



St Hilary's School

Playtime Supervision Policy

(Reception to Year 6)

Introduction

St Hilary's actively promotes democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

Objectives

- To ensure that children can play safely and happily at breaktimes
- To ensure that staff on Playtime Supervision are aware of their roles and responsibilities

Lunchtime Organisation

Duty Timetable Autumn Term 2022 v13	Monday	Tuesday	Wednesday	Thursday	Friday
7.45-register Breakfast BSC Prep (ICT Suite)	Geri	Geri	Geri	Molly C	Emma Mc
7.45- 8.00 BSC EYFS & Pre-Prep	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8	Mollie W L31:4 or 1:8 PFA Laura L3 1:4 or 1:8	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8
8.00-8.30 Breakfast Club EYFS & Pre- prep	Rebecca L3 1:4 or 1:8 Lucy R 1:8 (3y+)	Laura L3 1:4 or 1:8 Mary L3 1:4 or 1:8	Rebecca L3 1:4 or 1:8 Jenny L3 1:4 or 1:8	Fiona 1:8 (3y+) Mollie L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8	Laura L3 1:4 or 1:8 Maya L3 1:4 or 1:8
10.20 - 10.40 Rec. & Yr.1 (Astro or Quite Garden)	Suzie E YR L6 1:30 Paulina	Penny H YR L6 Tom J UQ	Hannah B YR L6 1:30 Paulina	Luci B YR L6 1:30 Louise B L6 1:30	Mark P YR L6 1:30 Em M
Y2 (Upper Field or Tennis Courts -	Hannah B Lucy Mi	Jess B Claire Hu	Becca Fiona T	Gemma T Ele Law	Heather Louise R

Trainers for Tennis Court)					
Prep (Field or Far Car Park)	James S Elle L	Fiona T Sarah P	Mel Hannah L	Liz M Lucy M	Becca Liz H
YR Pepperpot 11.40-12.25	Leone L6 (12.00-12.25) 1:30 Debbie (11.40-12.00) Amanda C L3 1:8	Leone L6 1:30 Debbie (11.40-12.00) Amanda L3 (12.00-12.25) 1:8	Josie L3 1:8 Debbie (11.40-12.00) Penny C L6 (12.00-12.25) 1:30	Julia R L3 1:8 Debbie (11.40-12.00) Josie L3 (12.00-12.25) 1:8	Gemma W L6 1:30 (12.30 finish) Debbie (11.40-12.00) Jenny H L3 (12.00-12.25) 1:8
YR Outside Duty 12.25-1.00 (Quiet Garden or top lawn until Y1/2 come out of lunch or Astro)	Steph L6 1:30 Emily M L3 1:8	Heather L6 1:30 Lucy S L3 1:8	Mark P L6 1:30 Leone L6 1:30	Leone L6 1:30 Jenny H L3 1:8	Marie L L6 1:30 (12.30) Josie 1:8
Kindergarten and Nursery Lunch and Play 12.00-12.45	Ursula L6 1:13 Mollie L3 1:4 Emma L3 1:4 Maya L3 1:8 Julia L3 1:8 Frankie: UQ Emily G L3 1:8	Lorna L3 1:8 Laura L3 1:8 Julia/Josie L3 1:8 Emily G L3 1:4 Rachel UQ 1:8	Rebecca L3 1:8 Lorna L3 1:8 Maya L3 1:8 Mollie L3 1:4 Rachel UQ 1:8 Julia L3 1:8	Gemma W L6 1:13 Emma M L3 1:8 Fiona UQ 1:8 Maya L3 1:8 Mollie L3 1:4 Emily M L3 1:8	Issie L3 1:8 Laura L3 1:4 Mary L3 1:8 Louise R L3 1:8
Kindergarten and Nursery Play 12.45-1.30pm	Rebecca L3 1:4 Mary L3 1:8 Laura L3 1:8 Lucy UQ 1:8 Issie L3 1:4 Frankie: UQ James S L6 1:13	Rebecca L3 1:8 Mollie L3 1:8 Mary L3 1:8 Lucy UQ 1:8 Issie L3 1:4 Maya L3 1:4	Issie L3 1:8 Jenny L3 1:8 Fiona UQ 1:8 Laura L3 1:4 Mary L3 1:4	Issie L3 1:8 Rebecca L3 1:8 Jenny L3 1:8 Rachel UQ 1:8 Laura L3 1:4 Mary L3 1:8	Jenny L3 1:8 Fiona UQ 1:8 Maya L3 1:8 Mollie L3 1:8
Year 1 Lunch 12.00 Year 1/ 2 Outside 12.15pm - 12.40	Kayley H Debbie (then outside with Y1/2) Tash & Debbie	Frankie UQ Debbie (then outside with Y1/2) Tash & Debbie	Frankie: UQ Debbie (then outside with Y1/2) Lucy S & Debbie	Frankie: UQ Debbie (then outside with Y1/2) Suzie E & Debbie	Frankie: UQ Debbie (then outside with Y1/2) Gemma T & Debbie
12.40-1.05 Outside	Tom J Debbie	Susie P Debbie Frankie	Ele Law Debbie Frankie	Tom J Debbie Frankie	Steph Debbie Frankie

