

GLASSHOUSES COMMUNITY PRIMARY SCHOOL

SUPERVISION POLICY

Children to arrive at school no earlier than 8.45 and to be supervised in the playground until 9 am when morning bell is rung. Children to line up in teams and be supervised by staff member who will enter school last, checking external door locked.

Morning session 9 a.m. - 10. 30 a.m.
10.45 a.m. - 12.00 noon

Playtimes

No child to leave the building until a member of staff is present and ready to supervise. All staff to be familiar with duty rota and to ensure that children are only allowed to leave the building once duty member present in cloakroom. Bell and first aid box to be taken outside by staff member.

Reception and Year 1 children will have morning playtime supervised by own staff who will ensure procedures are in line with risk assessment for outdoor play in school house garden areas.

Lunchtimes

Ring a toilet bell at 1 pm enabling children to go to the toilet should they wish.

Teacher on duty must:

- Check rear gate locked and both front gates fully closed
Playground free of hazards and unauthorised adults.
- Maintain a supervision position in the playground whereby maximum visibility and line of sight of all areas is maintained
- Deal with minor first aid at the scene of accident according to the school first aid policy and must not leave the playground unsupervised by sending a child for an adult should further help be needed.
- Complete the necessary accident forms ensuring that the form is taken to the office

- Inform head teacher of any serious accidents, head injuries or behaviour causing concern.
- Follow the last child into school and check school door is closed and all children out of cloakroom areas.
- Deal with all behaviour according to the school behaviour management policy

Should 2 members of staff be on duty, one must supervise the front playground by maintaining a position near the front wall, thus giving line of sight of the front gate. The second member of staff must maintain a position enabling line of sight of rear wall as this is low and a possible route for a child to leave school.

Outdoor Playtimes

Children may -

- Play on the grass **when it is dry**
- Play with large ball only in the front playground

They may not -

- Play rough or dangerous games
- Climb on or over walls or railings, roofs, etc
- Leave the playground
- Stilts, designated balls, skipping ropes, cricket, games etc., are available at the discretion of the teacher on duty and in accordance with the current rota...

Wet Playtimes

Children will spend wet playtimes in their classrooms, the infants in the infant room. Class teachers will provide the children in their class with suitable indoor activities and supervise their own class.

Home time

3.20 p.m. - for a 3. 30p.m. exit

Children to tidy rooms and be escorted to cloakroom to collect belongings before being handed over to the following:

- To parents- R and Y1 children to leave via their playground and all other children via rear door. Class teacher to ensure all children collected and bring any un collected children into school office
- To adult running after school activity e.g. Sports Coach who will then supervise until handing over to parent

