

## Playtime Policy

### Introduction

This policy has been developed for supervising children in Early Years Foundation Stage and Primary at all playtimes.

The International School of Oradea is committed to provide, a safe playground environment for the pupils. This policy seeks to clarify the level of supervision provided during the school day.

The aims for playtimes are for our children to:

- have a break
- develop their social skills
- learn to play together
- develop new skills
- take exercise
- explore
- be themselves

We aim for our children to enjoy playtimes and to keep physically and mentally fit. We believe that play is a fundamental part of a child's development and 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 we give them so that we can improve our provision and evaluate how well play is contributing to the wellbeing and development of our pupils.

### Playtime Provision

- Tarmac playground area
- Climbing equipment

### Responsibilities

The Director and Deputy Headteacher will:

- Ensure adequate staff are available to meet the supervision requirements.
- Ensure that staff are aware of their responsibilities and have sufficient training and guidance.
- Continue to develop a safety culture throughout the school.
- Ensure that this policy is communicated to parents/carers/staff/the board.
- Review and evaluate supervision procedures.

Staff should:

- Support the implementation of this policy.
- Reinforce a safe play message, through their supervision and actions.
- Report any supervision concerns to the Director/Deputy Headteacher.

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Discuss any concerns over incidents occurring during playtimes openly and constructively to a member of our school staff.
- If the concern is not resolved, it will be referred to a member of the SMT.

### Playtime sessions and supervision

#### SESSION TIME SUPERVISION

Before school	8.10 - 8.30	Teaching Assistant/Teacher
Late arrivals	8.30 – 8.40	School Nurse or Teaching Assistant
Morning Playtime	10:00 – 10:30	2 members of staff
Lunch Playtime	12.30 – 13.00	2 members of staff

### Before and After School

The classroom doors will remain closed until 8:25 and then remain open until 8:40 when registration closes. A member of staff will monitor the entrance hall from 8:10 until the children are called to line up at 8:30. Access to the teaching rooms after 8:40 is via the office 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 come out onto the playground before the end of break in order to receive their classes. A member of staff on playground duty rings the bell to signal the end of play. All children must then stop, stand still and be quiet. The bell is rung again and the children are directed to walk to their lines. Then they are led into the building by their teachers.

At least two members of staff are outside in the playground during playtime. 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.
- 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

### **Wet playtimes**

Wet playtimes are supervised by the members of staff on the duty rota. During wet playtimes children will move to the class of the teacher on duty or the multipurpose room. This decision will be made by the teachers on duty and shared with teachers before the playtime.

In the event a wet play is called while children are outside, the staff on duty will decide whether to send the children inside and where to.

### **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 parent, who are also informed on MyEducare. All head injuries need to be reported to the Director/Deputy Headteacher 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 when the first bell goes and walk to our line at the second bell

Children are not 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 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. 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).

**Approved by:** SMT January 2019