Yr. 1 & 2 (Upper Lawn or Far Car Park)						
Prep Dining Room 12.40-1.10 Prep Outside	Gemma M	Nikki	Louise B	Paulina	Liz M	
Prep Outside 12.40-1.10	Mark P	Mel R	Gemma M	Julie B	Lucy Mi	
Lunch-time Outdoor 1.05-1.40 (Lower lawn or Far Car Park)	Debbie Jess Frankie	Debbie Becky C Frankie	Debbie Lu Ma Frankie	Debbie Hannah L Frankie	Debbie Luci B Frankie	
Pre-Prep Y1 4'O'clock	Ursula	Ursula	Steph	Steph	Steph/Ursula	
Pre-Prep Y2 4'O'clock	Heather	Suzie	Hannah B	Gemma T/Julie	Various Y2 Team	
YR 4'O'clock	Leone L6 1:30	Julia R L3 1:8 Josie L3 1:8 Em L3 1:8	Julia R L3 1:8 Josie L3 1:8 Em L3 1:8	Julia R L3 1:8 Josie L3 1:8 Em L3 1:8	Leone L6 1:30	
ASC	4 - 6 Pre-prep & Prep	Lucy R UQ Mary PFA L3 1:8 &	Laura PFA L3 1:8 Josie PFA L3 1:8	Fiona S UQ Maya L3 1:8	Maya PFA L3 1:8 Lucy Mit 1:8 UQ	Rachel Mollie W PFA L3 1:4 or 1:8
	4 - 6 EYFS	Issie L3 1:8	Lorna K PFA L3 1:8	Rebecca PFA L3 1:8	Mary PFA L3 1:8	Issie L3 1:4 or 1:8
	4 - 5 3 rd person	Paulina 1:8		Paulina 1:8	Laura PFA L3 1:8	Ursula PFA L6 1:13 /
	Standby	Laura A PFA L3 L3 1:8				Julia PFA L3 1:4 or 1:8
SLT	Hannah W	Ursula PFA	Various	Gemma	Jane	

Lunch in the Pepperpot

Year 3/4 First Sitting at 12.40

Year 5/6 Second Sitting at 12.50. The second sitting is at 12.50 and the bell is rung for those children outside to go into the dining hall. If it is wet play the children will remain in the designated classrooms and be told by the supervising teacher when to go for lunch.

Children in a club can go to the front of the queue for lunch and can go to the early sitting. Children who have a Peri lesson and could be late for lunch should inform their Form Teacher in order to ensure the Catering Team save their lunch.

Staff supervising children at lunchtime support them to make good nutritious choices and also drink water. Manners and use of cutlery is also promoted. The cutlery award allows a pupils to invited their parent(s) in for lunch.

Outside Supervision

All Staff on the Duty Rota are allocated a time, play area and year group(s) as shown above.

Staff are reminded that if they are on the Duty Rota, they must arrive promptly to supervise the children. If a member of staff knows in advance that they are unable to supervise, they must make arrangements for cover. If a member of staff is off sick, a Cover Sheet is circulated at the start of the day to all staff detailing any changes for the day. All staff are reminded to read this at the start of the day to see if it affects them or not.

