



Playground Supervision Procedure

Chair's signature...Mrs E Surtees

Head's signature.....Mark Tipple-Johnson

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Introduction

This policy has been developed for supervising children in Key Stage 1 at morning and afternoon break times.

The Foundation Stage children are governed by statute ratios as set out in the Statutory Framework for the Early Years Foundation Stage (2012). A statement explaining the supervision procedure for Foundation Stage children is included in this policy (see relevant section).

Lunchtime supervision for all children is dealt with in a separate policy.

Merrydale Infant School is committed to provide, a safe playground environment for the pupils. This policy seeks to clarify the level of supervision provided during the school day.

The aims for playtimes are for our children to:

- **have a break**
- **develop their social skills**
- **learn to play together**
- **develop new skills**
- **take exercise**
- **explore**
- **be themselves**

We aim for our children to 'enjoy playtimes' and to keep 'physically fit'. We believe that play is a fundamental part of a child's development- to a child 'play' is an important part of their 'learning'. We encourage children to tell us how they feel about the play opportunities that we give them so that we can improve our provision and evaluate how well play is contributing to the wellbeing and development of our pupils.

Playtime Provision

Tarmac playground areas

Field (Spring/Summertime)

Stage area

Agility trail

Climbing equipment

Playhouse

Artificial grass area

Woodland area (Foundation Stage only)

Key Stage 1 & Foundation Stage Multi Use Games Area

Wildlife area and grassed area adjacent to Foundation Stage 1 (used by Foundation Stage 1 children for their main outdoor learning area).

Responsibilities

The Headteacher will:

- Ensure adequate staff are available to meet the supervision requirements.
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance. Continue to develop a safety culture throughout the school.
- Ensure that this policy is communicated to parents/carers/staff/governors
- Review and evaluate supervision procedures in line with LEA guidelines

Employees should:

- Support the implementation of this policy.
- Reinforce a safe play message, through their supervision and actions.
- Report any supervision concerns to the Headteacher.

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Discuss any concerns over incidents occurring during playtimes openly and constructively to a member of our school staff. This would usually be to a member of the SLT-

Playtime sessions and supervision

SESSION	TIME	SUPERVISION
Before school	Before the start of school at 9.am	Parent/Carer responsible
Morning Break	10:40am – 10:55am	1 member of staff – climbing frame area 1 member of staff – stage area 1 member of staff – football/MUGA area
Lunchtime	Foundation Stage – 11:30am – 12:30pm Key Stage 1 – Year 1 12:00pm – 1:00pm Year 2 12:20pm – 1:20pm	Lunchtime/Dining supervisors

Before School

The playground gate will remain closed until 8:30am and then remain open until 9:15am when it will usually be locked by the Premises Officer. Access to the school site before 8:30am will be for staff only via the pedestrian gate on Claydon Road and the field gate. An additional mag-lock gate has been installed by the junior school (September 2017) for safeguarding junior school children when using the field. This gate will be unlocked by the Premises Officer at 8:15am and closed by 9:15am. Staff accessing the school via this gate have been given the access code. Access to the building after 9:05am is via the office only.

There is no general playground supervision before 9.00am and parents/carers need to remain with their children until the class teachers are available to receive the children.

Staff responsibilities during playtimes

At the start of break time teachers lead their classes into the playground. Before leaving again they will check that there is a member of staff on the playground ready to supervise their children. Members of staff on duty will ensure they are on the playground promptly for the beginning of each playtime.

Staff on duty are positioned in appropriate areas around the playground to ensure all areas are visible, *the safety of children is paramount at all times*. A qualified First Aider is also on duty at the first aid station in Base F (Caterpillar class). This member of staff also supervises entry to and exit from the toilets should the outside toilet be unavailable and ensures that the facilities are used appropriately. At least three members of staff are outside in the playground during playtime as well as one trained First Aider in Base F.

Teachers/staff come out onto the playground before the end of break in order to receive their classes. A member of staff on playground duty rings the bell to signal the end of play. All children must then stop, stand still and be quiet. The bell is rung again and the children are directed to walk to their lines. Then they are led into the building by their teachers.

