



## 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 – Example Below

Duty Timetable Spring Term 2024	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7.45-register Breakfast BSC Prep (3DP&amp;3BL)</b>	Abi Ch  From 8.15: Mark P	Mark P	Lucy Mi  From 8.15: Becca D	Emma Mi  From 8.15: Becca D	Abi Ch  From 8.15: Becca D
<b>7.45- 8.30 BSC EYFS &amp; Pre-Prep</b>	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8 PFA Rosie CH – L6 1:13	Mollie W L31:4 or 1:8 PFA Laura L3 1:4 or 1:8 PFA Rosie CH – L6 1:13	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8 PFA Rosie CH – L6 1:13	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8 PFA	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8 PFA
<b>8.00-8.30 Breakfast Club EYFS &amp; Pre-prep</b>	Rosie CH – L6 1:13 Louise R L6 1:13 Mark P L6 1:30	Laura L3 1:4 or 1:8 PFA Mary L3 1:4 or 1:8 PFA	Rosie CH – L6 1:13 Louise R L6 1:13 Sarah Wh UQ	Josie PFA L3 1:8 Mark P L6 1:30 Gemma W L6	Josie PFA L3 1:8 Gemma T L6 Gemma W L6
<b>10.20 – 10.40 Rec/Year 1/Year 2 (Astro/Upper Field)</b>	Sarah P L6 1:30 Vicky S Lucy S	Jess B L6 1:30 Vicky S Fiona T	Suzie E – L6 1:30 Vicky S Mark P	Penny H L6 1:30 Tom J Fiona T	Suzie L6 1:30 Steph GS Jackie T
<b>Prep (Field or Far Car Park)</b>	Tom J Su M	James S Emma M	Rebecca D Liz H	Jess B Amanda	Paulina Krisztina D
<b>11.30 -12.00</b>	Frankie	Frankie	Frankie	Frankie	Frankie

<b>Pepperpot</b>	Gabi Mollie L3 1:4 PFA Josie L3 1:8 PFA Rosie CH L6 1:13 Dasha - UQ Emily G L3 1:8	Gabi Laura L3 1:8 PFA Rosie CH L6 1:13 Louise R L6 1:13	Gabi Josie L3 1:8 PFA Mollie L3 1:4 PFA Rosie CH L6 1:13 Emily G L3 1:8	Gabi Josie L3 1:8 PFA Mollie L3 1:4 PFA Dasha - UQ Issie L3 1:8 Emily G L3 1:8	Gabi Laura L3 1:4 PFA Mary L3 1:8 PFA Gemma Wi L6 1:13 Louise R L6 1:13
<b>YR Pepperpot 11.40-12.25</b>	Leone B L6 1:30 Amanda C L3 1:8	Carol S L6 1:30 1:30 Lucy S L3 1:8 (11.40-12.00) Heather H L6 1:30 (12.00- 12.25)	Leone B L6 1:30 Tom J (11.40- 12.00) Becky C L6 (12.00-12.25) 1:30	Gemma T L6 1:30 Mark P L3 1:8 (11.40-12.00)  Hannah W (12.00-12.25)	Jenny H L3 1:8 Leone B L6 1:30
<b>YR Outside Duty 12.25-1.00 (Quiet Garden or top lawn until Y1/2 come out of lunch or Astro)</b>	Marie L L6 1:30 Karen K	Steph L6 1:30 Amanda L3 1:8	Carol S L6 1:30 Sarah Wharf	Jenny H L3 1:8 Leone B L6 1:30	Marie L L6 1:30 Lucy Mi
<b>Kindergarten and Nursery Lunch and Play 12.00-12.45</b>	Mollie L3 1:4 PFA Josie L3 1:8 PFA Frankie: UQ Rebecca L3 1:8 PFA Dasha - UQ Emily G L3 1:8  6 (3/3)	Laura L3 1:8 PFA Julia R L3 1:8 PFA Rosie CH L6 1:13 Elle Lemon - UQ Louise R L6 1:8 Lorna L3 1:8 PFA Briar Mc PFA UQ  7 (4/3)	Rebecca L3 1:8 PFA Lorna L3 1:8 PFA Josie L3 1:8 PFA Mollie L3 1:4 PFA Rosie CH L6 1:13 Emily G L3 1:8 Jenny H L3 1:8  7 (4/3)	Josie L3 1:8 PFA Mollie L3 1:4 PFA Dasha - UQ Issie L3 1:8 Emily G L3 1:8 Julia R – L6 1:13 Gemma W L6 1:13  7 (4/3)	Laura L3 1:4 PFA Mary L3 1:8 PFA Gemma Wi L6 1:13 Abi Ch - UQ Louise R L6 1:8 Mark S UQ  6 (3/3)
<b>Kindergarten and Nursery Play 12.45- 1.30pm</b>	Mary L3 1:8 PFA Laura L3 1:5 PFA Rosie CH L6 1:13 Issie L3 1:4 Frankie: UQ Louise R L6 1:8  6 (3/3)	Rebecca L3 1:8 PFA Mollie L3 1:8 PFA Mary L3 1:8 PFA Issie L3 1:4 Josie L3 1:4 PFA Dasha – UQ  7 (4/3)	Issie L3 1:8 Laura L3 1:4 PFA Mary L3 1:4 PFA Emma M L3 1:8 Paulina - UQ Louise R L6 1:8 Dasha – UQ  7 (4/3)	Louise R L6 1:8 Rebecca L3 1:8 PFA Laura L3 1:4 PFA Mary L3 1:8 PFA Jane N UQ Paulina - UQ Emma M L3 1:8  7 (4/3)	Issie L3 1:8 Josie L3 1:8 PFA Mollie L3 1:8 PFA Rebecca L3 1:8 PFA Emma M L3 1:8 Dasha - UQ  6 (3/3)
<b>Year 1/2 Lunch</b>	Mark P	Frankie UQ	Frankie: UQ	Frankie: UQ	Frankie: UQ

