-6: Girls sign into the member of staff on duty on the Quad and then play outside. In inclement weather, students may either be supervised in the Library or in their form rooms dependent on numbers.

Girls will return to form rooms at 8.30am.

Seniors

Girls will sign in in the Dining Room until 8.30am and then to their form rooms for registration. A member of staff will be in the Dining Room between 8am and 8:30am

Sixth Form

The Sixth Form can go directly to their common room where they can sign in before heading to their form rooms for registration. The Head of Sixth Form and Assistant Head of Sixth Form are to be found in their office, located near to the Tower Common Rooms.

Break Duties

Staff allocated to morning break duty will supervise students on the Quad. Year 11 Prefects will be assigned to supervise the corridors inside the school building during Wet Break along with supervising staff.

Girls in Years 3-13 will return to their classrooms at 10.40am

Years 1-2 will be collected by Form Teachers in the main quad and return to classrooms.

Wet Breaks (Morning)

Students will return to their classrooms. Year 11 Prefects will supervise their allocated form rooms. Staff on duty will patrol corridors and remain the point of contact for prefects in case of emergency.

Wet Breaks (Lunch)

Year 12 & 13: The use of the common room or the Friends Cafe will be available.

Year 11 Activities must be cancelled to enable them to complete their Prefect Duties

Activities held in classrooms must be cancelled to enable girls to return to their Form rooms.

At 12pm, students in Years 1-6 will queue for lunch in the Assembly Hall or along the corridor leading to the Art/DT corridor.

After lunch, students in Years 1-6 will return to their classrooms. Students will be supervised by staff on lunch duty and Prefects where available

At 12.40pm, students in Years 7-11 will queue for lunch according to the lunch rota. After lunch, they will be permitted to return to form rooms (Year 11 to their common room). Students will be supervised by Year 11 Prefects and / or staff who will patrol the corridors.

1.10 pm

- Students in Years 3-6 will make their way to classrooms.
- Year 11 Prefects who have not had lunch will go to lunch.

Out of Bounds - See Appendix I (Including sub-Appendix A, B, C)

- The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them e.g. swimming pool.
- Very young children in the EYFS provision are kept safe within a secure building and outdoor area.
- Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.
- Students are informed or reminded regularly by boarding house and teaching staff of the dangers of entering areas of the school that are out of bounds.
- The areas out of bounds to students is marked by natural boundaries; students must remain either on the quad or within the grassed area marked by the trim trail and climbing frame. This ensures that they remain in sight of all staff supervising during break time and lunch time.
- Students are not permitted to visit the dipping pond and/or Fire Pit without staff supervision
- Outside of the school day, Boarding students are permitted to use the tennis courts and running track at the front of the school. Students must not go beyond the designated pathway to the courts and upper field and boarding staff must be notified of their location. In winter months and/or during the evening, students are only permitted beyond the quad and grass play area if they are in the company of more than 2 students and they have notified, and have the permission of, a member of the boarding staff.
- Students know which areas are out of bounds to students and are aware that to enter such an area deliberately is regarded as a disciplinary offence which will be dealt with in an appropriate manner. See Behaviour Ladder
- Some specific danger areas, such as the swimming pool are subject to a full risk assessment.
- Students are not allowed to use the pool without the presence of a member of staff who has the appropriate lifeguarding qualification.

Staff & Prefect Supervision Duties

See Appendix I

Members of staff and students will be greatly helped in their efforts to achieve the aims and ideals set before them if the staff and those students in Years 11 who are entrusted with special responsibilities work together in a spirit of co-operation.

Prefects assist the staff in supervisory duties. All Year 11 students (Year 10 in the Trinity Term) act as Duty Prefects on a rota basis, patrolling the school during break-times and guiding the lunch queue. They may also be appointed Form Prefects. As such, they accompany their form to Whole School Assembly. In this way, Year 11 students are encouraged to show a strong sense of reliability and responsibility and to develop skills of leadership and organisation. Staff should provide feedback on the Prefects to the Year 10 and 11HOY.

Procedure:

Prefects must report to the member of staff on duty at the commencement of their duty period. Staff members on duty should patrol the quad and relevant areas and be vigilant that girls are not

straying out of bounds, particularly at points of high risk.