Playground Supervisors need to:
(Teachers and Teaching Assistants)

- **Be mobile**, but positioned to anticipate dangerous situations. Playground supervisors are encouraged not to talk to each other unless it is directly related to an immediate supervision issue.
- **Not leave pupils** unsupervised. If additional assistance is needed, a responsible child should be sent into the school building to a member of the SLT with a message for assistance.
- **To investigate** reports of injuries or pupils in distress. In the event of a minor accident or illness the pupils should be sent with a helper to the First Aider on duty for assistance.
- **To assist** and remind pupils to keep our playground area tidy and free from rubbish.
- **To check toilets and out of bounds areas** regularly to prevent problems occurring. This is usually the first aider doing this?
- **To remind** pupils that the certain forms of “play” are considered to be dangerous and are not permitted, such as any form of body contact sports or games, i.e. wrestling, play fighting.

Wet playtimes

Wet playtimes are supervised by a teaching assistant in each of the Key Stage 1 classes. Each class teacher will organise wet playtimes on an individual basis. During wet playtimes children will stay in their own classroom/base unless otherwise instructed. In the event a wet play is called while children are outside, the most senior member of staff outside on duty, e.g. the Assistant head, will decide whether to send for the bell to call the children inside.

First Aid Procedure

First Aid treatment is recorded in the accident book and administered by a qualified first aider. Parents/Carers and teachers are informed of any injuries. Head injury letters are sent home to inform parents of any head injuries. All head injuries need to be reported to Mrs. Johnstone (Business Manager) in her capacity as person who deals with accidents. In the event of a child sustaining any serious injury the parents will be contacted immediately so they can collect their child, and have them checked by a medical professional. In the event of a very serious injury an ambulance will be called from the school office and then the parents will be contacted.

Playground Rules

Children are made aware of the playground rules at the beginning of each year and at regular intervals thereafter. The rules will be displayed around the school in classrooms and cloakrooms.

The rules are:

- We do as we are asked the first time
- We keep our hands and feet to ourselves
- We keep unkind words to ourselves
- We ask an adult for help if we have a problem we can't fix ourselves
- We stop when the first bell goes and walk to our line at the second bell

Children are strongly discouraged from bringing toys, footballs and trading cards from home.

Staff on duty will deal with minor incidents of misbehaviour in a fair and reasonable way. Specific behavioural issues that arise during playtimes will be dealt with following guidance in the Behaviour Policy.

All other times

Parents/Carers must be aware the school is unable to provide supervision for pupils on the playground outside of these times, including open days, parent consultation evenings or other special events. Children will be the responsibility of their parent/Carer at all other times other than those stated in this procedure.

Equipment and Safety

Merrydale Infant School places a strong emphasis on safety within the playground by ensuring children are taught to follow the playground rules and equipment is maintained. Fixed playground equipment located in both the Foundation and Key Stage 1 areas is subject to daily inspection by the Premises Officer to ensure there is no damage and it is safe to use. If any damage is noticed the equipment is taken out of use and children are not allowed to play on it or use it until a suitable repair has been made. Equipment may also be taken out of use if it is felt children are at increased risk i.e. weather factors such as rain, snow, ice etc. The staff on duty each day are also vigilant for any damaged or faulty equipment which is taken out of use and reported to the SLT. The Premises Officer can then be advised/discuss if the equipment needs repair or disposal.

All outdoor play areas and equipment is subject to annual checks (carried out by RoSPA play inspectors) to ensure they are safe for the children to use. Any recommendations

contained in their written report, where reasonably practicable, are acted upon and implemented to maintain the safety of our children.