When children are eating in the Pepperpot, there are always other staff in the vicinity, either sitting in the Pepperpot eating their own lunch, or next door in the Front Office.

Outside play areas are designated for different year groups, according to numbers and age of the children. There are always 2 members of staff outside in each play area, and a First Aid kit and Silent Alarm bat are always taken outside. Minor injuries are dealt with outside by the member of staff on duty, with more serious accidents and head bumps being sent in to the Front Office to be dealt with by the Lead First Aider. At least one member of staff on duty is First Aid trained. The First Aid box also holds 2 whistles.

Staff on duty are expected to move around their designated area throughout the lunchtime in order to keep an eye on all the children, and ensure that their play is appropriate. When staff are supervising they will not be released from their duty until the next member of staff takes over.

Appropriately-aged play equipment is provided for all children, and it is the staff on duty's responsibility to ensure the fair distribution of equipment, and that the children are playing with the equipment safely. Staff on duty should encourage children not to hang around in the Equipment Shed, but take what they would like outside to play with.

Staff ensure that children do not play on the banks.

The Adventure Play Area is available for use for children in Years 3-6 when the weather is dry and the equipment is not slippery. This area is not used during the winter. Children may play on this under supervision only. The Adventure Play Area is adjacent to the Main Field. When the Adventure Play Area is in use, one of the members of staff on duty on the Main Field must position themselves so that they can always see the children playing in both areas.

Our older pupils can act as 'Playground Buddies.' High Visibility Vests enable staff and pupils to identify these Leaders. The Playground vests can be located by the window-sill next to the medical room.

Supervision During Wet Play

Year R - 2 Pupils remain in their classrooms with a member of their Year group team during first break. At lunchtime play, those on lunchtime duty will continue to supervise whilst teachers and TA's may also decide to remain in their classrooms.

Year 3-6 If it is wet play at first break 10.20-10.40 the children will remain in their Form rooms with their Form Teacher. During lunchtime break Year 3 – 6 use the following classrooms: 3R, 3DP, 4H. Those on lunchtime duty will continue to supervise whilst teachers and TA's may also decide to remain in their classrooms.

End of Lunchtime

When the whistle is blown for the end of play the first whistle invited pupils to freeze and stop what they are doing. The second means it is time to line up.

Reception children

At 1:00 p.m., the whistle is blown and Reception children are asked to tidy away any equipment and line up to go back indoors. The members of staff on duty will escort the children back to the classroom and hand over to the Reception teachers or Teaching Assistants. Any notable incidents are reported to the Reception teacher.

Year 1 / 2

At 1:05 p.m., the whistle is blown and Year 1 / 2 children are asked to tidy away any equipment and line up to go back indoors. One member of staff continues with lunch supervision with Years 3-6, whilst the other member of staff ensures Year 1 and 2 children return to their classrooms for afternoon registration. During the first whistle the children stand still on the second whistle the children line up. Any notable incidents are reported to the Form Teachers or Teaching Assistants

Years 3-6

The bell is rung at 1:35, and children are asked to tidy away any equipment and line up quietly to go back indoors. During the first whistle the children stand still on the second whistle they children line up. Staff on duty ensure that all equipment has been put away and the shed is bolted closed. If on the playground the gate is then padlocked at the end of play. The car gates remain closed at all times. Staff dismiss the children back to their form rooms for afternoon registration. Any notable incidents are reported to the Form Teachers.

Risk Assessment

This Policy should be read alongside the Risk Assessments for;

- Top Lawn and Main Field
- Quiet Garden
- Adventure Play Area

Staff should be aware of the changing nature of the play taking place. They should also support children to assess and manage risk as much as possible for themselves, but they should also be vigilant and take action as required. Actions taken by staff should balance the reduction of likelihood or severity of harm while preserving as much of the benefit of the play as possible.

Reviewed: October 2022, 30.11.22, 20.12.22, 3.1.23

Next review date: June 2023

Persons responsible: Mrs Hannah Wynn (Business Manager) and Mrs Gemma Mitchell (Deputy Head) and MLT (as of Spring 2023)