Newton International Academy, Barwa

Procedure for Duty Supervision at Break and Before/After School

An International Community of Learners, Striving for Excellence and Celebrating Success

NEWTON INTERNATIONAL ACADEMY | BARWA

Vision

An international community of learners striving for excellence and celebrating success.

Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

Rationale

The safety and well-being of our students are paramount at Newton International Academy (NIA). This procedure outlines the expectations for staff members supervising students during break times and before/after school to ensure a secure and orderly environment. By adhering to these guidelines, we foster a positive school culture that supports student engagement and safety, in alignment with the principles set forth by CIS and DfE.

Aim

The aim of this procedure is to provide clear expectations for staff members responsible for supervising students during break times and before/after school, ensuring a safe environment and effective management of student behaviour.

Expectations

To ensure and oversee that a safe environment is maintained in and around the play areas, both before school, during break times, and after school, while also assisting in the orderly management of students.

Newton Group Values:

Responsible To:

EYFS Coordinator
Deputy Head of Primary
Deputy Head of Secondary
Head of School
Deputy Principal
Principal

Duties:

This procedure outlines the expectations of the staff member in carrying out duty supervision of students. However, these expectations may vary or be amended as directed by the Senior Management Team (SMT), without changing the level of responsibility associated with the duty.

Staff on Duty Are Expected To:

1. **Duty Rota Access:**

- Have full access to or be in possession of an official Duty Rota at all times (displayed, filed, or both).

2. **Area Awareness:**

- Be aware of the area(s) within the school grounds/building where they are responsible for performing the duty.

3. **Timeliness and Attire:**

- Report on time for every duty you are responsible for performing and wear a fluorescent tabard/whistle, where provided.

4. **Absence Management:**

- In case of absence from an assigned duty for any reason, arrange a suitable replacement member of staff and inform the Deputy Head of Primary or Secondary (Pastoral) of this arrangement beforehand.

5. **Vigilance:**

- Be vigilant while moving around your assigned area and give your full attention to monitoring student behaviour.

6. Minimise Distractions:

- Refrain from engaging in general conversation with colleagues or parents either in person or on mobile phones while performing an official duty, except for necessary communication to effectively perform the required duty.

7. Behaviour Monitoring:

- Be vigilant and aware of inappropriate behaviour such as littering, dangerous games, arguments that could result in fighting, and immediately respond appropriately.

8. Boundary Maintenance:

- Remain within the boundaries of your duty area for the entire duration of your duty. If an emergency occurs, such as a serious injury or safeguarding concern, staff must immediately request assistance from another member of staff or contact the appropriate member of the Senior Management Team. The duty area must remain appropriately supervised at all times and must not be left unattended.

9. Transition Management:

- Assist in ushering students to their lines at the sound of the whistle/bell indicating the end of break/end of duty.

10. Incident Reporting:

- The personal and physical well-being of our students is always paramount in our thoughts/actions. If a negative incident occurs (e.g., a child is injured or their safety is compromised), staff are expected to complete an incident report on the same day and submit it to explain to SMT what happened. Any incident that occurs will then be fully investigated by SMT.

11. Disciplinary Action:

- Disciplinary action may be necessary if it is deemed that the member of staff in question has proved to be negligent or incompetent in their professional duties.

Before School Procedures Primary

Newton International Academy will open its gates to students from 6:30 am – 7:10am. Children arriving between 6:30 and 6:45am will be asked to remain in the reception area under supervision.

All teachers are required to be in classrooms by 6:45am in order to welcome children. Teaching assistants, Arabic and specialist teachers will be on duty throughout the school welcoming children into the school campus and ensuring they arrive at the correct classroom safely.
Supervision follows the principle of active supervision, ensuring staff are positioned strategically (front, middle and back of movement routes) to maintain clear sight of all students at all times, anticipate potential risks, and intervene early when required.
No student will move around the school unsupervised during morning arrival.

Children can enter the school through the main gate, gate 4 or gate 5. Security guards as well as members of staff are posted at each gate to ensure that children enter safely and no unauthorised person enters the school building.
All procedures follow the school's Safeguarding and Child Protection Policy. Students are supervised from the moment gates open until the time they are safely collected. No student is left unsupervised at any point during arrival or dismissal. All staff on duty are responsible for ensuring children are accounted for, escorted appropriately, and dismissed only to authorised individuals.

