



Vicarage Park Primary School Break time Supervision Procedure Policy

Introduction

This policy has been developed for the supervision of children during morning, afternoon and lunch times.

Vicarage Park School is committed to providing a safe playground environment for pupils. This policy seeks to clarify the level of supervision provided during the school day.

The aim of break times is for our children to:

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

We want our children to enjoy break times and at the same time, 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 they have at school, so that we can improve our provision and evaluate how well play contributes to the wellbeing and development of our pupils.

Playtime Provision

Concrete playground areas

School Field (weather permitting)

Mulched area with adventure playground (Early Years and KS1)

Climbing frame (KS2)

Responsibilities

Headteacher: Mrs Katie Green/Mrs Natalie Evans in her absence

- ensures that adequate staff are available to meet the supervision requirements;
- ensures that staff are aware of their responsibilities and have sufficient training and guidance;
- ensures that the staff who administer first aid, hold a valid first-aid certificate;

- ensures that this policy is communicated to parents/carers/staff/governors;
- reviews and evaluate supervision procedures in line with health and safety.

All staff:

- support the implementation of this policy;
- reinforce a safe play message, through their supervision and actions. report any supervision concerns to the Mrs Katie Green/Mrs Natalie Evans

We ask that Parents/Carers:

- respect the arrangements provided by school for the supervision of their children and acknowledge the times at which provision is available;
- discuss concerns over incidents occurring during break times, openly and constructively to a member of our school staff who would then escalate it to Mrs Katie Green if deemed appropriate.

Playtime sessions and supervision

SESSION	TIME	SUPERVISION
Before and after school	7.45am-8.45am	Wrap Around Care staff
Morning break	10:45am – 11am	3/4 members of staff spread across the area of the playground
Lunchtime	12pm-1pm	STAs/Midday Supervisors
Afternoon Break	Early Years/Key Stage 1 only	As morning break

Parents/carers should be aware that school is not responsible for supervision of their children outside of the times stated in the above table. Children are the responsibility of their parent/carer at all times other than those stated in this policy.

Before School

Vicarage Park Primary School has padlocked gates for access to the playground. These are opened by school staff at 8.30am and closed at 9am, however the pathway to the school office is open throughout the school day.

All other gates, with the exception of the main entrance gate, are locked at 9am, therefore entry to school can only be made via the main school entrance. These gates will remain

locked until 3pm, when parents/carers can enter the playground to collect their children at the end of the school day.

Children who attend breakfast club and can be in school from 7.45 am, will access the school via the Wrap Around Care gate towards the rear of the school building near to the public footpath.

There is no playground supervision before 8.45am, therefore 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 dismiss their classes into the playground. There is a staff rota for supervision at break times during the morning and afternoon (on KS1 only) Members of staff on duty will ensure they are on the playground promptly for the beginning of each playtime.

Staff on duty position themselves in appropriate areas around the playground to ensure all areas are visible. **The safety of our children is paramount at all times.**

At least 3 members of staff are on the playground during playtime. During morning and afternoon playtimes a combination of teachers, STAs and apprentices are on duty, both inside and outside the school building.

A member of staff rings the bell to signal the end of play, when all children must then stop and line up in their respective classes and are sent in by staff on duty.

There will be at least 2 paediatric first aider on duty at break times and lunchtimes.

Playground Supervisors need to:

- **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 staff with a message for assistance.
- **investigate** reports of injuries or pupils in distress. In the event of a minor accident or illness the pupil should be sent with a helper to the First Aider on duty for assistance.
- **assist** and remind pupils to keep our playground area tidy and free from rubbish.
- **check toilets and out of bounds areas** regularly, to prevent problems occurring.
- **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 member of staff, in each of the key areas. Each class teacher organises afternoon wet playtimes on an individual basis. During wet playtimes, children will stay in their own classroom unless otherwise instructed. If it should begin to rain whilst the children are on the playground, staff on duty will make an informed decision to bring the children inside.

First Aid Procedure

First Aid incidents are dealt with by a qualified first-aider and are recorded on a pre-printed accident forms. The forms are then copied and the child takes home the (original) copy and the duplicate copy stays in the office. Parents/carers are informed of any injuries via the accident form or, if deemed appropriate, immediately by telephone.

All head injuries are reported to parents/carers by email on a daily basis. If appropriate, a member of staff will attempt to contact the parent/carer directly as soon as possible following the accident. Should a child sustain a serious injury, the parents/carers will be contacted immediately and, if necessary, an ambulance may be requested prior to contacting the parents/carers.

Playground Rules

Children are regularly made aware of the playground rules, as follows:

- 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

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

Children are rewarded for positive behaviour and good manners, for being helpful and for practising positive play. These rewards may be given in the form of Values certificates, house points, or verbal praise.

Staff on duty will deal with minor behaviour incidents in a fair and reasonable way-ensuring that they are recorded on the class behaviour logs. Specific behavioural issues that arise during playtimes will be dealt with as outlined in the school's Behaviour Policy.

Equipment and Safety

Vicarage Park Primary School places a strong emphasis on safety within the playground. Children are taught to follow playground rules and all fixed, outdoor equipment is

maintained regularly, including a yearly health and safety inspection carried out by SIS (Sports Inspection Services).

Fixed playground equipment located in the outdoor classroom in EYFS and Key Stage 1/2 areas is subject to daily inspection by the staff on duty to ensure there is no damage and it is safe to use. Should there be any apparent damage, the equipment will be taken out of use and children will not be allowed to play on it until repairs have been carried out. Equipment may also be taken out of use if it is felt that children are at increased risk, such as in inclement weather, or in snowy/icy conditions.

On the KS1 playground there are zoned areas for various activities:

- Fixed playground equipment for climbing and balancing
- Zoned football area next to the banking
- Bat and ball area to develop hand-eye coordination
- Space for individual activities i.e. skip-its and scoopers

On the KS2 playground there are zoned areas for various activities:

- Football:- 2 sets of nets for small team games
- Tennis net:- soft ball tennis
- 3-way Shooter:-practice shooting skills
- Basket ball nets and court area:-
- Target ball area:- for aiming skills
- Area for skipping and hand-eye co-ordinations skill practice
- Quiet Horse Shoe area for chatting

There are also organised indoor clubs e.g. Wellbeing, chess etc. for those who wish to attend-these children will be given a 'Permission Pass' so staff on duty are aware of where they are, likewise children who enter the building during lunchtime to use the toilet, get a coat, drink etc will also be given a pass. This ensures that during a fire drill or in an emergency all children are accounted for.

Staff will be appropriately situated around the zones to ensure the children are safe and supervise at all times.