



WORKING TOGETHER FOR THE SUCCESS OF ALL

Playground Supervision Policy

Aims of Policy

The aim of this policy is to:

- Clearly outline the strategies and routines adopted by British Forces School Naples (BFS) to ensure full and appropriate supervision of all pupils occurs throughout the school day.
- Clarify for all staff their own responsibilities and roles with regard to the supervision of pupils.
- Provide a 'safe place' for pupils and employees of BFS regardless of race, gender or ability.

Who is responsible for pupil health and safety

- The employer has the ultimate responsibility for pupil health and safety.
- The employer of staff at BFS is the MoD through MoD schools.
- The employer must ensure, as far as is reasonably practicable, the health and safety of pupils on the BFS site and on off-site visits.

All Employees at BFS must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employer;
- carry out activities in accordance with training and instructions;
- inform the employer via the Headteacher / Assistant Headteacher of any serious risk.

Teachers' professional duties

Teachers' professional duties, set out in the School Teachers' Pay and Conditions Document (STPCD), include "supervising pupils, whether these duties are to be performed before, during or after school sessions". Teachers are also required by the STPCD to comply with directions to carry out professional duties, including directions to supervise pupils, which are "reasonably" given by the Headteacher.

Headteachers are in turn responsible for ensuring that adequate supervision arrangements are in operation in schools, although this does not necessarily require their physical presence on the premises.

Teachers' Responsibilities

The Headteacher/Assistant Headteacher are responsible for:

- The overall internal organisation, management and control of BFS.
- Deploying and managing all teaching and non-teaching staff.
- Allocating duties to staff in a manner consistent with staff conditions of employment, maintaining a reasonable balance for each member of staff between work carried out in school and elsewhere.

Teachers other than the Headteacher/Assistant Headteacher are responsible for:

- Discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety
- Reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.
- To be on the playground promptly on playground duty day and for lunchtime play and ensure that the bell is rung promptly at the end of playtime/ lunchtime.
- To be actively supervising the children, from a clear observation position and intervene in good time to avoid accidents and injuries.
- At least one staff member must supervise the climbing frames and children should not play on them until an adult is supervising that area
- Where a child is injured, follow the Injury policy & procedure, completing paperwork in timely manner and informing the relevant class teacher.

- Teachers will be on duty 10 minutes before the start of the school day for children (08:15 – 08:25 hrs), 10 minutes at the end of the school day for children (15:05 – 15:15) to supervise children arriving and departing from school. This may be directed to being on the playground or remaining in the designated classroom as required.
- Teachers will remain on duty 5 minutes after the morning session has ended and 5 minutes before the afternoon session resumes, this will enable a smooth and orderly handover to and from lunchtime supervisors

LSA responsibilities

- Discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety.
- To be on the playground promptly on playground duty day and for lunchtime play and ensure that the bell is rung promptly at the end of playtime/ lunchtime.
- To be actively supervising the children, from a clear observation position and intervene in good time to avoid accidents and injuries.
- At least one staff member must supervise the climbing frames and children should not play on them until an adult is supervising that area
- Where a child is injured, follow the Injury policy & procedure, completing paperwork in timely manner and informing the relevant class teacher

Supervision Before School

- All teachers are on duty 10 minutes prior to the start of the school day for pupils ie at 08:15 in their designated classroom
- Pupils will not be supervised prior to 8:15am and parents are advised that they should not arrive before this time.
- Pupils are directed to their classrooms on arrival whereupon they will come under the supervision of the respective class teacher.
- Pupils arriving by bus will be directed to their classrooms on arrival whereupon they will come under the supervision of the respective class teacher. FS2 children are escorted to their classroom by the bus escort.
- From 08:15 hrs onwards no hot drinks are to be taken onto the playground or carried around the site or in the vicinity of pupils indoors.
- Children are not permitted to use the climbing frames before and after school

Morning Play time (Mon – Thurs 09:50 – 10:10; Fri 10:30 – 10:50hrs)

Summer Hours (Mon – Fri 10:40 – 11:00hrs)

- At least 2 members of staff are on duty each break time on a rota basis which is displayed around BFS
- No hot drinks are to be taken onto the playground or carried between buildings or in the vicinity of pupils indoors.
- BFS has clear playtime rules and the Headteacher/Assistant Headteacher should be informed of any serious or repeated breaches of this code.
- Staff on duty will regularly check that children are only in the playground or on the outside court.
- Staff on duty need to closely supervise and check regularly key areas with reduced visibility namely:
 - * FS/KS1 climbing frame and tunnels
 - * KS2 climbing frame
 - * Classrooms
 - * Toilet/cloakroom area
 - * Storage sheds
- Key Stage 1 equipment (including bikes/trikes, soft play equipment, sand/water etc. are not to be used during playtime
- At beginning/end of playtime on Inside Court ensure that playground equipment is placed outside the shed. No children are allowed in the shed unless supervised by an adult
- Ensure the equipment shed on the Inside Court is kept shut during playtimes
- Children should not be in classrooms unsupervised at any time. Children will store their snacks in a box kept in the classroom which will be taken out for the children at break times.

