The Management of Midday Supervision in Schools

This procedure has been agreed by the following professional associations / trade unions representing School Based Staff

- National Union Of Teachers
- National Association of Schoolmasters Union of Women Teachers
- Association of Teachers and Lecturers
- National Association of Headteachers
- Secondary Headteachers Association
- Unison
Introduction

1. A teacher’s professional duties, as set out in the School Teachers’ Pay and Conditions Document (STPCD), include supervising pupils before, during or after school sessions. However, paragraph 74.10 of The School Teachers’ Pay and Conditions Document 2009 states that:

“No teacher may be required under their contract of employment as a teacher to undertake midday supervision”

2. The STPCD also confirms that teaching staff who are required to be available for work for more than one school session on any school day must be allowed a single break of reasonable length between school sessions or between the hours of 12.00 noon and 2.00 pm.

3. Having regard to these conditions and obligations, it is incumbent on schools to ensure that they have adequate arrangements in place for the supervision of pupils during the midday break. This will normally involve the school staffing structure including posts created for this specific purpose. This guidance is intended to assist headteachers in making appropriate arrangements.

Ratio of staff to pupils

4. There are no minimum staff to pupil supervision ratios laid down in law. The Department for Children, Schools and Families (DCSF) advises that the number of staff on duty at any one time should be determined according to the results of a “Risk Assessment” and this is the approach recommended by the Local Authority (LA).

5. Although minimum supervision ratios are not prescribed, the Local Authority would expect the outcome of the risk assessment to provide for levels of supervision that are broadly in line with the following figures:

   | Primary Schools                  |
   |----------------|------------------|
   | Nursery Pupils | 1 supervisor per 20 pupils |
   | Infant Pupils  | 1 supervisor per 30 pupils |
   | Junior Pupils  | 1 supervisor per 75 pupils |

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<th>Secondary Schools</th>
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<td>1 supervisor per 200 pupils</td>
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Headteachers need to take into account the nature of the site, size of site and visibility of pupils.

Risk Assessment

6. The risk assessment should be undertaken by a competent person, usually the headteacher or the member of staff with responsibility for Health and Safety matters at the school. In carrying out the risk assessment, account should be taken of the behaviour or type of pupils and the physical context of the school grounds. The issues to be considered include:

What are the pupils like?
- What age are they?
- Do they have behaviour problems?
- Do any have disabilities?

How is the school hall/playground laid out?
- Are there blind spots?
- Are there any areas where security could be an issue?
Activities

- Are there split play areas?
- Is it possible for areas which cannot easily be observed to be put out of bounds?
- Can play zones be created and how would this affect the requirement for supervision?

Emergency Arrangements

8. Once the appropriate level of supervision has been determined, headteachers will also have to draw up contingency plans to ensure that the required level is maintained in the event, for example, of staff absences.

Grading Structure

9. There are three levels of supervisor used for midday supervision. These are:

- Principal Supervisor (Secondary Schools only)
- Senior Supervisor, and
- Supervisory Assistant

10. The role of Principal and Senior Supervisors is to direct the work of the Supervisory Assistants and to relieve the Headteacher of the responsibility for the direct supervision of staff during the midday period. As a general guide, schools should consider establishing one Senior Supervisor post for every 200 pupils of statutory school age or part thereof. However, for Primary Schools with less than 50 pupils on roll a Senior Supervisor post would not be needed. In Secondary Schools where the number of pupils warrants three or more Senior Supervisor posts, one of these should be designated as a Principal Supervisor and have overall responsibility for midday supervision under the headteacher.

11. Supervisory staff are employed to work 190 days in each school year. If required to come in and work on PD days they will be entitled to additional pay at normal rates. Job descriptions and grading advice is available from HR, Children and Young People’s Services.

12. The grading guidance, job descriptions and person specifications will be incorporated into the “Career Structure for Support Staff – Local Agreement” in due course.

Note:

The use of teachers to carry out midday supervision is strongly discouraged and should only be considered as a last resort. Teachers cannot be compelled to undertake this work. However, where a teacher is prepared to undertake midday supervision this must only be done under a separate contract of employment as one of the three levels of supervisor used for this role.