<b>12.10 – 12.25</b>	Gabi (then outside with Y1/2)	Gabi (then outside with Y1/2)	Gabi (then outside with Y1/2)	Gabi (then outside with Y1/2)	Gabi (then outside with Y1/2)	
<b>Year 1/ 2 Outside 12.15pm -12.40</b>	Lorna K & Gabi	Jack DC & Gabi	Steph & Gabi	Lorna K & Gabi	Heather & Gabi	
<b>12.40-1.05 Outside Yr. 1 &amp; 2 (Upper Lawn or Far Car Park)</b>	Kayley Gabi	Susie P Gabi	Gabi Tom J	Debbie H Gabi	Frankie Gabi	
<b>Prep Outside 12.40-1.10 (Lower Lawn or Far Car Park)</b>	Gemma M Sonya J	Su M/Nikki C Frankie	Lucy Mi Frankie	Frankie Lu M	Frankie Kayley	
<b>Prep Dining Room 12.40-1.10</b>	Louise B	Liz M	Hannah L	Emma P	Gemma M	
<b>Prep Dining Room 1.10-1.30</b>	Mark P	Nicky W	Gemma M	Mark P	Hannah W	
<b>Lunch-time Outdoor 1.05-1.40 (Lower lawn or Far Car Park)</b>	Liz M Ellie Br Gabi	Debbie H Frankie Gabi	Louise B Frankie Gabi	Emma P Frankie Gabi	Luci B Frankie Gabi	
<b>Pre-Prep Y1 4'O'clock</b>	Steph	Julia	Steph	Julia	Steph or Julia	
<b>Pre-Prep Y2 4'Oclock</b>	Heather	Suzie	Suzie	Lorna K	Heather	
<b>YR 4'O'clock</b>	Leone L6 1:30	Carol S L6 1:30	Leone L6 1:30	Gemma T L6 1:30 PFA	Carol S L6 1:30 PFA	
<b>ASC</b>	<b>4 – 6 Pre-prep &amp; Prep</b>	<b>Lucy Mi UQ</b> <b>Mary PFA L3 1:8</b>	<b>Paulina</b> <b>Josie PFA L3 1:8</b> <b>Ellie UQ</b>	<b>Rebecca PFA L3 1:8</b> <b>Issie W L3 1:8</b> <b>Dasha 1:8</b>	<b>Laura A PFA L3 1:8</b> <b>Mollie W PFA L3 1:8</b> <b>Jackie PFA UQ</b>	<b>Paulina</b> <b>Leone L6 1:30</b> <b>Lucy Mi</b>
	<b>4 – 6 EYFS</b>	<b>Louise R L6 1:13</b>	<b>Issie L3 1:8 until 5pm</b>  4/3	<b>Mary PFA L3 1:8 until 5pm</b>  4/3	<b>Ellie UQ– until 5pm</b>  4/3	<b>Frankie – UQ /Rebecca PFA L3 1:8 until 5pm</b>  <b>Dasha 4/3</b>
	<b>4 – 5 3<sup>rd</sup> person</b>	<b>Ellie UQ – 4-5pm</b> <b>Jackie T – 5-6pm</b>				
	<b>Standby</b>	4/4				
<b>SLT Late Duty</b>	Hannah W (209)  Business Manager Office	Julia R (228)  Y1R Classroom/KG	Mark P (203)  Hiorns Centre Drama Room	Jane W (201)  Head's Study	Gemma M (213)  Deputy Head's Office	

## **Appendix 1: Breakdown of staff locations and timings for the N/KG duties 12.00-13.30**

## **Appendix 2: Breakdown of staff locations and timings for ASC**

### **Lunch in the Pepper Pot**

#### **First sitting – 12.40pm**

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 – 12.55pm**

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 – 13.00pm**

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 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.

**Years 3-6** If it is wet play at first break 10.20am-10.40am the children will remain in their Form rooms with their Form Teacher. During lunchtime break Year 3 – 6 use the following classrooms:

4CS: Year 6 pupils

3DM: Year 4 pupils

3E: Year 3 pupils

4H: 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 1.00pm, 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 Classroom Assistants. Any notable incidents are reported to the Reception teacher.

