



File: **Staff**

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## PLAYGROUND DUTIES AND SUPERVISION

### 1. Duty Team

- **Morning break**

Due to Covid regulations, playtimes are staggered and covered by staff within the year group.

- **Afternoon break KS1**

One teacher and a member of the support staff

- **Lunchtime break**

Lunchtime Team will be supervising and developing play

- **First Aid**

As displayed in the office and staffroom – current regulations mean that they are covered from the Year group bubble.

### 2. Duty Team Responsibilities

Supervision times are as follows. Please remember to be on time.

- **8.25 – 8.45 am** Morning supervision at Orchard gate (senior leaders cover from 8am)
- **8.30-8.45 and 8.45-9.00** Morning supervision at Victoria Road gate and playground
- **10.15-10.30, 10.30-10.45 or 10.45 – 11.00 am** Morning break
- **2.30 – 2.40 pm** Key Stage 1 afternoon break
- Duty staff are permitted to take a comfort break of 5 minutes **before** their duty commences
- Duty staff – please synchronise whistles and blow twice:
  - 1<sup>st</sup> whistle STOP and listen – all children show their hands to support the Hearing-Impaired children.
  - 2<sup>nd</sup> whistle Line up by class teacher.

### 3. Staff Responsibilities

- At the end of playtime, staff should ensure that children walk into school in an orderly fashion.
- 2.45-3.05 at Orchard and 3.10 – 3.25 p.m. - supervision of pupils leaving the school gates

### 4. Toilets

- Children should be encouraged to use the toilet before going out to play.
- Children should only use their allocated toilets.
- Duty staff to check toilets intermittently.
- Children are encouraged to seek permission before going inside to use the toilets.

### 5. Play Areas

- Children should be outside unless supervised or participating in a supervised indoor activity.
- Children may use hall zone, trim trail and football zone on allocated days (see timetable). Other zones are free for children to use as they wish.
- Children need to be encouraged to stay within your sight.

### 6. Arriving at school

- In the morning, children can attend Breakfast Club from 8am. They enter through the main doors at both sites.

- At 8.25 (Orchard) or 8.30 am (Victoria Road) children should go straight on to the playground and into class through the playground doors. One member of staff must be in class to receive the children.
- Parents should leave children at the school door for Breakfast Club and not come into school to avoid congestion (Both sites)
- Parents should follow the One-Way system through the playground at Victoria Road after 8.30am.
- Parents should drop pupils at the pedestrian gate by the small playground at the Orchard site and children will enter the school on their own.

**7. Leaving school**

- At both sites, parents come onto the school playground to pick up their child/ren and follow the one-way system out.
- Staff take children onto the playground and remain with them until a parent or named adult collects them

**8. Tuck Shop**

- Tuck shop is run by the catering staff at Victoria Road and by Class Representatives at Orchard. This is during their playtime.
- Children should then return to the playground to eat their break items and come in with their class.

**9. Wet Playtimes**

- The duty team will decide if it is to be a wet playtime and children are to stay in their **classroom**.
- If in doubt confer with VLT. Class teachers can arrange to have their break leaving a colleague to supervise the children.
- Children must be supervised in classrooms at all times.

**10. Wet lunchtimes**

- Children will be supervised by the lunchtime team for the duration of the lunch time session
- When the bell is heard please collect children **promptly** from the relevant classroom.

**11. Sanctions**

- Children who break playground / school codes after appropriate warning (according to the age/stage of child) should be given time out. (See Behaviour Policy).
- Serious incidents should be reported either to Class Teacher or VLT and recorded in either class Sad Face Book or incident book depending on seriousness of issue (see Behaviour Policy).
- Lunchtime supervisors should record all incidents in their notebooks and then verbally tell the class staff after their shift.