Bishop Perrin Church of England Primary School

Supervision and Playtime Policy

Non - Statutory Policy

Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.

Author	Rachael Macklearn
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CONTENT

Introduction....4

Before School Supervision....5

During school day supervision....5

Breaktime Supervision....6

Lunchtimes....8

After-school supervision....10

Introduction

Effective supervision of the children throughout the school day is vital to support the safeguarding of all our pupils. Different levels of supervision are required at different times of the day and dependent on the activity the children are engaged in.

Playtimes are highly valuable opportunities for the pupils of Bishop Perrin School to interact with each other outside of the constraints of the classroom and require careful management of supervision to ensure they can proceed safely and effectively. Playtimes provide opportunities to build relationships within and across year groups, partake in exercise and fresh air, and have a chance to relax and have a break from their learning.

Aims:
The school aims to provide all pupils to work and play within a secure, supportive and safe environment. The aims of this policy are:

- to maintain a safe and secure environment at all time of the school day;
- to clearly set out how pupils are supervised during the school day;
- to set out the minimum supervision required to keep children safe during different activities;
- to support staff and parents understanding their role in the supervision of children whilst on the school site;
- to set out how playtimes and lunchtimes are structured to give children safe and positive experiences outside of the classroom.

Objectives:

- to ensure all staff are aware of their roles and responsibilities for supervision of children during school day activities;
- to always ensure appropriate supervision during break and lunchtimes;
- to enable all pupils to enjoy their playtimes by ensuring a good standard of safety and behaviour on the playground.

The Headteacher will:

- ensure adequate staff are available to meet the supervision requirements;
- ensure that staff are aware of their responsibilities and have enough training and guidance to administer them;
- maintain a safety culture throughout the school;
- review and evaluate supervision procedures in a timely manner.

Staff will:

- Support the implementation of this policy;
- Report any supervision concerns to the Headteacher.

Parents / carers should:

- Respect the arrangements provided for the supervision of their children and acknowledge the times at which provision is available.

Before School Supervision

There is no staff supervision in school for children until the gates open at 08:30. A breakfast club is operated on site from 07:45. This is operated and supervised by a separate provider. Children are not allowed on the school site before school starts at 08:30, unless with express permission (e.g. before school extra-curricular club, to attend a pre-arranged learning intervention).

The main school gates will be opened by a member of SLT at 08:30, and locked at 08:40.

Children arriving after the gates have been locked will need to enter school via the main entrance. If arriving after 08:50, their parent will need to sign them in and this will be recorded as late on their attendance record.

Parents are responsible for the supervision of their child until the child enters the school property unless their child has walked to school independently in which case prior notification in writing must be received by the school.

Children in Reception are dropped off at the Reception front gate and allowed into the classroom from 08:30. Members of staff will be present in the classroom to greet them.

Parents of children in Year 1 - 6 drop children off at the front entrance gate. Children walk down the side path and go straight to their classrooms. Parents do not accompany children down the side path, except to help put bikes / scooters on the rack. Parents do not enter the side gate or the playground at this time.

Once a child has entered the school gates, they are not allowed to leave the school premises unless they have been picked up by their parents / carers, who will then resume supervision responsibilities for that child.

Two members of staff are on duty at the main school gates (one at front gate, one at the side gate). There will always be a minimum of two staff supervising children as they come into school in the morning. All class teachers will be in their classrooms by 08:30, ready to welcome children into class and supervise early morning activities.

During school day supervision

Children are always supervised during the school day. For most of the time, this will be in their classroom under the supervision of the class teacher. At times, it may also be under the supervision of other school staff during collective worship, or in a small intervention group supervised by a TLA.

To encourage independence and responsibility, children are not supervised when they leave the classroom to go to the toilet, but the time they are out of class is monitored by the class teacher to ensure they are not out of class for long. Children in Reception have bathrooms in

their classroom, which can be accessed as and when required. For children in other year groups, they will need to leave the classroom to go to the toilet by themselves.

To minimise disruption and maintain appropriate supervision of the children, pupils are encouraged to go to the toilet during their breaktimes and lunchtimes. This is managed age-appropriately. There will be times when children do need to use the toilet during lesson time and this is perfectly acceptable. Parents are asked to inform the class teacher of any medical need which may require a child to need to use the bathroom more frequently, so this can be managed discreetly. Teachers will use their discretion to monitor and manage situations where frequent requests to go to the toilet could be an excuse to be absent from the class, and subsequently unsupervised, for extended periods of time.

Children may also run errands to the office or another classroom unsupervised. Infant children will go in pairs to do this.

If a child needs to attend the welfare room during the school day, they will be sent there along with another child, or accompanied by an adult if the class teacher deems it necessary, dependent on the situation.

