



ISO PLAYTIME POLICY

Owner	Deputy Headteacher
Reviewers	Deputy Headteacher
Approved by	Executive Director
Date approved	August 2025
Next Review Due	August 2026

Introduction

This policy outlines the arrangements for the supervision of pupils during playtimes across Early Years, Primary and Secondary.

The International School of Oradea is committed to providing a safe and well-supervised environment where pupils can engage in meaningful play. Effective supervision ensures pupils' safety while supporting their social, emotional and physical development.

Playtimes are an essential part of the school day. During this time, pupils are encouraged to rest, socialise, develop independence, engage in physical activity and explore structured and unstructured play opportunities.

The school values pupil voice and regularly gathers feedback through informal discussions and the Student Council to improve play provision and ensure it contributes positively to wellbeing and development.

Playtime Provision

The school provides a range of outdoor play areas and equipment, including:

- Tarmac playground
- Safety rubber flooring area
- Climbing equipment
- Football pitch
- Basketball area
- Table tennis
- Merry-go-round

The playground is divided into clearly defined supervision zones. Each member of staff on duty is assigned to a specific zone to ensure full visibility and effective supervision at all times.

Responsibilities

The Deputy Headteacher, Romanian Line Director and Head of EY will:

- Ensure sufficient staff are available to meet supervision requirements
- Ensure staff understand their roles and receive appropriate guidance
- Promote a strong culture of safety across the school
- Ensure this policy is communicated to staff, parents and the governing body

- Monitor and review supervision procedures regularly

Staff will:

- Follow and actively support this policy
- Supervise pupils at all times during duty
- Position themselves to ensure full visibility of their assigned area
- Move around their zone to anticipate and prevent unsafe situations
- Avoid use of mobile phones or distractions during duty
- Intervene promptly when unsafe behaviour is observed
- Report concerns or incidents to the relevant SLT member
- Record incidents in line with school procedures using MyEducare or Toddle

Parents/Carers will:

- Respect supervision arrangements and timings
- Raise concerns in a constructive and appropriate manner with school staff
- Follow escalation procedures if concerns are not resolved

Playtime Supervision Arrangement

Supervision is structured to ensure appropriate staff-to-pupil ratios and clear coverage of all areas.

School:

Morning Break (10:20 – 10:50)

- 10:20 – 10:35
 - Y4- Y10/ Cl3- Cl4 : outside+ events room (4 staff)
 - Y1-Y3 / Cp- Cl2: cafeteria (3 staff)
- 10:35 – 10:50
 - Y1-Y3 / Cp- Cl2: outside (minimum 3 staff)
 - Y4- Y10/ Cl3- Cl4 : cafeteria (2 staff)

Lunch Break (12:25 – 13:15)

- 12:25 – 12:50
- Y4- Y10/ Cl3- Cl4 : outside+ events room (4 staff)
- Y1-Y3 / Cp- Cl2: cafeteria (3 staff)
 - 12:50 – 13:15
- Y1-Y3 / Cp- Cl2: outside (minimum 3 staff)
- Y4- Y10/ Cl3- Cl4 : cafeteria (2 staff)

Snack Break : (14:55- 15:10)

- Each class uses their own room (class teacher/TA)

Early Years

Morning Break (9:00 – 9:50)

- 9:00 – 9:20
 - FS2 : outside (2 staff)
 - FS1: cafeteria (2 staff)
 - Nursery: cafeteria (2 staff)
- 9:30 – 9:50
 - FS1: outside (2 staff)
 - Nursery: outside (2 staff)
 - FS2: cafeteria (breakfast) (2 staff)

Lunch Break (11:30 – 12:20)

- 11:30 – 11:50
- FS1 : cafeteria (2 staff)
- Nursery: cafeteria (2 staff)
 - 12:00 – 12:20
- FS2: cafeteria (2 staff)

Snack break (14:30-14:50)

- FS1 : class (2 staff)
- Nursery: class (2 staff)
- FS2: cafeteria (2 staff)

Supervision is carried out by teachers and teaching assistants on a rota basis.

Before and After School

- SLT supervises the foyer in school from 8:00 to 8:15 and in EY by an SLT member together with the EY nurse
- At 8:15, responsibility transfers from parents/carers to school staff
- Classroom doors open at 8:15 and close at 8:30 (registration)
- After 8:30, access is through the school foyer only

At the end of the school day, responsibility transfers from school staff back to parents/carers at the

designated collection point.

There is no general supervision outside these times. Parents/carers must remain with their children before handover and after collection.

Before and After School

The classroom doors will remain closed until 8:15 and then remain open until 8:30 when registration closes. A member of SLT will monitor the entrance hall from 8:00 until the children are called to line up at 8:15. Access to the teaching rooms after 8:30 is via the foyer only and visitors will be accompanied by a member of staff.

There is no general supervision inside or outside before or after school and parents/carers need to remain with their children until the class teachers are available to receive them before school and stay with their children when they are collected at the end of the school day.

Staff responsibilities during playtimes

At the start of playtime teachers lead their classes into the cafeteria/playground. Before leaving again they will check that there is a member of staff ready to supervise their children. Members of staff on duty will ensure they are there promptly for the beginning of each snack/playtime.