- If a pupil is injured, they are dealt with by staff on duty. If a serious injury occurs the child will be taken to the staffroom/office where first aid trained staff will provide first aid and record the injury and treatment on the appropriate form. If necessary a report to the class teacher or Headteacher of any circumstance of significance will be given and the parents informed by phone or letter.
- At the end of playtime a duty member of staff will ring the bell once for the children to stand still and a second time for children to line up in their classes.
- At the end of playtime children should not enter the classroom until the teacher or LSA on duty instructs them to do so. Teachers should ensure that they return to class promptly after playtime and staff on duty should wait with the children until the class teacher or LSA has returned.
- FS2 children will be collected from the playground by their class teacher or LSA and taken back to the FS unit.

Wet Weather playtime

- During wet playtime children remain in their classrooms and are reminded of suitable and safe activities.
- The usual class LSA will supervise the children in their respective classroom. They may be released by the usual class teacher as appropriate to ensure the smooth running of the following teaching session. The office can be phoned on the internal line if necessary.
- Older pupils may also be asked to help with the play activities of the younger pupils.
- All staff are expected to be available to assist on such occasions if required.
- No hot drinks are to be taken onto the playgrounds or carried around the building or in the vicinity of pupils indoors.

Lunchtime Supervision

Contractually Teachers cannot be directed to supervise pupils during the midday break. Therefore the supervision of pupils is provided during and after the provision of the midday meal by LSAs in accordance with the duty rota:

- To supervise the pupils whilst eating their packed lunch.
- To supervise all pupils during lunchtime playtime whether on the inside courtyard and climbing frames or on the outside court – see also morning playtime & wet playtime supervision above.
- The Assistant Headteacher takes overall responsibility for lunchtime supervisions and they can always ask for her support. (In her absence the next most senior teacher covers this role.)
- No hot drinks are to be taken onto the playground or carried around the building or in the vicinity of pupils indoors.
- For lunchtime playtime – please refer to the Morning Playtime section
- During a wet lunchtime the children stay in the hall to eat their lunch until 12.30 and then the LSAs on duty take the children back to the classrooms to supervise them there.

Supervision After School

- Teachers will be on duty 10 minutes at the end of the school day for children (15:05 – 15:15; 13:00 – 13:10 during summer hours) to supervise children departing from school.
- Class teachers ensure the safe exit of all pupils from their classroom and cloakroom.
- Teachers will hand children over to their parents from their classroom door leading to the playground. Children stay with their respective teacher until handed over.
- Where parents have more than one child to collect, they are encouraged to collect their youngest child first.
- In wet weather, Teachers will bring their children to the Reception area via the corridor and handover to parents in Reception.
- **Parents take over responsibility for their health, safety and welfare them from the point their child is handed over to them.**
- The pedestrian gate at the front of the school is open at the end of the day therefore parents should supervise their children in the paved area at the front of school and traversing the car park.
- All pupils have instructions not to leave school without their parent/carer and to stay with their class teacher/LSA if their parent/carer is not there to collect them.
- Parents or named contacts are contacted if pupils have not been collected by 15:15hrs.
- It is the responsibility of parents to inform the class teacher (in person or via the office) if they have nominated another responsible adult to collect their child or have made an alternative arrangement e.g. for the child to travel on the bus. Where this arrangement has not been confirmed with the child's

parent, the Class teacher/Office staff should contact the Parent by phone to confirm the arrangement before handing the child over to another adult.

- Those children travelling home by bus are taken to the buses via the music exit or most appropriate doors and handed over to the Bus Escorts to board the bus. The children remain under the bus escort's care and supervision having been handed over from the respective class teacher's supervision. NB until handed over to the Bus Escorts the children remain under the supervision of their respective class teacher/LSA
- If BFS is to be closed early for any reason, all parents/carers are informed beforehand, or in an emergency, contacted by phone.
- Children are not permitted to use the climbing frames before and after school.

Extracurricular Activities.

- Pupils remaining for after school activities are always expected to obtain parental consent and this will include the name of the person collecting them.
- Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time. Pupils should not leave the premises in these circumstances, but wait until their parents collect them.

Supervision of travel to and from school

- While BFS is not responsible for the supervision of pupils travelling on the bus, a code of behaviour has been established and pupils are reminded of it.
- When pupils contravene this, BFS the UK NSE will deal with the matter as appropriate.
- Supervision is provided by BFS staff (but only whilst on the BFS site) as the children transfer into the care of the Bus Escorts after school and from the Bus Escorts to BFS staff in the morning.
- All other parents are responsible for getting their own children safely to and from school.

This Policy will be monitored and reviewed at least annually but changes to procedure will be made as and when necessary to reflect any safety issues, current circumstances and/or MoD schools recommendations.

Last Review: September 2018

Ratified by SGC: Autumn Term Meeting 2016