Safeguarding and Supervision
If a child arrives at school after 7:10am, they must enter the school through the main gate and register as late at the reception desk before making their way to the classroom. Staff members are on duty throughout the school to ensure that all children are safe during the early morning procedure.
Class teachers will register students digitally using the School Information Management System (SIMS) and complete the hard copy of the Fire Register in case of an emergency.

Teaching Assistant Responsibilities – Morning
Teaching Assistants are responsible for active supervision during morning arrival. This includes welcoming students, monitoring behaviour, supporting calm transitions, escorting students safely to classrooms, and ensuring no student is left unattended. All staff on duty must remain vigilant, visible, and proactive in managing movement and supporting student wellbeing.

After School Procedures

After-school exit time for Years 1–6: 1:30pm

Gates and Collection Arrangements

- Years 1–3: Parents/guardians collect students directly from their classrooms and enter and exit through Gate 5.
- Year 4: Parents/guardians collect students directly from their classrooms and enter and exit through Gate 1.
- Years 5–6: Parents/guardians collect students directly from their classrooms and enter and exit through Gate 4.
- Gates 2 and 3 will remain closed for normal afternoon parent/guardian collection.

Sibling Arrangements

- Where Primary siblings are in different year groups, the older sibling will be taken to the youngest sibling's classroom for collection.
- Parents/guardians will collect all Primary siblings from the youngest sibling's classroom and exit through the gate allocated to the youngest child's year group.
- Students with an approved Secondary Sibling Pass will remain in the youngest Primary sibling's classroom. The Secondary sibling will meet them there for collection.
- Written parental permission and the appropriate approved pass must be in place before a Primary student may leave with a Secondary sibling.

Non-Negotiables

No student will be permitted to leave the school premises without an authorised adult, an approved Walking Pass, an approved Secondary Sibling Pass, or another formally authorised school dismissal arrangement. No student may be left unsupervised at any stage of dismissal.

Class Teacher Responsibilities – Afternoon Dismissal

Class teachers remain responsible for the safety and supervision of their students until each child has been formally handed over to an authorised adult or transferred to an approved dismissal arrangement.

Teachers must be punctual for dismissal and ensure students are calm, seated and supervised in their classrooms while waiting for collection. Teachers must maintain clear awareness of which students have been collected and which remain in their care.

Students attending ECAs or Aftercare, travelling by bus, joining a Primary sibling, or leaving with an approved Secondary sibling must only be transferred through the agreed supervised handover procedure.

Students must never be sent unsupervised to look for a parent, driver, sibling, bus or ECA.

Bus Students

At 1:30pm, a designated member of staff will collect all bus students from their classrooms. Students will be escorted safely to their buses and signed in on the relevant bus register.

Students with Secondary Siblings

Students with an approved Secondary Sibling Pass will remain in the youngest Primary sibling's classroom until their Secondary sibling arrives. Parents must provide written permission for the Primary student to leave the premises with the Secondary sibling.

No Primary student may leave the school independently unless they have an approved Walking Pass.

Uncollected Students and Aftercare

Students who are not collected by 1:45pm will be escorted to the Aftercare room by the class teacher and signed in according to school procedures. The after-school tick lists will be handed to the staff member responsible for Aftercare and used to record student collection.

Parents, guardians or authorised Secondary siblings must collect students from the Aftercare room and sign them out on the register. Once the Aftercare duty period has ended, any remaining students will be escorted to Reception, where they will be signed in with Security. Security staff will supervise students until collection, and parents/guardians must sign students out when collected.

No student may be left unsupervised at any time.

Teaching Assistant Responsibilities – Afternoon

Teaching Assistants support afternoon dismissal by supervising students alongside the class teacher, ensuring calm behaviour, safe movement and controlled handover.

The Year 1 Teaching Assistant will remain with the class until 1:30pm, supporting supervision and transition before moving to their designated duty position. Year 2–6 Teaching Assistants may only leave their class once students are calm and settled and supervision has been formally handed over to the appropriate member of staff.