

RIVERSDALE PRIMARY SCHOOL

Playground Supervision Policy

Date:

Review Date:

Signed: _____ (Governor)

Signed: _____ (Headteacher)



AIMS

Riversdale 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.

RESPONSIBILITIES

The Headteacher will:

- ensure adequate staff is available to meet the supervision requirements;
- ensure that staff is 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 LA guidelines and local factors.

Employees will:

- support the implementation of this policy;
- reinforce a “safe play” message, through the Rights Respecting 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

The school gates, on Merton Road, will remain closed until 8:35 am and remain open until 8:45am when they will be locked by the Site Manager, Headteacher or a class teacher. Access to the school site before 8:35am will be for staff and Breakfast Club children only via the side gate on Pirbright Road. There is no supervision for children not attending breakfast club until the start of the school day, at 8.35am, so parents/carers are expected to be responsible for their own children before this time.

The gates will be closed at 8:45am, after which pupils will be designated as late and will need to make their way to the main gate on Merton Road and immediately go to the reception office to sign in.

Break Times

Teachers/Teaching Assistants will:

- ensure that if they are on duty they make their way to the playground immediately before the official start of playtime, taking their class with them if necessary;
- if it is deemed inadvisable for a child to be in the playground because of their unacceptable behaviour, the class teacher will make the decision that the child sits in the playground with them, or sits outside the Headteacher's office (following a discussion with the Headteacher);
- space themselves out in the playground, so that all areas are covered and supervised;
- check TeamUp for any changes to duties due to unforeseen circumstances;
- 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;
- take out a first aid bag with them while on duty;
- follow school policies on First Aid, Accidents and Positive Behaviour Management.

Lunchtimes

The playground is supervised by both lunchtime supervisors and teaching assistants, working in the dining hall and the playground. Lunchtime supervisors work in specific areas of the playground ensuring the children are playing appropriately and safely. There is a further assistant for the nursery.

Visitors to the school during lunchtime can only use the one main gate on Merton Road, ringing the office, identifying themselves and letting office staff know their business in the school. Only then are the gates opened so they can make their way to the office. This gate is closely monitored by the lunchtime supervisors.

Parents/carers collecting or delivering nursery pupils during the lunchtime period will not be allowed into the school site early. Doors will only be opened on individual request of each parent/carer, on ringing of the bell to the office. Parents/carers who are early will be asked to wait outside the school. In the same way, once delivered parents/carers will not be allowed to linger in the playground.

After School

The main school gates on Merton Road and the adjacent black gate will be open at designated times. The main gate will open at 3pm for Gems parents/carers to collect their children, whilst the adjacent black gate will open at 3:10pm. This is the case in order to alleviate foot traffic on the main road. The parents/carers will not be able to collect their children until 3:15pm when the school day ends.

Teachers in Years 1-6 will bring their class pupils down into their designated areas in the playground. Parents/carers need to have visual contact with the teacher or teacher assistant before collecting their children. Children in the Nursery or Reception classes will remain in their classrooms, and members of staff will let individual children go as they see their parents/carers.

If a parent/carer is not collecting their child as usual, and they have organised for the child to go home with another adult, the office must be informed in the morning. Without prior arrangement with the school, no child will be allowed to leave with a different adult at the end of the day.

Older children may go home by themselves, but only if the parent/carer has filled in a 'Consent to go Home Alone' form. Forms can be obtained from the office.

No child will be allowed to go home with a young sibling, even if the parent/carer so wishes. If someone is collecting a child younger than 7, the minimum age of those collecting is 16 years of age. If a parent/carer wishes for an older sibling (under the age of 16) to collect their child, there must be a formal letter acknowledging the parent/carer will take full responsibility in the event of an accident/incident. This must be handed to the Headteacher and agreed in advance.

Children who are not collected on time will be brought up to the office area by their class teachers, who will then ring home to find out the reason for the delay. The school has the right to ring social services 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 you inform the office if for any reason you are running late.

We ask parents/carers to make their way out of the school grounds via the Coronation Gardens/Pirbright Road gate (as per allocation) as soon as they have collected their children, as staff members often have after school meetings and commitments.

In order to keep children and adults safe, all scootering or cycling is strictly forbidden in the playground area at any time, as is the use of footballs. It is up to parents/carers to ensure they follow school rules before and after school while on the premises.

Parents/carers must make sure that, while in the playground, they know where the child/children under their care are and what they are doing? Children are expected to follow school rules at all times under parent/carer supervision.

We ask that no parent/carer who is in the playground, at a time when the gates are kept closed, open the door for other adults waiting at the main gate. The main office needs to know whoever asks for admission to the school, and this is done via the entry phone. If the door is opened for another adult, we cannot ensure we are aware there are adults in the school and this could be a safety risk for the children.

SPECIAL OCCASIONS

Following After School Clubs, sporting occasions or trips returning to school after 3:30pm, movement will be restricted to the main gate on Merton 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.

The children will be the responsibility of their parent/carer at all other times other than those stated in this policy, including open days, parent consultation evenings and PTC events.

SUPERVISION OF PLAY EQUIPMENT AND DESIGNATED PLAY AREAS (DURING BREAK TIMES AND LUNCH PLAY)

There are designated areas in the playground, devoted to different games and activities. There is a timetable for the use of the different play areas by different year groups through the week. In this way, we ensure there is no overcrowding in any one area, and children have fair and equal access to different activities through the week.

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 playing in an unsafe manner;
- children playing in an area when it is not their class turn;
- 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 too wet for safe play.

AT THE END OF PLAYTIMES

Staff on duty will ring the bell at the end of playtime. Children are expected to stand still on hearing the bell ringing for the first time. When the bell is rung for the second time, the member of staff on duty will then send each class one at a time to go up into the building. Teachers are not required to collect children from the playground at the end of playtimes or lunchtime.

All teachers are expected to be in class awaiting their children at the end of playtimes.

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 LA recommendations.