Girls must remain within range of vision. They may not wander behind Sports Hall, beyond the Grotto or to the left of the new building, unless permitted to do so by staff and when supervision will be in place.

All girls, except Year 11 and Sixth Form students, should be outside at morning break and lunch-time unless they have permission to be inside or all students have been directed inside due to weather conditions.

Students go to the quad, weather permitting. If it rains, procedures for wet days are followed.

School bags may be left in the form room during lunchtime or hung on the pegs available along the corridors leading to the dining room.

The lunchtime supervisor or duty staff will decide whether a break is dry or wet. If it is wet, then all classes must go to their form rooms or allocated areas, where they are supervised by Form prefects. Form prefects **must** go to complete their duty, it is a priority. Once a break has been declared wet it will stay wet unless a notice is sent to all staff.

Whenever possible, members of staff should find a replacement if unable to fulfil their duty commitment. If this proves difficult the Deputy Head will arrange cover.

Staff Duties after School

Monday – Friday 4.00pm – 6.00pm			
Late Stayers Rec – Year 2	Tea and Activities	EYFS Staff	Claudine Thevenet

Monday – Friday 4.00pm – 6.00pm			
Late Stayers & Boarders – Year 3-11	Tea and study	St Clare Building; IT1; ENG 1&2	Teaching staff and Boarding staff

4.00 pm - Tea in Dining Room for Boarders and late stayers.

It is important that the whereabouts of all the girls is known at all times. Late-stayers should register in the Dining Room with Boarding Staff and the Cover Supervisor, where they will have a drink and a snack. Study will begin at 4.20 pm. Students may attend clubs. Their absence should be noted in the Register. They may not go to the Sports Hall, the Boarding Area or wander about the school.

Parents collect girls from the Front Office. Telephone contact is made with staff on duty.

Time of departure should be noted in the register which should be left in Front Office when completed. If day girls have not been collected by end of study time, they join boarders. Boarding Staff will be notified.

Bus Duty in the Assembly Hall / Quad

Members of staff

Member of staff on duty to collect registers from reception.

When all girls listed are present, the member of staff on duty gives permission for girls to exit ensuring that all girls are wearing blazers and walking in an orderly fashion.

Exit Duty

Monitor behaviour and dress of girls leaving school at back door.

Key Stage 1 end of School Duty

Any remaining children will be taken to the EYFS playground or the Reception classroom in wet/cold weather. Any children not collected at 4pm will go into late stay in the Pre Reception.

Front of School Duty

Duty staff must wait with remaining girls. Any girls still waiting after 4.15pm should be registered for Late Stay and parents contacted.

Other Duties

Year 11 and Sixth Form Common Rooms

To be checked every day at 4 pm by Head of Year and Sixth Form Team

Appendix I

A Supervision guidance 2026-2027

Please complete the following before reading through this guidance:

- **Familiarise yourself with the grounds, including**
 - The nature trail
 - The walled garden
 - The dipping pond
 - The sports pitches
- **Read the most up-to-date school risk assessment**
- **Complete the relevant courses on National College and meet with the School Nurse to undergo basic First Aid training (if not already trained). Familiarise yourself with the First Aid kits provided for supervisors on duty.**
- **Meet with our Estates Manager to ensure understanding of how to work school radios.**

This handbook is provided as a guide to assist you in your supervisory duties at Thornton College. It is important that you are aware of our expectations of students and of staff so that we can always ensure the safety and wellbeing of our students.

It is important that staff are present in the location listed and at the times listed so that the school can be sure that all students are always being well supervised.

If you are absent from work for illness or other unforeseen circumstances, you should follow school procedures for notifying the school of your absence. All requests for leave should be made to the Head Teacher only. The Deputy Head Teacher should be informed of your request in adequate time so that cover can be arranged.

Please ensure you are in place, ready to supervise the girls from the very beginning of your duty.

Duties

Morning Registration Duty

- **Dining Room**

1 Supervisor: She/He should monitor behaviour and register Senior students that arrive at school prior to 8.30am. Students may be excused should they need to deliver documents/work that has been requested by specific teaching staff or if they have a club. Girls in Years 11 may go to their Common Room when they have registered. All girls should go to their form rooms at 8.30am. Phones should not be used during this time.

