

Playground Supervision Guidelines

AIMS

Winsor Primary School is committed to provide, as far as is reasonably practicable, a safe playground environment for the pupils of our school. These guidelines seek to clarify the level of supervision provided before and during the school day so that all staff, parents and carers are aware of the standards that are expected.

RESPONSIBILITIES

The Head Teacher will:

- Ensure adequate staff are available to meet the required supervision requirements for a minimum period of 15 minutes before the start of the school day, (from 8:40) during break times and lunch times and at the end of the school day when all pupils have left the school grounds or are under parental/carer supervision. (until 3:30)
- Ensure that staff are aware of their responsibilities,
- Continue to develop a safety culture and safe environment for our young people
- Ensure that this policy is communicated to parents and carers
- Review and evaluate the supervision procedures as required.

Supervising staff will:

- Support and assist in the implementation of this policy
- Reinforce a 'safe play' message,
- Report any concerns to the Head Teacher
- During these time periods, supervisory staff will direct all visitors with business in the school to the school office and direct others off the premises.
- Particular attention has to be paid to areas close to gates and "rights of way".

Parents and carers will:

- Respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available.

Parent and carers should also note that there will be no playground supervisors in attendance before 8.40am or after 3:40pm and are therefore encouraged to either refrain from bringing pupils into the premises earlier than the specified times, or remain with their children until the gates are opened. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and responsibility will remain with the parent and/or carer until the time specified above. In the event of such incidences, the school will endeavour to work with all parties and reach a suitable outcome.

Supervision Arrangements

The school gates (Nursery, KS2, Lower KS2 and the 5-a-side) will be opened at 8:30am and will remain open until 9am. The main school gate will be open earlier and close later to enable access to after school provision (external provider) within our grounds. Supervision will be available in the playground from 8:40am and will remain open until 9am.

Break Times

Teacher will:

- dismiss their class to the playground and check that the staff allocated to be on duty are present before leaving the area.

Lunchtimes

The playground will be supervised at lunchtime by designated staff. In the event of an incident or unexpected occurrence, the Head Teacher will ensure additional support will be provided to assist in the situation.

Special Arrangements

Following After School Clubs, sporting occasions or off site activities that have been planned to finish after the end of the school day, parents and carers are asked to collect their children from the main entrance. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone or be collected by another named person.

All Other Times

Parents and carers must be aware that the school will **not** provide supervision for pupils in the playground outside these times, including open days, parent's evenings and parent council events. The children will be the responsibility of the parents and carer at all other times other than those stated in this policy.

Supervision of Play Equipment before School Day, Break and Lunch Times

Adults may not always be positioned close to equipment and will not intervene in children's free play unless:

- Children are pushing and pulling other children
- Children are climbing equipment not designed for that purpose
- Children are using equipment in an inappropriate and unsafe manner
- Children are lifting other children in order to access the equipment
- Children are causing damage to the equipment.

Pupils will not be permitted to play on the equipment at the end of the school day, unless participating in an organised, supervised activity.

Please note that if there is any concern about the use of equipment that may have sustained any damage, the Head Teacher will decide whether to prevent pupils using it until it has been inspected

Monitoring and Review

These guidelines will be reviewed annually at the start of each academic year (September) and at any point throughout the year to take account of any safety issues, changes to equipment, layout, legislation and changes to circumstances.

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