Staff on duty are positioned in appropriate areas around the playground to ensure all areas are visible, the safety of children is paramount at all times. A qualified member of the medical team is also on duty in the medical room. In their absence first aiders are available.

Teachers/staff are in class or on the playground before the end of break in order to receive their classes. At least two members of staff are outside in the playground during playtime a third member of staff is on duty within the building to supervise Secondary students. Playtimes will be supervised by a combination of teachers and teaching assistants on a rota basis.

Playground Supervisors (Teachers and Teaching Assistants) need to:

- be mobile, but positioned to anticipate dangerous situations.
- only talk to each other when it is directly related to an immediate supervision issue.
- Wear a high visibility vest

- supervise the children at all times. If additional assistance is needed, a responsible child should be sent into the school building to the security guard/office/medical room/staff room with a message for assistance.
- investigate all reports of injuries or pupils in distress.
- send pupils who have had a minor accident or illness with a helper to the medical room for assistance.
- assist and remind pupils to keep our playground area tidy and free from rubbish.
- check out of bounds areas regularly to prevent problems occurring.
- remind pupils that the certain forms of “play” are considered to be dangerous and are not permitted, such as any form of body contact sports or games, i.e. wrestling, play fighting, guns.
- model and encourage appropriate play and games
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Wet playtimes

Wet playtimes are supervised by the members of staff on the duty rota. In the event of unsuitable weather, pupils will be directed to pre-designated indoor areas to ensure safe and structured supervision.

The designated areas are as follows:

- **Early Years (EY):** EY classrooms and indoor learning areas
- **Events room :** Y8-Y10 / CI2 +Y3
- **Library :** Y5-Y7 / CI1,Y2
- **Motion room:** Y4,CI3,CI 4 / Y1,CP

The decision to call a wet playtime will be made by the Deputy Headteacher and communicated to staff prior to the start of break.

Staff on duty remain responsible for supervision within their allocated areas and must ensure pupils are engaged in appropriate indoor activities.

If weather conditions change during playtime, staff on duty will coordinate the safe movement of pupils to the designated indoor spaces.

First Aid Procedure

First Aid treatment is recorded in the accident book and administered by a member of the medical team (or first aider in their absence). Parents/Carers and teachers are informed of any injuries. Head injury notes are sent home to inform parents, who are also informed on MyEducare/ Toddle. All head injuries need to be reported to the Director/Deputy Headteacher/Head of EY in their capacity as the

Safeguarding and Health and Safety team.

In the event of a child sustaining any serious injury the parents will be contacted immediately so they can collect their child.

In the event of a very serious injury an ambulance will be called from the school office and then the parents will be contacted.

Playground Rules

Children are made aware of the playground rules at the beginning of each year and at regular intervals thereafter. The rules will be displayed around the school in classrooms and cloakrooms.

The rules are:

1. We do as we are asked the first time
2. We keep our hands and feet to ourselves and only say kind words
3. We ask an adult for help if we have a problem we can't fix ourselves
4. We do not leave the play area and go inside the building without asking an adult
5. We stop and walk to our line when the bell rings.

Children are not allowed to bring toys, footballs and trading cards, etc. from home.

Children will be rewarded for positive behaviour and good manners, being helpful and for positive play through MyEducare/ClassDojo.

Staff on duty will deal with minor incidents of misbehaviour in a fair and reasonable way. Specific behavioural issues that arise during playtimes will be dealt with following guidance in the Positive Behaviour Policy.

All other times

Parents/Carers must be aware the school is unable to provide supervision for pupils on the playground other than at scheduled playtimes. This includes open days, parent consultation evenings or other special events. Children will be the responsibility of their parent/carer at all other times other than those stated in this procedure.

Equipment and Safety

The International School of Oradea places a strong emphasis on safety within the playground by ensuring children are taught to follow the playground rules and equipment is maintained. Fixed playground equipment is subject to daily inspection by the Administrator to ensure there is no damage and it is safe to use. If any damage is noticed the equipment is taken out of use and children are not allowed to play on it or use it until a suitable repair has been made.

Equipment may be taken out of use if it is felt children are at increased risk i.e. weather factors such as rain, snow, ice etc. The staff on duty each day are also vigilant for any damaged or faulty equipment which is taken out of use and reported to the Director/Deputy Headteacher/Head of EY. The Administrator can then be advised/discuss if the equipment needs repair or disposal.

All outdoor play areas and equipment is subject to annual checks to ensure they are safe for the children to use. Any recommendations contained in their written report, where reasonably practicable, are acted upon and implemented to maintain the safety of our children.

Early Years Foundation Stage

As well as the set playtimes, Early Years children have free flow indoor/outdoor activities where they participate in child initiated and adult led activities. The Early Years staff are very aware of the school's commitment to learning outdoors and the expectations for outdoor supervised play.

A minimum of 1:13 ratio of staff to children should be outside to cover all areas during the time children are outside. If a member of staff is not outside in a designated area then that area will be out of bounds for the children. In the event that more children are outside than inside additional staff will be needed to provide adequate supervision for the number of children (staff to use professional judgment when making the decision).