- **Quad**

1 Supervisor: She/He should monitor behaviour and register Prep students from Year 3 up that arrive at school prior to 8.30am. Students may be excused should they need to deliver documents/work that has been requested by specific teaching staff or if they have a club. All students should line up on the Quad at 8:30am ready for their form tutor to take them to the form rooms.

Should it be wet or too cold for girls to play safely outside, please supervise students in the library and then escort them to their form rooms in St. Clare building at 8:20am.

Morning and Lunch Duties

General Points:

At least one member of staff must have a medical kit from the Health Centre so that minor injuries can be addressed by staff on duty and, where possible, the girls themselves. Should you be able to assist, please ensure you wear gloves and follow guidance given by the School Nurse.

At least one member of staff must have a radio so that support can be called when necessary.

Staff should be positioned so that areas of risk are in sight.

Supervisors must continue to walk around and monitor the behaviour of students and their activities on the equipment. It is requested that supervisors monitor separately rather than stand together and continue to walk around during the period of supervision so that all students are observed.

Supervisors allocated to the quad should also walk around by the terrapins to ensure all girls return to the quad and are in sight of supervisors.

Supervisors should *not* be seated or on their phone during their period of supervision. This is to ensure the girls are confident that a member of staff is present and monitoring their welfare.

Any head injury should be reported to the school nurse immediately. Please follow the guidance about head injuries issued by ENL in September 2025.

Prep students should be permitted to enter the school building to use the toilet should they request to do so. St Clare toilets are for Prep girls only - Senior girls are not allowed to use the facilities in the St Clare building. Years 1&2 will use the toilet by the DT room and/or toilets in the St Clare Building.

If it begins to rain or the decision is taken that the weather is too cold for girls to play safely, please follow instructions for Wet Supervision.

Use of grassed area

Students are permitted to play on the grass if it is not too wet.

Types of Play

There are no restrictions to the type of play girls will enjoy except for that which carries a heightened risk of injury. Play/Equipment to consider:

- Girls should not hang upside down on the bars
- Monkey bars should only be used by those who are able to reach the bars by standing on the post (blue monkey bars) and/or the ladder rung on the FOT Play equipment.
- Skipping ropes should not be tied around trees – or other students!

- FOTS Play equipment is for Prep girls only. Staff should be mindful of appropriate age/size of pupil when using the slide / monkey bars.
 - For example, the slide is appropriate for girls in Year 4 and below.
 - **Monkey bars are appropriate for girls in Years 3 and above.**
- Girls should not tie knots in any swinging ropes
- Girls should not use the rotating bar when wet.

Year 11 and Sixth Form:

Year 11 and Sixth Form are permitted to remain in their common rooms during morning break and lunchtime.

Morning Break Duty

Staffing – See Appendix A & B

There will always be two members of staff on duty at morning break.

Supervisor 1:

On the Quad and in clear sight of all the girls.

Supervisor 2:

Middle field in clear sight of the FOTS play equipment and the blue monkey bars. This is to ensure girls play safely on equipment and do not move beyond boundaries of the café and/or the play equipment.

If the grass is wet, both members of staff should remain on the quad with the girls. One member of staff should walk around to the terrapins to ensure all girls return to the quad and are in sight of the supervisors.

Lunch Duty

Staffing: - See Appendix A & B

12pm – 12.40pm: Prep girls queue to go into lunch in year order. Some girls in Years 5 & 6 may choose to play on equipment whilst girls in younger years queue.

Supervisor 1 remains on quad to oversee girls queuing for lunch until all girls are inside for lunch.

Other supervisors are in the Dining Hall. As girls leave the Dining Hall, one member of staff should move either to the Quad or onto the field where they should supervise either in line with the café and FOTS play equipment *or* the back of the field by the trim trail or the swing dependent on where girls are playing. When most girls have left the Dining Room, there should be two members of staff outside supervising play. One member of staff should remain in the dining hall until all the Prep girls have left the Dining Hall.

12.40pm - 1.10pm: All Prep girls should be out to play, and senior girls will be queueing for lunch. All supervisors should be outside with one member of staff supervising the lunch queue and the other two on the Quad and the field as above.

