



# St Hilary's School

## Playtime Supervision Policy

### (Reception to Year 6) v15

#### 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 2023	Monday	Tuesday	Wednesday	Thursday	Friday
7.45-register Breakfast BSC Prep (ICT Suite)	Emma L	Krisztina	Lucy Mi	Emma Mi	Emma L
7.45- 8.30 BSC EYFS & Pre-Prep	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 Dasha UQ	Mollie W L3 1:4 or 1:8 PFA Laura L3 1:4 or 1:8 PFA
8.00-8.30 Breakfast Club EYFS & Pre- prep	Rebecca L3 1:4 or 1:8 PFA Sarah Wa 1:8  5(7)	Laura L3 1:4 or 1:8 PFA Mary L3 1:4 or 1:8 PFA  5(7)	Rebecca L3 1:4 or 1:8 PFA Sarah Wa 1:4 or 1:8 Sarah W UQ  6(8)	Josie PFA L3 1:8 Mark P L6 1:30  5(7)	Maya L3 1:4 or 1:8 PFA Lorna Gemma T Jane W  6(8)
10.20 - 10.40 Rec. & Yr.1 (Astro or Quite Garden)	Sarah P L6 1:30 Lucy S	Jess B L6 1:30 Vicky S - L3 1:8	Suzie E - L6 1:30 Paulina - 1:8	Penny H L6 1:30 Tom J UQ	Suzie L6 1:30 Jackie T UQ PFA

<b>Y2 (Upper Field or Tennis Courts )</b>	Louise R Paulina	Louise R Fiona T	Tash L Ele Law	Nikki C Liz H	Liz M Tash L
<b>Prep (Field or Far Car Park)</b>	Krisztina D Su M	James S Ele Law	Rebecca D Liz H	Jess B Amanda	Louise R Krisztina
<b>11.30 -12.00 Peppopot</b>	Frankie Gabi	Frankie Gabi	Frankie Gabi	Frankie Gabi	Frankie Gabi
<b>YR Peppopot 11.40-12.25</b>	Leone B L6 1:30 Dasha (11.40- 12.00) Amanda C L3 1:8	Dasha Lucy S L3 1:8 (11.40-12.00) Heather H L6 1:30 (12.00- 12.25)	Josie L3 1:8 PFA Emma Mi (11.40- 12.00) Becky C L6 (12.00-12.25) 1:30	Gemma T L6 1:30 Mark P (11.40- 12.00) Josie L3 (12.00-12.25) 1:8 PFA	Jenny H L3 1:8 Hannah B L6 (11.40-12.00) Dasha (12.00- 12.25) 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	Leone L6 1:30 Jack DC L6 1:30	Julia R Jenny H L3 1:8	Marie L L6 1:30 Lucy Mi
<b>Kindergarten and Nursery Lunch and Play 12.00-12.45</b>	Rosie CH L6 1:13 Mollie L3 1:4 PFA Maya L3 1:8 PFA Frankie: UQ Issie L3 1:4  Louise R L6 1:13  6	Laura L3 1:8 PFA Mary L3 1:8 PFA Rosie CH L6 1:13 Issie L3 1:4  Mark S UQ Sarah Wh UQ  6	Rebecca L3 1:8 PFA Lorna L3 1:8 PFA Maya L3 1:8 PFA Mollie L3 1:4 PFA Rosie CH L6 1:13 Emily G L3 1:8  6	Gemma W L6 1:13 Emma M L3 1:8 Maya L3 1:8 PFA Mollie L3 1:4 PFA Sarah Wa 1:8  Dasha  6	Issie L3 1:8 Laura L3 1:4 PFA Mary L3 1:8 PFA Gemma Wi L6 1:13  Abi Ch - UQ  5
<b>Kindergarten and Nursery Play 12.45- 1.30pm</b>	Rebecca L3 1:4 PFA Mary L3 1:8 PFA Laura L3 1:8 PFA Sarah Wa 1:8 Frankie: UQ Emily G L3 1:8	Rebecca L3 1:8 PFA Mollie L3 1:8 PFA Mary L3 1:8 PFA Sarah Wa 1:8 Maya L3 1:4 PFA	Issie L3 1:8 Laura L3 1:4 PFA Mary L3 1:4 PFA Sarah Wa L3 1:8 Tom J - UQ  Hannah W - UQ	Issie L3 1:8 Rebecca L3 1:8 PFA Laura L3 1:4 PFA Mary L3 1:8 PFA Emily G L3 1:8	Maya L3 1:8 PFA Mollie L3 1:8 PFA Rebecca L3 1:8 PFA Sarah Wa 1:8 Ellie B - UQ

