

Ashgrove Primary School

# Guidelines

for

# Supervisory Assistants

1 January 2005

VERSION 1:1

# Guidelines for Supervisory Assistants

## Rationale

The pastoral care and discipline in Ashgrove is the responsibility of the principal, teachers and classroom assistants. At dinner time supervisory assistants share this role. The following guidelines and routines are intended to ensure a consistency among all members of staff who have direct responsibility for the welfare of children.

### **Please:**

- ask children to refer to you as Miss/Mrs/Mr rather than by your first name. This will encourage the respect you deserve;
- be seen to deal with all children fairly and consistently;
- do not let a child engage you in an argument or see any frustration that you may feel. Firm silence may be useful;
- escort P1 and P2 classes to the dining hall. These children receive a set meal and may appreciate help with cutting food. Be careful not to feed the children;
- bring P3, P4, P5, P6 and P7 into the cafeteria as places become available. Ideally the queue should be kept at about twenty children. After collecting their food and cutlery the children should fill up the next available table. When children are finished their meal they should be asked to take up their trays and leave the hall. Encourage healthy choices, good manners, the use of cutlery and the finishing of meals – but do not insist. Children should not have toys or other belongings at the meal table;
- make sure that children eating packed lunches do so at their desks. The children from Mobile 2 will be allocated a lunchroom with P3, P4, P5 or P6. All P7 lunches will be eaten in Mobile 3. Ask children to put their lunchboxes into their schoolbags before going outside;
- ask children to put their coats on if it is cold;
- when you begin supervising outside, scan the area and remove and/or report any obvious dangers. Be particularly aware of the perimeter fence and the potential for glass or other litter. If the area is unsafe it should not be used for children's play;
- be vigilant at all times and avoid long conversations that may distract your attention;
- do not let children play in or near the car parks, out of sight (eg behind mobiles) or on the steep grassy banks;
- remind children to use the nearest toilets. A minimum of children should be permitted into the school at any time.

- consult with the principal or vice-principal if a ball should go over the fence. If appropriate he will ask two senior children to fetch it, keeping close to the fence the whole time. It is important that you watch them until they return to the playground. If the ball is beyond the bushes (ie on the road) do not send a child for it;
- match any punishment to the offence. Children may have behaved in a manner that requires:

a warning;  
 a short period standing at the side of the playground;  
 a long period standing at the side of the playground;  
 reporting to the class teacher at the end of playtime; or  
 reporting to the principal;

- consult with the senior supervisory assistant about any children who are ill. If appropriate, they will be given seats at the rear of the dining hall;
- report any accidents to the principal or vice-principal and record the details on an accident report form. If any person witnessed the incident directly, a witness statement form should be completed;
- on wet days the children from one Mobile 2 will be divided around other classes. One P7 class will assist with supervision (\*). The other P7s will remain in their classroom. Supervisors will work in one of six areas:

Rooms 1, 2 & 3  
 Rooms 4, 5, 6 & 7  
 Rooms 8, 9, 10 & 11  
 Mobile 3 or 4 (\* P7 classes will alternate each half term)  
 the medical room and  
 dining hall.

Children must remain seated. The principal and/or the vice principal will patrol the school;

- physical contact with children should be rare and always in line with the school's policy on "Safe Handling and the Use of Reasonable Force";
- supervisory assistants should be familiar with the school's Pastoral Care and Child Protection policies.

## Review

This policy will be reviewed annually.