1.10pm - 1.50pm: All Prep girls return to lessons. Most Senior girls should be in the Dining Hall for lunch.

Dependent on whether the girls are on the field or quad:

Supervisor 1:

Middle field in clear sight of the FOT play equipment and the blue monkey bars. This is to ensure girls play safely on equipment and do not move beyond boundaries of the café and/or the play equipment.

Supervisor 2:

Should remain on the quad overseeing play on the quad and senior girls queueing for lunch. The Supervisor should walk around to the terrapins to ensure all girls are on the quad and in sight of the supervisors.

Prep students

At lunch time, a small amount of equipment will be taken from, and returned to, the shed by Year 6 pupils using the equipment carrier. This is for Prep girls only. Year 6 girls should inform a member of staff on duty that they intend to collect the equipment and inform them when they return the equipment at 1pm.

Wet/Snowy/Unsafe weather conditions:

All girls will remain within their form rooms and be supervised by their Year 11 Form Prefect and staff on duty.

Morning Break

Staffing: Staff will monitor the corridors as point of contact for Prefects.

Supervisor 1:

St Clare Building, History and RE corridors, ICT suites, Library and main corridors, including Dining Hall and Assembly Hall

Supervisor 2:

English and Maths classrooms, Art and DT classrooms and Terrapins.

St Claudine Thevenet Building:

Year 11 Prefects. Point of contact will be EYFS staff.

EYFS staff will be also present to oversee Years 1 & 2.

Lunch 12pm – 12.40pm

EYFS staff will supervise Years 1 & 2 and return them to the Claudine Thevenet building after lunch.

Supervisor 1: Will remain in St Clare Building once girls begin to arrive from lunch.

Supervisor 2: Will assist escorting girls from lunch to their classrooms in the St Clare Building – particularly if this requires girls to walk inside the building.

12.40pm -1.10pm

Supervisor 1:

St Clare Building, History and RE corridors, ICT suites, Library and main corridors, including Dining Hall and Assembly Hall

Supervisor 2:

English and Maths classrooms, Art and DT classrooms and Terrapins.

Supervisor 3:

Overseeing Senior girls queuing along the Art/DT corridor

Poor behaviour

The behaviour ladder can be found on the Shared 'All Staff' One Drive file and on form boards. Girls below Year 5 have a different behaviour ladder and different behaviour systems within their Year groups. Should behaviour occur that warrants further action, please inform the relevant class teacher either at the end of the break / lunchtime in person or via email.

For students in late stay and study, all issues of poor behaviour should be dealt with according to the behaviour ladder. Please record on CPOMS alerting the relevant staff. Late stay supervisors are permitted to issue yellow cards but would need to follow the procedure outlined in the behaviour ladder before doing so (all students must receive an explicit warning before receiving a yellow card).

There are many incidents and issues that a supervisor may face when on duty and the way staff respond should be according to each incident and in a manner that aids resolution swiftly and focuses on forgiveness rather than blame and punishment. Incidents of poor behaviour should be reported to pastoral staff if they warrant *additional* action and/or investigation, and staff should be contacted at the end of break rather than during, unless it is an emergency.

Below is some guidance and points that may aid your response to certain situations:

Bullying:

The definition of bullying adopted by Thornton College is as follows:

At Thornton, we have an agreed definition that bullying is deliberately hurtful behaviour usually repeated over a period of time, which intentionally hurts another pupil or group, physically, emotionally or verbally. The school recognises that bullying is often motivated by prejudice against particular groups, for example, on the grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or a carer. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and

video). It might be motivated by actual differences between children, or perceived differences. Students, staff, parents and carers are supported to understand the school's definition of bullying.

All girls are aware that they should report any incidents of unkind behaviour so that it can be resolved swiftly and in a manner that may prevent behaviour escalating into bullying behaviour.