Foundation Stage

Foundation Stage children do not have set playtimes, instead they free flow between indoor/outdoor where they participate in child initiated and adult led activities. The Foundation Stage staff are very aware of the school's commitment to learning outdoors and the staffing ratios required:

- 1 staff member in the playground area near Moonbeam room
- 1 staff member in the playground area near Starlight room
- 1 staff member in the Woodland area
- 1 staff member in the quad area

This equates to 1 member of staff from each room to be outside in designated areas (as per rota). A minimum of four staff should be outside to cover all areas during the time children are outside. If a member of staff is not outside in a designated area then that area will be out of bounds for the children. In the event that more children are outside than inside additional staff will be needed to provide adequate supervision for the number of children (staff to use professional judgment when making the decision).

In line with the Health & Safety Management Standard re: Supervision at Break/Play and Lunch Times (Issue 1 September 2016) and EYFS regulations, Foundation Stage 1 children are supervised on a ratio of 1:13 in their designated outdoor area.

Revised playground supervision procedure during COVID-19 restrictions

Foundation Stage 1 –

Will continue to use their outdoor play-area immediately outside the wet area door and the wildlife area adjacent to their room. These areas will be accessed via the wet area door to prevent any crossing of Foundation Stage 2 play-area space during the school day. All outdoor play space used by Foundation Stage 1 children is contained by metal fencing minimising any risk that Foundation Stage 1 children are able to accidentally stray into Foundation Stage 2 play space.

Foundation Stage 2 –

Starlight class – will use the Foundation Stage MUGA and playground area immediately around the MUGA up to the Adventure climbing unit. They will access their play area via the cloakroom door and use a barrier taped pathway to their designated play area.

Rainbow & Sunshine classes – will use the playground area immediately next to the woodland area up to the Foundation climbing unit, and have access to the quad area immediately outside Sunshine classroom. They will access their play area via the cloakroom door and use the path into the designated play area.

There will be a barrier taped area between Starlight and Sunshine/Rainbow play areas to minimize the risk of children entering another classes play space accidentally.

Each class will have their own play equipment to use within their designated play space to prevent sharing of equipment.

Key Stage 1 – (Year 1 times 10.10 – 10.30 Year 2 times 10.35 – 10.55)

The Key Stage 1/Infant playground will be split into two separate play space for Year1 and Year 2 children to use retrospectively. There will be a barrier taped area between the 2 designated areas to minimize the risk of children straying into wrong play area. The times of the mid-morning play-time will be staggered to prevent the year groups coming into contact with each other. The staff of each year group will be notified of their play space to prevent any misunderstanding and subsequent incorrect use of a particular play area.

First Aid and supervision –

All classes have been supplied with their own kit which to be taken out and used only for children in their class, in the event First Aid needs to be administered. A member of staff from each class will be on duty each day giving 3 members of staff on duty each time in the designated play area, one of which will be a teacher as a minimum.

Amendments to Policy

May 2015 - amendments made to Key Stage 1 lunchtime – Year 1 12.00-1.00pm, Year 2 12.20-1.20pm.

Wording clarified stating that only the Year 1 children in Key Stage 1 have an afternoon break time from 2:30pm to 2:40pm.

May 2016 – reviewed and minor changes made – amendment to staff supervising children between 8.50 – 9.00am. Changes to wording re: First Aider on duty P4.

February 2017 – reviewed and amendments made to P3 – change of wording to supervision before school, P6 – removal of playground buddies section, P8 – note added to clarify staffing ratios in the Foundation Stage.

March 2018 – reviewed and amendments made to P3 – change to supervision before school, P4 – inclusion of new mag-lock gate on site, P6 – removal of positive rewards as no whole school approach exists.

February 2020 – reviewed and amendments made to P4 – change to supervision before school & clarity of staff supervision and removal of afternoon playtime note, P5 – change to named person dealing with notifiable accidents head injuries/SO2 forms etc.

March 2nd 2020 – Headteacher redacted home time information from the policy. In consultation with the Business Manager this information has been added to the Staff Handbook. (staff advised of changes 9th March 2020)

March 2021 – reviewed and playtime procedure during COVID -19 restrictions included.

19th April 2021 – further revision to COVID-19 restrictions to include changes to Foundation Stage classes – Rainbow and Sunshine classes now a ‘double class bubble’ and share outdoor play areas.