

**Oakley Infant School**  
**Playground Supervision Policy**  
*Strive, thrive and achieve together*  
*Article 31- I have a right to relax and play*

### **Aims**

Oakley Infant School is committed to provide, as far as is reasonably practicable, a safe playground environment for the pupils of our school. This policy seeks to clarify the level of supervision provided before, after and during the school day so that all staff, parents and carers are aware of the standards that are expected.

### **Responsibilities**

The Headteacher 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, during break times and lunch times and at the end of the school day until all children are under parental/carer supervision.
- Continue to develop a safety culture and safe environment for all children.
- 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 Headteacher.
- 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 will be paid to areas close to gates and public footpaths.

Parents and carers will:

- Respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available.
- Inform the school of any changes to the arrangements for the collection of their child.

Parent and carers should also note that there will be no supervision before 8.45am and are therefore encouraged to refrain from bringing children earlier than the specified times and should remain with their children until the doors are opened. Should there be any incidents or accidents, the school cannot be held responsible and responsibility will remain with the parent and or carer until the time specified above.

Children can be booked in Breakfast Club using the provider's booking platform from 7.30am.

### **Supervision Arrangements**

The doors are opened promptly at 8.45 to allow children to come into school. Prior to this children are the responsibility of parents or carers, unless in Breakfast Club, and should not be left unsupervised on the playground before school and should be overseen going into school.

At 9.00 the doors will be closed and any late comers must report to the main school reception.

#### *Play Times*

- Teachers dismiss their class to the playground and check that supervisory staff are present before leaving the area.

- Supervisory staff will position themselves at different points on the playground to ensure that all areas can be seen with one staff member watching the Friends trail if appropriate.
- When the Friends trail is open classes will use it according to the rota. A member of staff must be positioned to supervise the use at all times.
- When the children are on the playground staff should be vigilant and ensure that the playground area is secure and gates are shut and locked.
- Staff should be aware of the public footpath around the school site and discourage the children from talking to people over the fence and be aware of any suspicious strangers on the footpath.
- Children should be encouraged when eating fruit to sit down and to put skins and peel in the bin.
- The quiet area is for sitting and children should be discouraged from running around or climbing on the benches.
- The playground is zoned for different activities and children should be encouraged to play in the correct zones.
- Equipment should be played with properly and safely and put away at the end of a break.
- The picnic table area and the Year 1 side of the building where the children cannot be seen are out of bounds at playtimes.
- The teacher on duty makes a decision concerning use of the field depending on weather conditions.
- At the end of playtime the teacher on duty sends a 2 minute warning message to the staff room.
- LSAs position themselves in order to ensure that the children go into school calmly and safely.
- When the whistle blows all children to stop and listen. Second whistle the children walk to put toys away and walk into the school building.
- Children must WALK as they lead in and wipe feet if wet.
- Whether coats are on or off is the same for the whole school the teacher on duty is to make the decision.

#### *Lunchtimes*

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

Playground arrangements are the same as for breaktimes with lunchtime staff spacing themselves around the playground and encouraging positive play.

#### *After School*

The doors will open at 3.15pm. Class staff will release children to a named adult. Parents and carers are asked to supervise the children on the school site and should leave the school site as soon as practically possible. Children should not be allowed to wander around the site and are not allowed to stay and play after the end of the school day.

Children can be supervised after school until 6pm by the Afterschool Club and can be booked on via the booking platform.

#### *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, parent's evenings and Friends events. The children will be the responsibility of the parents and carers at all other times other than those stated in this policy.

#### *Supervision of Friends Trail*

##### *Break and Lunch Times*

A member of staff must be positioned close to the equipment to oversee play. Only 1 class or the equivalent number of children can play on the Friends Trail.

Children will be reminded to use the equipment with care for themselves and other users. Children who are not using the equipment safely will be removed from the area and not permitted to use the equipment until they can do so properly.

Children and their siblings are not permitted to play on the equipment before or after school or during out of school activities unless supervised by a member of school staff.

The equipment is checked daily before use by a member of staff and regularly by the site manager. If there is any concern about the use of the play equipment due to damage staff will report to the school office and site manager. The trail will then be closed until action has been taken. Duty staff will decide whether the weather conditions allow for use of the trail.

#### Monitoring and Review

This policy will be reviewed at any point throughout the year to take account of any safety issues, changes to equipment, layout, legislation and changes to circumstance.

Approved by Curriculum Committee  
Review date

Nov 2024  
Autumn 2027