

Breaktime Supervision Procedure Policy

Introduction

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

Orchard Head J I & N 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)

Construction pit – All key stages

Trim trail - Key Stage 1 and Upper Foundation

Trim trail - Key Stage 2

Mini trim trail/activity area - Lower Foundation (Nursery)

Responsibilities

The Leadership Team:

- 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 and the Trust's guidelines.

Employees:

- support the implementation of this policy;
- reinforce a safe play message, through their supervision and actions.
- report any supervision concerns to the Head of School.

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, usually a member of the leadership team.

Playtime sessions and supervision

SESSION	TIME	SUPERVISION
Before and after school	Pre-arranged supervision, e.g. Breakfast Club or After-school Care Club.	Head/Assistant Head of School or a member of the teaching staff
Morning break	10:30am – 10:45am	1 member of staff at each trim trail/area of the playground
Lunchtime	Foundation Stage: 12:00noon – 1.15pm Key Stage 1: 12.00 noon – 1.15pm KS2: 12:15pm – 1:15pm	Lunchtime Supervisors
Afternoon Break	Key Stage 1 only: 2:15pm – 2:25pm	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

Orchard Head School has automated gates for vehicle access to the rear of school. These are opened by means of a keypad (senior leaders) and from within the school office (all other staff and delivery/service vehicles). They are closed promptly at 8.30am and parents/carers/children can make their way into the playground via the main school/reception gate, the Key Stage 1 gate or the nursery/reception gate.

All other gates, with the exception of the main entrance gate, are locked at 8.55am, therefore entry to school can only be made via the main school entrance. These gates will remain locked until 3.10pm, when parents/carers can enter the playground to collect their children at the end of the school day.

Children who attend breakfast club and need to be in school by 7.45 am, will access the school via the main entrance only.

There is no playground supervision before 8.50am, 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 lead their classes into the playground. There is a staff rota for supervision at break times during the morning and afternoon. 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 2 members of staff are on the playground during playtime. During morning and afternoon playtimes a combination of teachers and teaching assistants are on duty, both inside and outside the school building.

All teachers go on to the playground just before the end of break, to line up their classes ready to go back into 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. Their teacher then leads them back into school.

A first aid rota is maintained during morning and afternoon break times, when a qualified first-aid member of staff is on duty in the first aid station, which is situated just off the key stage 1 corridor.

Lunchtime supervisors are present on the playground during lunch break and those who administer basic first aid, hold a valid first aid certificate.

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, a member of the leadership team will decide whether to send the children inside.

First Aid Procedure

First Aid incidents are dealt with by a qualified first-aider and are recorded on a pre-printed slip within the accident/incident book. The slips are self-carbonating; the child takes home the top (original) copy and the duplicate copy stays within the accident book. Parents/carers are informed of any injuries via the accident slip or, if deemed appropriate, immediately by telephone.

All head injuries are reported to parents/carers by text 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 house points, reward stickers or verbal praise.

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

Equipment and Safety

Orchard Head J I & N 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 ROSPA-qualified personnel.

Fixed playground equipment located in both the Foundation and Key Stage 1 areas is subject to daily inspection by the Premises Supervisor 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.