### **Years 1 & 2**

At 1.05pm, 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 Classroom Assistants

### **Years 3-6**

The bell is rung at 1.35pm, 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.

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**Reviewed:** October 2022, 30.11.22, June 2023, June 2024

**Next review date:** June 2025

**Persons responsible:** Mrs Hannah Wynn (Business Manager), Mr Mark Parton (Head of Extra Curricular) and Mrs Gemma Mitchell (Deputy Head)

**Appendix 1: Breakdown of staff locations and timings for the N/KG duties 12.00-13.30**

Day	First Duty: 12-12.45 Leaving first/going outside	First Duty: 12-12.45 Staying in the hall Playing in the classroom	Notes Second Duty:12.45-13.30
Monday Staff 6  Running lunch: Bex	Nursery Mollie Maya	KY and KP Bex Frankie Emily Dasha	Switches at second break to KP and KY outside and Nursery and playing inside. Staff present: Laura Nurs Louise Nurs Mary Issie Rosie Frankie
Tuesday Staff 7  Running lunch: Julia	Nursery Laura Louise <b>+1</b>	KY and KP Julia Rosie Elle L Paulina	Switches at second break to KP and KY outside and Nursery and playing inside. Staff present: Maya Nurs Mollie Nurs Issie Nurs Mary Bex Dasha Briar
Wednesday Staff 7  Running lunch: Bex	Nursery Maya Mollie Emily	KP and KE Bex Rosie Lorna Mark P	Switches at second break to KP and KY outside and Nursery and playing inside. Staff present: Laura Nurs Louise Nurs Dasha Nurs Mary Issie Hannah W Tom J
Thursday Staff 7  Running lunch: Julia	Nursery Maya Mollie Emma M	KP and KE Julia Issie Emily G Dasha	Switches at second break to KP and KY outside and Nursery and playing inside. Staff present:

			<b>Louise Nurs</b> <b>Laura Nurs</b> <b>Paulina Nurs</b> <b>Bex</b> <b>Mary</b> <b>Jane N</b> <b>Paulina</b>
<b>Friday</b> <b>Staff 6</b> <b>Running lunch:</b> <b>Mary</b>	<b>Nursery</b> <b>Louise</b> <b>Laura</b>	<b>KP and KE</b> <b>Mary</b> <b>Gemma W</b> <b>Abi Ch</b> <b>Mark S</b>	<b>Switches at second break</b> <b>to KP and KY outside and</b> <b>Nursery and playing</b> <b>inside.</b> <b>Staff present:</b> <b>Maya Nurs</b> <b>Mollie Nurs</b> <b>Bex</b> <b>Issie</b> <b>Ellie B</b> <b>Dasha</b>

**Appendix 2: Breakdown of staff locations and timings for ASC**

<b>Day</b>	<b>4-5pm</b>	<b>5-6pm</b>
<b>Monday</b>  <b>Staff needed:</b> <b>4-5pm = 4</b> <b>5-6pm = 4</b>	<b>Nursery – Mary and Issie</b> <b>Kindergarten – Ellie B</b> <b>Pre-Prep/Prep – Lucy Mi</b>	<b>Nursery – Mary and Ellie</b> <b>Kindergarten - GAP</b> <b>Pre-Prep/Prep – Lucy Mi</b>
<b>Tuesday</b>  <b>Staff needed:</b> <b>4-5pm = 3</b> <b>5-6pm = 3</b>	<b>Nursery – Maya</b> <b>Kindergarten - Josie</b> <b>Pre-Prep/Prep – Lorna</b>	<b>Nursery – Maya</b> <b>Kindergarten - Josie</b> <b>Pre-Prep/Prep – Ellie Br</b>
<b>Wednesday</b>  <b>Staff needed:</b> <b>4-5pm = 3</b> <b>5-6pm = 3</b>	<b>Nursery – Issie W and</b> <b>Paulina</b> <b>Kindergarten - Rebecca</b> <b>Pre-Prep/Prep – Dasha</b>	<b>Nursery – Issie W</b> <b>Kindergarten - Rebecca</b> <b>Pre-Prep/Prep – Dasha</b>
<b>Thursday</b>  <b>Staff needed:</b> <b>4-5pm = 4</b>	<b>Nursery – Mary and Mollie</b> <b>Kindergarten - Laura</b>	<b>Nursery – Mollie</b> <b>Kindergarten - Laura</b>



<b>5-6pm = 3</b>	<b>Pre-Prep/Prep – Jackie</b>	<b>Pre-Prep/Prep – Jackie</b>
<b>Friday</b>  <b>Staff needed:</b> <b>4-5pm = 4</b> <b>5-6pm = 3</b>	<b>Nursery – Frankie/Rebecca and Paulina</b> <b>Kindergarten - Leone</b> <b>Pre-Prep/Prep – Luci M</b>	<b>Nursery – Paulina</b> <b>Kindergarten - Leone</b> <b>Pre-Prep/Prep – Lucy Mi</b>