		6	Briar Mc PFA UQ	6	Jane N UQ	5	
Year 1/2 Lunch 12.00	Tash L Gabi (then outside with Y1/2)	6	Frankie UQ Gabi (then outside with Y1/2)	6	Frankie: UQ Gabi (then outside with Y1/2)	Frankie: UQ Gabi (then outside with Y1/2)	
Year 1/ 2 Outside 12.15pm - 12.40	Elle L & Gabi		Jack DC & Gabi		Steph & Gabi	Fiona & Gabi	
12.40-1.05 Outside Yr. 1 & 2 (Upper Lawn or Far Car Park)	Kayley Gabi		Susie P Gabi		Emma Mi Gabi	Ele Law Gabi	
Prep Dining Room 12.40-1.10	Louise B		Liz M		Hannah L	Gemma M	
Prep Outside 12.40-1.10	Gemma M Sonya J		Su M Anna H		Lucy Mi Ellie Br	Lu Ma Luci B	
Lunch-time Outdoor 1.05-1.40 (Lower lawn or Far Car Park)	Paulina Ellie Br Gabi		Krisztina Frankie Gabi		Louise B Frankie Gabi	Krisztina Frankie Gabi	
Pre-Prep Y1 4'O'clock	Steph		Julia		Steph	Julia	
Pre-Prep Y2 4'O'clock	Heather		Suzie		Suzie	Lorna and Emma Mi	
YR 4'O'clock	Leone L6 1:30		Hannah B L6 1:30 PFA		Leone L6 1:30	Gemma T L6 1:30 PFA	
ASC	4 - 6 Pre- prep & Prep		Lucy Mi UQ Mary PFA L3 1:8		Maya PFA L3 1:8 Josie PFA L3 1:8 Ellie UQ	Rebecca PFA L3 1:8 Issie W L3 1:8 Dasha 1:8	Laura A PFA L3 1:8 Mollie W PFA L3 1:8 Jackie PFA UQ
	4 - 6 EYFS		Emma L until 5pm Dasha 5-6pm		Lorna K PFA L3 1:8 until 5pm	Sarah W L3 1:8 PFA until 5pm	Frankie - UQ /Rebecca PFA L3 1:8 until 5pm
	4 - 5 3 <sup>rd</sup> person		Issie L3 1:8 until 5pm				
	Standby		4/4	4/3	3/3	4/3	4/3
SLT Late Duty	Hannah W (209)		Julia (228)		Gemma (213)	Mark P (203)	Jane (201)

	Business Manager Office	Y1R Classroom/KG	Deputy Head's Office	Hiorns Centre Drama Room	Head's Study
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**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 Pepperpot**

**First sitting – 12.40**

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 – 12.55**

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 – 13.00**

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.

**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:

3BL: Year 6 pupils

3DP: Year 4 pupils

3H: Year 3 pupils

4CM: 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 1:35, 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, June 2023**

**Next review date: June 2024**

**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**

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

<p>Friday Staff 5 Running lunch: Mary</p>	<p>Nursery Issie Laura</p>	<p>KP and KE Mary Gemma W Jane N</p>	<p>Switches at second break to KP and KY outside and Nursery and playing inside. Staff present: Maya Nurs Mollie Nurs Bex Sarah Wales Ellie B</p>
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### Appendix 2: Breakdown of staff locations and timings for ASC

Day	4-5pm	5-6pm
<p><b>Monday</b></p> <p>Staff needed: 4-5pm = 4 5-6pm = 4</p>	<p>Nursery – Mary and Issie Kindergarten – Leone and Emma Pre-Prep/Prep – Lucy Mi</p>	<p>Nursery – Mary and Dasha Kindergarten - Leone Pre-Prep/Prep – Lucy Mi</p>
<p><b>Tuesday</b></p> <p>Staff needed: 4-5pm = 3 5-6pm = 3</p>	<p>Nursery – Maya Kindergarten - Josie Pre-Prep/Prep – Lorna</p>	<p>Nursery – Maya Kindergarten - Josie Pre-Prep/Prep – Ellie Br</p>
<p><b>Wednesday</b></p> <p>Staff needed: 4-5pm = 3 5-6pm = 3</p>	<p>Nursery – Issie W and Sarah W Kindergarten - Rebecca Pre-Prep/Prep – Dasha</p>	<p>Nursery – Issie W Kindergarten - Rebecca Pre-Prep/Prep – Dasha</p>
<p><b>Thursday</b></p> <p>Staff needed: 4-5pm = 4 5-6pm = 3</p>	<p>Nursery – Mary and Mollie Kindergarten - Laura Pre-Prep/Prep – Jackie</p>	<p>Nursery – Mollie Kindergarten - Laura Pre-Prep/Prep – Jackie</p>
<p><b>Friday</b></p> <p>Staff needed: 4-5pm = 4 5-6pm = 3</p>	<p>Nursery – Frankie/Rebecca and Sarah Kindergarten - Leone Pre-Prep/Prep – Luci M</p>	<p>Nursery – Sarah Kindergarten - Leone Pre-Prep/Prep – Lucy Mi</p>