



# **OWLSMOOR PRIMARY SCHOOL**

## **PLAYTIME SUPERVISION POLICY**

<b>Status of Policy</b>	<b>Date</b>
Statutory	
Reviewed	Every 3 years
Policy written	Feb 2020
Last reviewed by governors	March 2020
Review due	March 2023

## **OWLSMOOR PRIMARY SCHOOL**

### **PLAYTIME SUPERVISION POLICY**

**This policy has due regard to the requirements of the Equality Act.**

#### **Introduction**

Owlsmoor Primary school 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. The following information applies only to playtime and lunchtime supervision; not to clubs and lessons that may take place outside.

#### **Responsibilities**

The headteacher will:

- Ensure adequate staffing is 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 made available to parents/carers
- Review and evaluate supervision procedures in line with LA guidelines and local factors.

Employees will:

- Support the implementation of this policy
- Reinforce a “safe play” message, through the Rights Respecting School agenda
- 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
- Inform the school of any changes to the arrangements for the collection of their child.

#### **Supervision arrangements before school**

Parents/carers and children are welcome to come into the school grounds from 8.30am, and not before. Access to the school site before 8:30am is for staff and Breakfast Club only. There is no supervision for children until 8.35am, which is ten minutes before the school day starts at 8.45am. Parents/carers are expected to be responsible for their own children up until that time; parents who allow their children to enter the school site without them should take into account that they will not be supervised by staff until 8.35am. Children are not permitted to play on any of the playground apparatus either before or after school.

The doors into the school itself will be opened by teachers as the morning bell is rung, at 8.45am. Children need to line up directly outside their own external classroom doors, except years 5 and 6 who need to line up in classes on the ball playground to be collected by their teacher. Parents are welcome to stay to supervise their child until they enter their classroom, but are not generally permitted to enter classrooms. If pupils arrive late, they need to sign in at the school office before going to their classroom.

EYFS/ KS1 children who attend Breakfast club are supervised from the Breakfast Club building to their classrooms by a member of staff. KS2 children who attend Breakfast Club

are allowed onto the playground once members of school staff are on duty and will then enter their class in the same way as their peers.

### **Supervision requirements for playtimes and lunchtimes**

Staff will:

- Ensure that they are on time for playground duties
- If on duty, space themselves out in the playground, so all areas are covered and supervised
- Ensure any playtime incidents are addressed, reporting these to another relevant member of staff where necessary
- Ensure their duty is covered should they know they are going to be absent for any reason
- Ensure they are vigilant while on duty, and able to pre-empt problems before they occur
- Follow school policies on First Aid, Accidents and Positive Behaviour Management
- Engage with children
- Stay in the specific playground or 'zone' they are supervising

### **Minimum levels of supervision**

The school grounds are made up of several playground areas and staff are directed to work in specific areas ensuring the children are playing appropriately and safely. It has been agreed that the following staff numbers are required for supervision to be considered safe:

- The ball playground, the middle playground and the top playground each require a minimum of 2 members of staff
- The Adventure Playground and the Outdoor Gym each require 2 members of staff. The Adventure Playground is allowed no more than a year group of children at one time, and the Outdoor Gym no more than a class of children
- Garden areas such as the Friendship Garden and the Sensory Garden need to be supervised by 1 member of staff per garden
- Indoor areas such as Hummingbirds Club and the Library need to be supervised by 1 member of staff per room
- The school hall, where the children eat their lunch, requires a minimum of 3 members of staff (not including kitchen staff) during peak times
- When the field is used for playtimes/ lunchtimes (in good weather), this must be supervised by a minimum of 4 members of staff
- The First Aid 'base' (in the After School Club) should be supervised by 2 members of staff
- For 'wet play' children will stay in classrooms – each classroom will usually be supervised by 1 member of staff each, or occasionally one adult may oversee more than one class from the corridor with classroom doors left open.
- Nursery children remain in the EYFS unit for lunchtimes, and require a minimum of 2 members of staff
- On some occasions, classes or year groups may have outdoor playtime at a separate time to the rest of their key stage - at these times, there must be 2 members of staff present in whichever area this takes place in
- Some children with complex needs may require supervision on a 1-1 basis for playtimes and lunchtimes – this is coordinated by the SENDCo.

If a member of staff finishes their duty 'shift' part way through lunchtime, they must wait for the next member of staff to arrive before they leave the area they are supervising. If an urgent incident occurs where a staff member needs to leave an area they are supervising temporarily (for example to take a child to First Aid, or to escort a child to a member of SLT), they must ensure that their area is not left unsupervised for any length of time and they must return to their area/ send someone else to cover as promptly as possible if a colleague has been left by themselves. If they are the only adult, they may need to send a responsible child to ask another adult to come to the area before they may leave.

The school typically operates above these levels of staffing, but these numbers have been agreed as the minimum requirements for playtimes to be able to operate as normal. In the instance that the school is short staffed and cannot meet these minimum requirements, one of the following arrangements will be implemented:

- Asking other staff members to undertake playground supervision
- Closing off certain playground areas / classrooms if minimum requirements for staffing cannot be met
- Staggering playtimes to reduce the number of children having playtime at the same time.

Children should not be inside the building at breaktime or lunchtime (unless they have specific permission from a member of staff) as they will not be supervised. External doors that are lockable should be kept closed and locked during lunchtimes to prevent children from entering the building and children should be reminded of expectations around this. Children are expected to use the After School Club toilet facilities or the toilets on the KS1 corridor during playtimes and lunchtimes.

### **Dismissing children at the end of the day**

The school day ends at 3.10pm (except for nursery, which ends at 3pm). Children in EYFS and KS1 must be collected from their classroom door by a parent, or an adult that is known to the school (such as another family member or a childminder). If a different adult is collecting a child, the parents are required to inform the class teacher or the school office in advance. If the teacher is not familiar with the adult who is collecting, they may contact the parents to confirm this with them before dismissing them. EYFS/ KS1 children who go to After School Club will be taken across by a member of school staff, usually the class TA.

In KS2, adults collecting children can wait outside the classroom or on the nearest playground (middle playground years 3/ 4, ball playground years 5/6). The teacher will dismiss the children from the door, asking the child to locate their adult before they go over to them. The teacher may be aware of alternative arrangements for particular children, who may meet their adult in a different location (such as walking to their car, meeting them by the front gate, meeting them at the classroom of a younger sibling) – this is allowed providing the teacher is aware of the arrangement and this has been discussed and agreed with a parent in advance. If the teacher is not aware of such arrangements, they may ask the school office to contact parents to confirm this with them before dismissing the child. In years 5 and 6, children are only allowed to walk home by themselves if the parent has given explicit permission through a permission slip. This is not encouraged by the school, but it is parental choice. KS2 children who attend After School Club are allowed to walk across to the unit by themselves, where they are registered upon arrival.

The same dismissal protocols are followed for children who attend any clubs after school hours, but children are dismissed from an agreed location rather than their classroom (the location is dependent on the club). Children who sign up for an after school club are expected to attend every session. If for any reason a child who is present during the day does not wish to attend a club, the school needs to be made aware of this by a parent, otherwise 'missing children' from a club will be seen as a safeguarding issue. Parents will be contacted by the school office to ask the child's whereabouts, or notify them the child has not attended the club.

Children who are not collected by 3.20pm (10 minutes after the end of school) will be brought up to the office area by their class teachers, and the office staff will then ring home to find out the reason for the delay. The school has the right to ring social care should a child still not be collected at 4pm, when we have not been able to contact the family to find out the reason. It is therefore very important that parents inform the office if for any reason they are running late.

Liz Cole  
Feb 2020