

BREAKTIME SUPERVISION PROCEDURE POLICY

Policy Reviewed - March 2024
Date of Next Review- March 2025

Introduction

This policy has been developed for the supervision of children during arrival, dispersal, and break times. TIAD 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 Provisions

- ♦ Football Field
- ♦ Multi-Purpose Hall
- ♦ Cricket Nets
- ♦ 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/guardians/staff.
- ♦ reviews and evaluate supervision procedures in line with health and safety and the organization'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/Guardians:

- ♦ 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.
- ♦ Enhance the team building spirit by providing tabletop games, puzzles – (NOT TOYS): eg chess board, ludo board etc, to their wards to spend the break time appropriately.

Playtime sessions and supervision

SESSION	TIME	SUPERVISION
Arrival	7:10 am to 7:30 am	2 members of staff at each playtime area & students council members.
Early Bite	9:15 am – 9:30am (Phase 2) 10:00am – 10:15am (Phase 3 &4)	2 members of staff at each playtime area & students council members.
Brunch	11:45am to 12:05pm (Phase 2) 10:00am – 10:15am (Phase 3 &4)	2 members of staff at each playtime area & students council members.
Dispersal	2:15 pm to 2:30 pm	2 members of staff at each playtime area & students council members.

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

Arrival

All other gates, except for the main entrance gate, are locked at 7:25am, therefore entry to school can only be made via the main school entrance. These gates will remain locked until 2:25 pm, when parents/guardians can enter the playground to collect their children at the end of the school day. Late arrivers are issued pink slips at the gate.

Present, Late or Absent notification is sent to the parent by the class teacher through Mograsys.

Staff responsibilities during playtimes

At the start of break time, teachers lead their classes into the playground. There is a staff roster for supervision at break times during the morning and afternoon. Members of staff on duty will ensure they are on the playground promptly from 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 always paramount.

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.

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 .
- ◆ check toilets and out of bounds areas regularly, to prevent problems occurring.
- ◆ remind pupils that the certain forms of “play” are dangerous and are not permitted, such as any form of body contact sports or games, i.e., wrestling, play fighting.

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 practicing a 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 behavior incidents fairly and reasonably. Specific behavioural issues that arise during playtime will be dealt with as outlined in the school's Behaviour Policy.

Equipment and Safety

TIAD 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 school health and safety committee.

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 conditions.

Regards,

Shiny Davison

Principal