

RECREATIONAL AREAS SUPERVISION POLICY



EL ENCINAR

SIXTH  FORM

May2025
Review June27
Colegios RC

I. GENERAL CONSIDERATIONS

All adults involved in the School have a duty to report any concerns or suspicions regarding inappropriate behaviour and the right to do so confidentially.

During breaktime, all students are required to leave the classrooms.
At the end of the lesson, the teacher is responsible for ensuring that everyone exits the classroom and for locking the classroom.

Students are not permitted to remain inside the building during break time.

On rainy days, they will be allowed to remain in the Sixth Form area during break.

The teachers assigned to playground supervision on that day, will be responsible for supervising the classrooms, corridors and covered playground areas designated for use on such days.

II. CODE OF CONDUCT APPLICABLE TO PLAYGROUND SUPERVISION

a. The teacher assigned to playground supervision shall always:

Attend punctually at the designated supervision area. At the end of break time, the teacher shall ensure that pupils in their assigned area proceed to their classrooms promptly.

Supervise the assigned area by moving throughout the entire space, in order to avoid leaving any areas unsupervised. Likewise, the teacher shall ensure that pupils do not access restricted areas.

Treat everyone with respect, setting an example of appropriate communication and behaviour towards both staff and pupils.

Avoid situations that may compromise the relationship of trust with pupils. Teachers must be mindful that their actions, however well intentioned, could be misinterpreted.

Furthermore during playground duty:

Teachers shall not permit abusive behaviour between pupils.
Teachers shall not use their mobile phone while carrying out supervision duties.
Teachers shall avoid any other type of distraction (marking etc.)
Teachers shall not engage in physical contact with other adults/pupils. Nor shall they make suggestive comments or gestures, even in jest.

Teachers should avoid making hasty conclusions about what they observe without verifying the facts.

Likewise, they shall neither exaggerate nor trivialise situations observed during supervision.

The teacher shall not sell or give pupils sweets, jewellery or any objects of any kind.

c. What to do if...

If the teacher observes any breach of the Code of Conduct or any situation involving potentially inappropriate behaviour, they **must**, in the first instance, intervene to stop it. If assistance is required, they must seek support from another adult.

In all cases, the teacher must inform the Dean of students and the tutor of the student(s) involved of what has been observed.

Wherever possible, this should be done using an official communication channel (e.g. email).

If a pupil reports that they are experiencing ill-treatment or harm, the teacher must:

Ensure that the student is able to speak in private and without interruptions. If this cannot be guaranteed, the teacher must refer the matter to the dean of students, the tutor or the designated safeguarding lead.

Be understanding and reassuring. The teacher must convey discretion and make it clear that their intention is to help, either directly or by involving the person best placed to provide appropriate support in relation to what has been reported.

Inform the student that the matter must be reported to the tutor and or the dean of students. Ideally, the teacher will encourage the student to do this themselves and may offer to accompany them during this process.