St Hilary's Prep School Policy

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

Duty Organisation
This is a separate document that is shared with all staff and available on the school system

Lunch in the Pepper Pot
Prep First sitting – 12.35
All pupils involved in a club will be in the first sitting at 12.40. Clubs lists are displayed in all form rooms, as well as at both ends of the Pepper Pot. It is the responsibility of the duty staff to ensure only pupils attending club are the only ones in the Pepper Pot at the start of service
Second sitting – 12.50
Pupils in Year 3 and Year 4 are those called in for the second sitting. 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.
Third Sitting – 12.55
Pupils in Year 5 and Year 6 are those called in for the third sitting. 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 who have a Peripatetic lesson and, as a result, 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. Water will be served for EYFS and Pre-Prep pupils, with Prep pupils facilitated in getting and serving their own. Manners and use of cutlery is also promoted, with high expectations of behaviour and courtesy throughout the lunch sitting expected.

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 plan 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 adequate ratios 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. It is suitable to send a child to the Office to send for the next duty member of staff if punctuality of other member of staff is not allowing them to continue with their working day.

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.

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. There is a separate list of staff allocation for wet breaks to ensure form teachers are not constantly on this duty.

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, as per wet play staff groupings. During lunchtime break Year 3 – 6 use the following classrooms:

3E: Year 6 pupils
3DM: Year 4 pupils
4H: Year 3 pupils
4CS: Year 5 pupils

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 1:25, 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. Emma Purcell (Assistant Head Co Curricular) takes the register for all Prep children before they come back into school for lessons.

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, June 2023, June 2024, July 2025, September 2026

Next review date: June 2027

Persons responsible: Mr Mark Parton (DSL) and Emma Purcell (Assistant Head Co-Curricular)