

Statutory/HCC Recommended	Developed by:	Approved by:	Date Approved/Reviewed	Next review date:
School	DHT	HT	September 2016	September 2019

Fairfields Primary School

Playtime Supervision Policy

Aims

Fairfields is committed to provide, as far as is reasonably practicable, a safe playground environment for the pupils of the school. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

Responsibilities

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
- Review and evaluate supervision procedures in line with LEA guidelines and local factors.
- Ensure that the playground is well supervised when in use using 'zones' when the whole school is on it during break and lunchtimes.

Employees should:

- Support the implementation of this policy.
- Reinforce a "safe play" message, through the Rights, Respect agenda.
- Report any supervision concerns to the Headteacher.
- Adhere to 'zones' where possible during break and lunch duty.

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Inform the school of any changes to the arrangements for the collection of their child.

Supervision Arrangements

Before School

The Jubilee Road gates will remain closed until 8:40am and remain open until 9am when they will be locked by the Site Manager, or Admin. Officer, if unavailable. Access to the school site before 8:40am will be for staff and Freddie's Breakfast Club children only via the pedestrian gate on Council Road. The doors and gates will be open to all other children from 8:40am, when they are expected to come straight into school. The doors are manned by a member of staff from 8.40 until 8:55am when they are closed. Access to the building after this time is via the office.

Please note that there is no playground supervision in the mornings, although some staff will be on the school doors to greet the children. Parents/carers are encouraged to remain with their children until the school doors open and their children are let in.

Break Times

Teachers will:

- Ensure that duty staff are present on the playground before sending children out and monitor the zone they are allocated to where possible.
- If it is deemed inadvisable for a child to be on the playground because of their unacceptable behaviour or due to medical reasons, the class teacher will make the decision that the child stays inside for school building for the duration of breaktime, under the supervision of a member of staff (following the procedures of the behaviour policy or in the office area if it for medical reasons).
- Release their LSA's from class duty so that they may be on the playground by 10:25am each day for the morning break.
- Any class taking a short break at other times will be accompanied by their teacher and accommodated in an area of the playground where they can be observed.
- Ensure that gates are locked (the responsibility of the person allocated to this zone).
- The member of staff allocated to the zone by the play equipment must ensure that it is used safely and appropriately by the children.

Lunchtimes

The playground is supervised by lunchtime assistants together with Play Leaders who supervise groups of children during organised games and activities. The lunchtime assistants have walkie-talkies in order to communicate with each other and another member of staff inside the school building. In this way, should additional support be required to assist with a particular incident or with a particular child, the lunchtime supervisor need not abandon their position on the playground for any length of time. An assistant is also on duty in the Medical Room to deal with any minor first aid requirements.

During lunchtime, all gates remain locked. Visitors can access the site if need via reception.

The member of staff allocated to the zone by the play equipment must ensure that it is used safely and appropriately by the children.

Returning to the classroom after break/lunch

At breaktime, when the first bell rings, the children will be expected to stand still and wait for the second bell. When this bell rings, the children will then line up in their allocated space where their class teacher will be waiting to collect them for the next lesson. The children will then be expected to walk quietly and sensibly into school and to their classroom to start their learning.

At lunchtime, the bells are staggered (KS1 at 12.45 and KS2 at 1.00) but the same procedures are used.

After School

Foundation Stage open their doors to release children at 3:10pm. The doors for all other classes remain closed until 3:15pm when the class teacher escorts his/her class out of the building and checks that they have all been collected by an appropriate person unless they have permission to walk home alone.

Children will not be released to a person they do not know and parents/carers must make arrangements with the school if they wish their children to be collected by another person.

Both gates are manned by teaching staff at the end of the school day to ensure that children leave the playground safely and appropriately. **The site manager will ring the bell at 3.30** to advise parents that these gates are no longer manned and the teachers on duty must check that all the children

remaining on the playground are with the adults who are collecting them. Any children not picked up at this time will be brought inside into the school office.

Anne will lock the school gates to the playground at 3.45 and from this point, access to the school will be via the office.

Special Occasions

Following After School Clubs, sporting occasions or trips returning to school after 3:15pm, movement will be restricted to the pedestrian gate in Council Road. Staff will, once again, ensure that the children are only released to a known, appropriate person unless they have permission to walk home alone or the school has been notified by the parent/carer of a change of arrangement.

All other times

Parents/Carers must be aware the school will not provide supervision for pupils on the playground outside of these times, including open days, parent consultation evenings and PTA events. The children will be the responsibility of their parent/carer at all other times other than those stated in this policy.

Wet Play Procedures

In the event of bad weather, a decision will be made by the LSA staff on duty that day at 10.25 (or by Sue Jones at 11.45 for lunchtime) as to whether the playground is safe to use or not. Staff will come to classrooms to let teachers know. If the children are not able to play outdoors, classrooms will be used for breaktimes instead. Teachers will organise classrooms at breaktime and lunchtime in preparation for wet play days. The children will have a choice of area to play in. This will either be a classroom with construction, board games and louder activities in, or a quiet room for art, reading, watching a DVD etc. Lunchtime supervisors and play leaders will be allocated across the school to supervise the children at these times.

Supervision of Play Equipment (during breaktimes, lunch play and Freddie's Club)

Adults may not always be positioned close to the equipment and will not intervene in the children's play on it, unless they see any of the following:

- Children pushing or pulling other children
- Children climbing equipment not designed for that purpose
- Children lifting other children in order to access that equipment
- Children causing damage to the equipment.
- When the equipment is deemed to be wet, signs will be erected warning children not to play on it.

Staff positioned in the middle playground at break and lunchtime, and at the end of the day, are to reinforce with children that the F.S. play equipment is not to be used during these times.

Monitoring and Review

This policy will be reviewed every three years but changes to procedure will be made as and when necessary to reflect any safety issues, current circumstances and/or LEA recommendations.

Policy Date: February 2008

Review: September 2016 (reviewed)

September 2019