Breaktime Supervision

Morning Breaktimes

Year 1 - Year 3 have morning playtime at 10: 30 -10.45; Year 4 - 6 have morning playtime at 10:45 – 11:00. Reception class do not have an official playtime as they are free to access the outdoor classroom throughout the day. In Reception class, there will always be a minimum of one member of staff supervising outside whilst the children are accessing the outdoor area, whilst at least one member of staff supervises children inside.

We do not have scheduled afternoon playtimes; however, children do the Daily Mile and have movement breaks throughout the day.

There will always be a minimum of two staff members on duty for morning break time (max. 90 children).

Children are not allowed in classrooms / library / hall or anywhere in or outside of the building, unsupervised at any time. During playtimes, children wishing to go to the bathroom or visit the library, must get permission from a staff member on duty to go inside the building.

If a staff member knows that they are not able to carry out their playground duty on a certain day (e.g., because they are out on a course or a school trip) it is their responsibility to arrange cover / swap with a colleague and record this on the school calendar.

Members of staff can have a warm drink brought to them whilst on duty on the playground. The cup must have a sealed, screw-top lid to prevent any injuries from the warm liquid.

Each year group is allocated a day when they can use the football pitch and the netball / basketball posts. The member of staff on duty will get the equipment out of the equipment store for the children. Only two school basketballs in use. Only sponge balls can be used as

footballs, and pupils can bring in their own sponge balls in from home on their allocated day. Children can bring in cards and colouring-in materials for use in the quiet area. This rota is managed by the Play Team Leader.

In addition, activities are arranged to support the children's play at lunchtime. The quiet area is a designated crafts area, and the stage area has role play resources to support creative play.

If it is deemed inadvisable for a child to be on the playground because of their unacceptable behaviour, the class teacher will ensure the child is supervised elsewhere for the duration of playtime (e.g. at the leadership office).

All staff on playground duty during morning break will:

- ensure that they are in the playground for the start of playtime
- 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 and behaviour management
- ensure out-of-bound areas are blocked off (down the side of Year 3 classroom / down the side of Year 4 classroom leading to the gate) and children do not access these areas

In the event of wet weather, the staff members on duty are assigned classrooms to ensure that pupils are behaving appropriately and are safe. Classes may be split to ensure they are suitably supervised. The rota is overseen by the Assistant Headteacher.

Infant pupils have access to fruit or vegetables at morning break to have as a snack. Junior pupils can bring in a healthy snack to have a morning break (fruit or vegetables). If there are any pieces of fruit or vegetables left over from first playtime, then junior pupils can have one item during second playtime. No dairy is permitted, in line with our Managing Allergies Safely policy.

Children must sit down to eat their snack in the quiet area.

End-of-playtime arrangements

A few minutes before the end of playtime, a child is sent to collect the bell. They ring it at the bottom of the stairs to the staff room to alert staff that playtime is nearly over. Teachers head back to their classrooms, to be ready in the classroom to supervise the children when they come into class. If a teacher is on duty, they should ensure that a TLA is available to be in the classroom to supervise when the children come in.

In the playground, the bell is rung and all children stop and stand still silently. When they are all quiet and still, the staff member on duty calls a class at a time to return to their classroom (avoiding calling classes together who share the same door).

Children do not line up in the playground or the corridor to wait for their teacher.

Lunchtimes

Lunchtime is from 12-1:15pm. Grace before meals is said in all classrooms before the start of lunch.

12:00

- class teachers will take Years R, 1 and 2 (and Playground Pals) straight to the hall (after washing their hands) to have their lunch
- Year 3 – 6 children will go out to play in the playground

12:30

- Year R children out to play
- Year 3, 4, 5 & 6 children called in their 'Houses' (wristband children first)

13:00

- Year R children finish playtime, into class
- Year 3, 4, 5 & 6 children out to playground from the hall

13:15

- Lunchtime ends

Children go straight to the hatch to be served their food before sitting down. The House which goes in first on Friday is determined by the house with the greatest number of rewards at the previous Celebration Worship. A rota is created for the order of the Houses on other days. Children do not have to sit with other children from their House.

Lunchtime arrangements in the hall

- There will be a minimum of two members of school staff on supervision duty in the hall during infant lunchtime, and a minimum of one member of school staff during junior lunchtime, in addition to the kitchen staff. They ensure that pupils behave appropriately and that they have eaten enough food (be that packed lunch or a hot lunch) before going onto the playground.
- Year 5 pupils volunteer to help the supervising member of staff during infant lunch. The Year 5 pupils can assist infant pupils having their lunch. For example, pouring drinking water, opening packets or drink cartons.
- Pupils who are vegetarian or have other dietary requirements are called up first to receive their hot lunch.
- Pupils having hot lunches need to have either some vegetables or salad on their plate. If there happens to be some food left over once all the pupils having a hot lunch have taken their meal, then they can go up for seconds of main course, but this will only be small amounts. If children have had a dessert they cannot go back for seconds of the dessert but may have some fruit.
- Once a pupil has finished their first course, they raise their hand so that the member of staff on duty can check that they have eaten enough food. When this is the case, the pupil will clear their plate for washing and go and collect a dessert and return to their seat to eat it. Once a pupil has finished their dessert, they wait patiently until it is time for them to leave the hall and go straight out to the playground
- Children with a packed lunch must raise their hand when they have finished eating to allow the member of staff on duty to check that they have eaten enough.
- Fresh drinking water is always available in the hall.