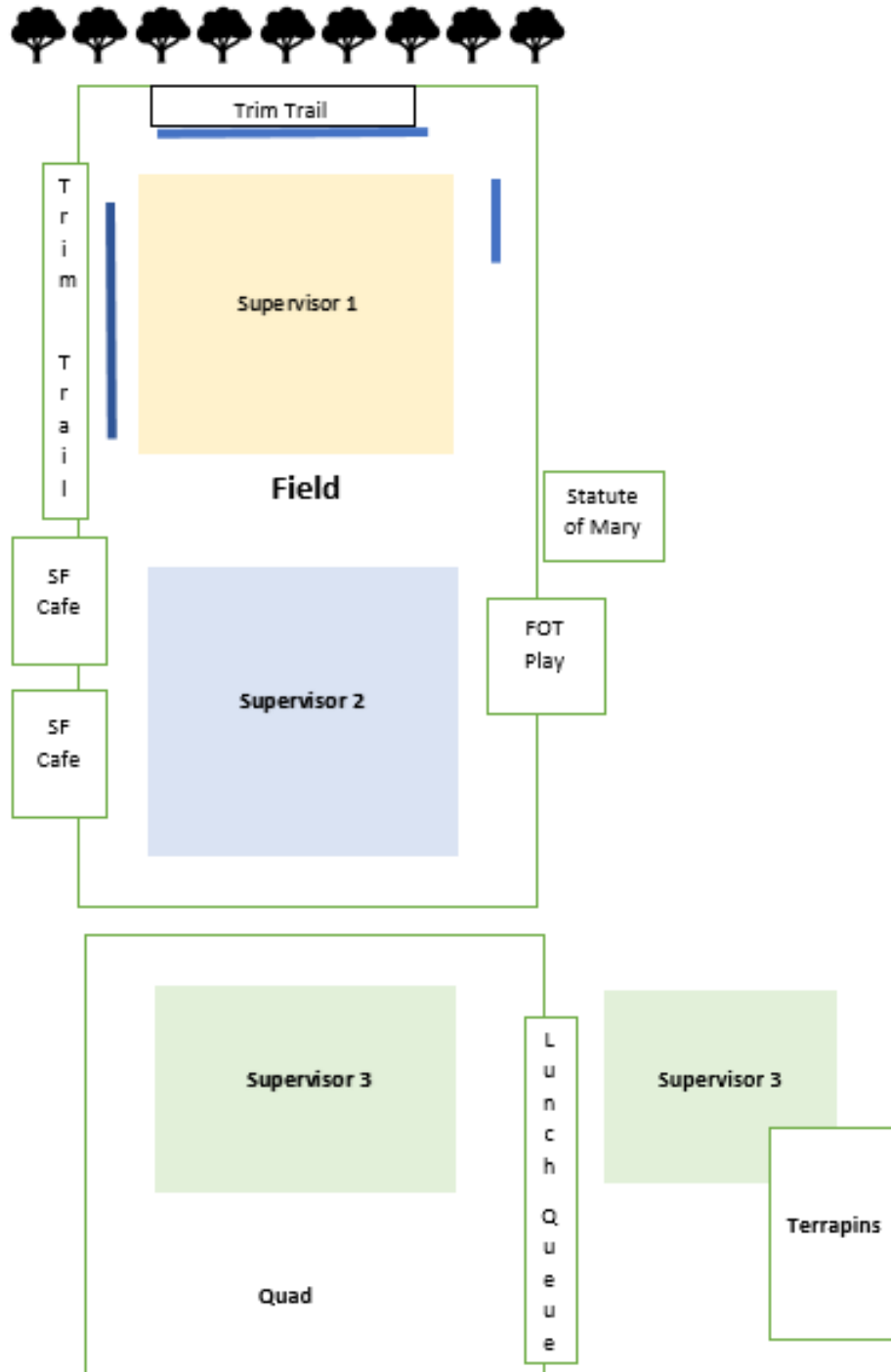
Friendship Issues:

At Thornton, girls are aware that they are expected to treat each other with respect and kindness. We expect everyone to greet each other politely and to respond to greetings. We encourage girls to play, listen and share. However, at times, it may be that girls have a disagreement. The role of the supervisor is to mediate and ensure that girls are aware of their own behaviour and responsibilities. The views of all girls involved should be listened to – not only that of the child who has reported a disagreement. The supervisor should listen and report on CPOMS as well as to the class teacher or Head of Year, but every effort should be made to resolve issues during the break time. Girls are aware that not everyone gets on well with everyone else. Should an individual find themselves without anyone to play with, the supervisor can assist in finding different girls to play with them or suggest a wide range of co-curricular clubs on offer to students of all years - girls should be encouraged to attend these.

