



Thornhill Primary School PLAYGROUND POLICY

Date Issued	Autumn 2018
Governor Approval Date	Autumn 2018
Date of Next Review	Autumn 2020

Aims

Thornhill Primary School is committed to provide, as far as is reasonably practicable, a safe playground environment for the pupils of the school. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

Responsibilities

The Head teacher 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
- Review and evaluate supervision procedures in line with LEA guidelines and local factors.

Employees will:

- Support the implementation of this policy
- Reinforce a “safe play” message,
- Report any supervision concerns to the Head teacher.

Parents/Carers.

Parents/Carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.
- Inform the school of any changes to the arrangements for the collection of their child.

Supervision Arrangements

Before School

The school gates, will remain closed until 7:30 am and remain open until 9:10 am when they will be locked by the Site Agent.

Staff are on gate duty 3 days per week to welcome children and families into school and to be able to discuss any problems that may arise. All staff carry two-way radios and therefore all other members of staff or management can be alerted to any problems as necessary.

Access to the school site before 8:00am will be for staff and Breakfast Club children only via the main pedestrian gate and staff via the vehicle gates. Parents/carers and children are welcome to come into the playground area from 8.30am, and not before. There is no supervision for children until the start of

the school day, at 8.45am, so parents/carers are expected to be responsible for their own children during that time.

The doors into the school itself will be opened by teachers as the morning bell is rung, at 8.45am. Children need to enter through their designated classroom door. When all children are inside, the doors to school are then locked.

If a year 5/6 child who has permission to walk to school without an adult is absent at registration, the school office will be notified by the class teacher. The office will then make contact with the parents to check that the child is absent on that day.

The main gates will be closed at 9.10am, after which pupils/parents will be designated as late and will need to make their way to the reception office to sign in.

Break Times

Teachers will:

- Ensure that if they are on duty they make their way to the playground before the official start of playtime, taking their class with them if necessary.
- If it is deemed inadvisable for a child to be on the playground because of their unacceptable behaviour, the class teacher will make the decision that the child attends supervised detention
- If on duty, space themselves out in the playground, so all areas are covered and supervised
- Check the board in the staff room in the mornings for any changes to duty timetables due to unforeseen circumstances
- Ensure their duty is covered should they know they are going to be absent for any reason
- Ensure they are vigilant while on duty, and able to pre-empt problems before they occur
- Follow school policies on First Aid, Accidents

There are always two (or more) members of staff on duty on both playgrounds and **all staff carry a two-way radio to call for any help that may be necessary**. The radios are also used to alert the duty first aider that a named child is on their way in from the playground to receive medical attention.

Lunchtimes

Lunchtimes are staggered so that there are not too many children inside or outside at any one time. Each class has lunchtime supervisors who is responsible for their children during the lunch hour. They will escort the children into the dinner hall and out to play. Teachers are responsible for updating the supervisors with the number of children in that day. So that they can check on numbers periodically throughout lunchtime.

Lunchtime supervisors work in specific areas of the playground ensuring the children are playing appropriately and safely.

At the end of the lunch hour after the whistle the children will line up. Lunchtime Supervisors will check that they have the correct number of children, when they will be collected from the playground by their Class Teacher or Teaching Assistant.

Visitors to the school during lunchtime can only use the main gate, ringing the office, identifying themselves and letting office staff know their business in the school. Only then are the gates opened so they can make their way to the office.

Parents/carers collecting or delivering nursery pupils during the lunchtime period will not be allowed into the school site early. Doors will only be opened on individual request of each parent/carers, on ringing of the bell to the office. Parents/carers who are early will be asked to wait outside the school. In the same way, once delivered parents/carers will not be allowed to linger in the playground.

After School

The main school gates will be open from 3.15pm every day. At 3.30pm all teachers will bring children to the designated doors. Parents/carers need to have visual contact with the teacher or teacher assistant before collecting their children. Any children which are attending after school club will be collected from classes at 3:30pm.

If a parent/carer is not collecting their child as usual, and they have organised for the child to go home with another adult, the office must be informed in the morning. Without prior arrangement with the school no child will be allowed to leave with a different adult at the end of the day. Older children may go home by themselves, but only if the parent/carer has filled in a 'Consent to go Home Alone' form. Forms can be obtained from the office. Please see our Safeguarding Pupils walking to and from school alone policy.

No child will be allowed to go home with a young sibling, even if the parent/carer so wishes. If someone is collecting a child younger than 7, the minimum age of those collecting is 16 years of age. Children who are not collected on time will be brought up to the office area by their class teachers.

Children who are not collected on time will be brought up to the office area by their class teachers, who will then ring home to find out the reason for the delay. It is very important that you inform the office if for any reason you are running late.

We ask parents/carers to make their way out of the school grounds as soon as you have your children with you, as staff members often have after school meetings and school commitments.

In order to keep children and adults safe, all scootering or cycling is strictly forbidden in the playground area at any time, as is the use of footballs. It is up to parents/carers to ensure they follow school rules before and after school while on the premises.

Please make sure that, while in the playground, Parents/ Carers know where the child/children under their care are and what they are doing. Please also ensure your child/children are following school rules at all times when under your supervision.

We ask that no parent/carer who is in the playground, at a time when the gates are kept closed, open the gate for other adults waiting at the main gate. The main office needs to know whoever asks for admission to the school, and this is done via the entry phone. If you open the door for another adult we cannot ensure we are aware there are adults in the school and this could be a safety risk for the children.

No dogs are permitted on site.

The office will be manned until 4:30pm each day, which coincides with the end of our After School Club. This will ensure that there is always someone there to take any messages from parents with children in the club.

Special Occasions

Following After School Clubs, sporting occasions or trips returning to school after 3:30pm. Staff will, once again, ensure that the children are only released to a known, appropriate person unless they have permission to walk home alone or the school has been notified by the parent/carer of a change of arrangement.

The children will be the responsibility of their parent/carer at all other times other than those stated in this policy, including open days, parent consultation evenings and PTA events.

At the end of Playtimes

Staff on duty will blow a whistle at the end of playtime. On instruction the children are to line up at their designated class areas. Teachers/ Teaching Assistants are to collect children from the playground at the end of playtimes or lunchtime.

Monitoring and Review

This policy will be reviewed every two years but changes to procedure will be made as and when necessary to reflect any safety issues, current circumstances and/or LEA recommendations.