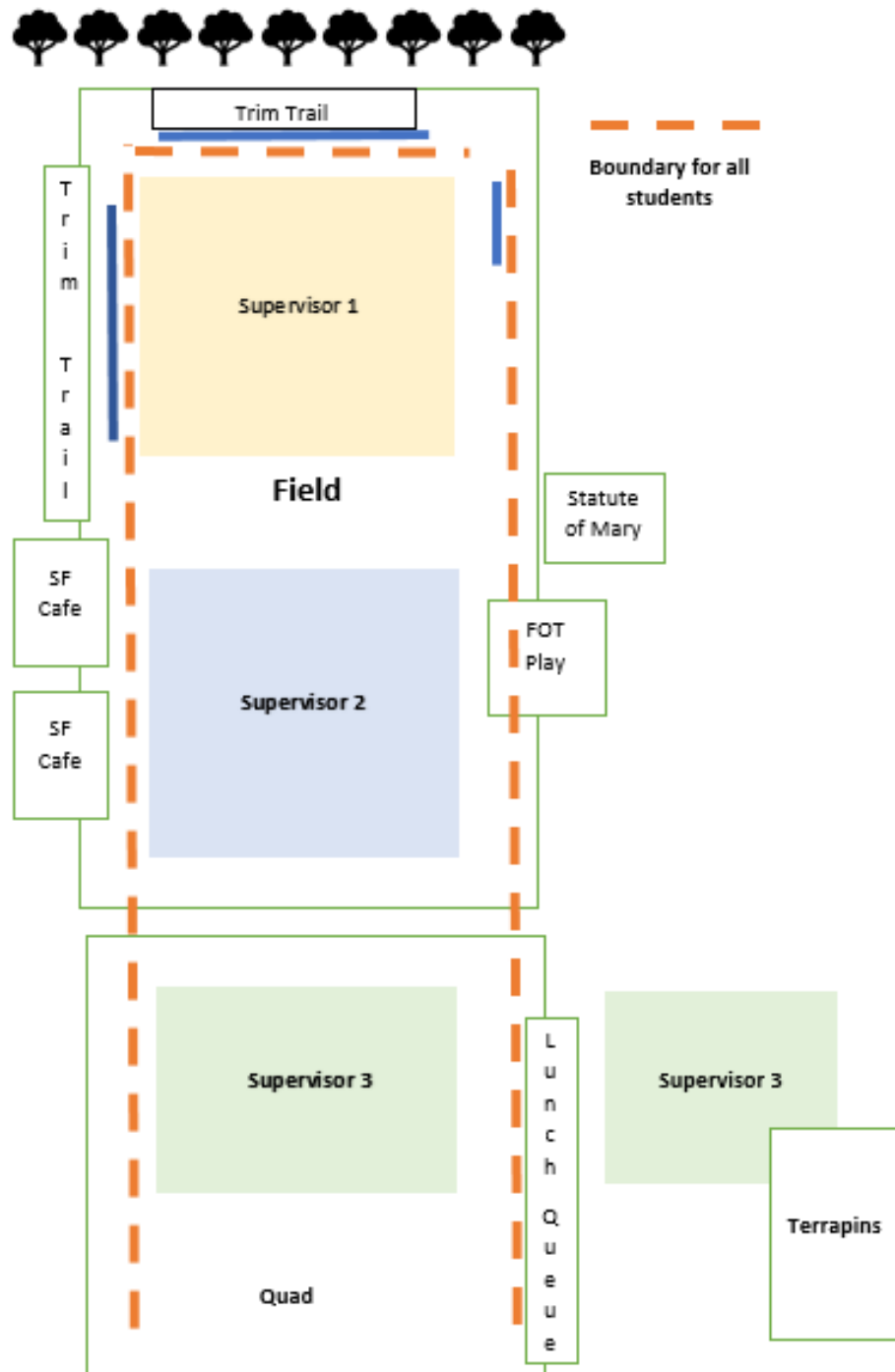
Policies and documents which you must read are:

- Behaviour Policy
- Behaviour Ladder
- Supervision Policy (which includes out of bounds notices)
- Prefect rotas

Appendix A:



Appendix B: Student boundaries



Appendix C

STAFF DUTY ROTA – 2026-2027					
	Monday	Tuesday	Wednesday	Thursday	Friday
Dining Room Seniors Sign in 7.45am - 8am	Boarding	Boarding	OLW	OLW	OLW
Dining Room Seniors Sign in 8am – 8.30am	LBY	LBY	LBY	Boarding	Boarding
Quad Prep Sign in 8.00 – 8.30 am	KHH	KHH	OLW	OLW	OLW
Senior School and Prep Welcome	LSW/TWS	LSW/TWS	LSW/TWS	LSW/TWS	LSW/TWS
Morning Bus Duty	SBK	SBK	SBK	SBK	SBK
Prep and pre-prep welcome 8:00-8:30am	LSN	LSN	LSN	LSN	HME
EYFS Early Bird 8am – 8.30am	LWE	LWE	CBN	CBN	CBN
Pre-Prep Early Bird 8-8.30am	DAN	DAN	DAN	DAN	DAN
Morning Break Quad 10.20 - 10.40 am	SBS KHH	LES KHH	OLW Boarding	OLW VGE	OLW MVE
Morning Break EYFS / Reception 10.20 - 10.40 am	LWE HMN LBY	LWE HMN	CBN HMN LBY	CBN HMN DAN	DAN CBN HMN
Assisting with forms during wet break 10.20 – 10.40am	Prefects	Prefects	Prefects	Prefects	Prefects
Supervising Selection of food and Years 1-2 12.00 – 12.40pm	SLK	SLK	SLK	SLK	SLK
Supervising Selection of food EYFS 12.00 – 12.35pm	CBN	CBN	CBN	CBN	CBN

Serving and sitting with EYFS 12.00 – 12.35pm	LWE/HMN	LWE/HMN	CBN/HMN	CBN/HMN	CBN/HMN
12.35-1.10: Supervise in EYFS Playground	LWE/ HMN	LWE/ HMN	CBN / HMN	CBN / HMN	CBN / HMN
Quad 12.00-1.10pm All staff must be outside	CGH/SLK/KHH	IHT/SLK/KHH	OLW/SLK/CGH	OLW/SLK/IHT	OLW/SLK/IHT
Quad 1.10pm – 2pm	SLK/CGH/KHH	SLK/IHT/KHH	SLK/CGH/OLW	SLK/IHT/OLW	SLK/IHT/OLW
Library 12.40pm – 1.50pm	EIY	EIY	EIY	EIY	EIY
Lunch Dining Room 12.40 – 1.10 pm	Prefects	Prefects	Prefects	Prefects	Prefects
Lunch Dining Room 1.10pm – 1.50pm	Prefects	Prefects	Prefects	Prefects	Prefects
Bus Duty Registers 4.00 – 4.20 pm	RLE	RLE	RLE	RLE	RLE
Snack and Study Registration 4pm – 4.20pm	Boarding; KHH	Boarding;	Boarding; OLW	Boarding;	Boarding; OLW
Overseeing students onto buses 4.10 – 4.30pm	SBK/RCS	SBK/KHH	SBK/IRN	SBK/OLW	SBK/SFT
Front of school 4:00- 4:20p m	HME		RCS	LSN	LSW/TWS
Carpark duty 4.00 – 4.20 pm	ABO	ABO	ABO	ABO	ABO
EYFS 4:00pm – 6:00pm	HMN/LWE	HMN /LWE	HMN /CBN	HMN /CBN	HMN / CBN
Study 4.20 – 6pm	Teaching staff and Boarding Staff	Teaching staff and Boarding Staff	Boarding Staff	Teaching staff and Boarding Staff	Teaching staff and Boarding Staff
Pre Supper-Activity for boarding and those staying for supper 5.30pm – 6.15pm	Boarding	Boarding	Boarding	Boarding	Boarding

Appendix C
Student boundaries – Day and Boarding