- Pupils who have a packed lunch are not to throw any rubbish away they may have acquired whilst eating. This is so their parent/s can check what they have and haven't eaten. Packed lunch pupils are not allowed to swap their food with other pupils or to eat any of the hot dinner food.

Lunchtime arrangements in the playground

- Supervision of pupils at lunchtime (from 12-1.15pm) is carried out by our team of playleaders and use of the playground is staggered to manage numbers of children carefully. Junior children are in the playground while the infants are having their lunch (12.00 – 12.30). The infant children are in the playground while the juniors are in the hall having their lunch (12.30 – 13:00). From 13.00 – 13:15 all children from Year 1 -6 will be together on the playground. At 13.00 the Reception children go into class, at 13.15, lunchtime finishes for Year 1 – 6 and they return to their classrooms.
- There will always be a minimum of four members of staff on duty in the playground to supervise the children during lunchtime, one of them being the playleader team leader.
- Playleaders will ensure they are spaced out around the playground in each of the four 'zones' so that all areas of the playground are insight and that all children are always supervised. Playleaders do not stand together during playtime duty, as this encourages conversation which may cause distraction.
- In addition to supervision, playleaders interact with the children by organising and running activities with them using supplied equipment. Playleaders may give rewards to pupils who they see behaving well, showing good manners and are caring towards others.
- Playleaders are not to access their phones whilst on duty, and are expected to take breaks (e.g. bathroom) before / after their playground duty.
- Pupils can access additional play equipment which the playleaders will get out for them. Playground equipment is not used for the last 15 minutes of lunchtime (13:00 – 13:15) when there are more children in the playground.
- The playleader team leader is responsible for organising rotas for the different activities and equipment that the pupils can use and for where the playleaders are positioned in the playground to ensure maximum supervision levels.
- At the end of lunchtime in the playground, the same arrangements for ringing the bell and dismissing to classes are followed as for the end of morning playtime. A bell is rung at the bottom of the staffroom stairs at 13.10 to allow the teachers time to be ready in their classes to supervise the children coming into class.
- Children go straight to their classes from the playground, they are not allowed to be wandering around the school unsupervised (e.g. delivering lost property, going to the bathroom, etc. at this time)
- Pupils are not allowed to enter classrooms during lunchtimes to collect or return items unless accompanied by an adult.
- Playleaders will liaise with class teacher, or the teacher responsible for the class if not the class teacher, about any issues that may have arisen over the lunch period concerning pupils in their class. This may concern any medical or behavioural issues. They will record any incidences on CPOMS as necessary.
- Class teachers are visible at the doors / in the playground when the bell rings at 1:15 to supervise children moving into their classrooms.

Wet weather arrangements for lunchtimes

- In the event of wet weather, a decision will be made by the playleader team leader as to whether it is safe for the pupils to be outside.
- If it is decided that it is too wet to use the playground, then pupils will remain in their classes. Playleaders are assigned to certain classes by the team leader to monitor and supervise. Classes have wet weather activities such as board games to play whilst inside. Children must be seated whilst engaging in their activities inside, no running in the classroom and no scissors are allowed.
- If the weather conditions change for the better, a nominated playleader will decide if it is safe for pupils to go onto the playground. The nominated playleader will then go onto the playground to supervise and will notify the other playleaders to allow pupils to leave their classrooms and go onto the playground. Children must tidy away any resources in the classroom before going into the playground.
- If pupils are still in class because of wet weather at 1:10pm, the supervising playleader will give instructions for pupils to start tidying up wet play activities and for them to return to their usual seats, ready to start their lesson at 1:15pm on the return of their teacher for the afternoon.
- In the event of very hot weather, some classrooms will be made available for children to access if they want to take a break from being in the heat. The classroom will be supervised by a playleader and the air conditioning will be turned on.
- All children will be advised to spend time in the shade when the weather is very hot and to ensure that they are drinking an adequate amount of water.

Playground Pals

At the beginning of each academic year, junior pupils are invited to become a Playground Pal, with a maximum of 10 pupils from each class participating. They will be organised into groups, and put on a rota so that they know when they are “on duty”. Playground Pals are organised and overseen by the Playleader Team Leader.

When a group of pupils are on duty as Playground Pals, they will join the infants for lunch at 12 noon, and then, once outside on the playground, will assist the playleaders in organising and running activities for infant pupils.

After-school supervision

At 3:05pm Reception class will be dismissed from the door at their classroom. The gate in the outdoor area is opened at 3pm for parents to gather for collection of their child.

Parents of Reception children who have older siblings to collect must make their way to the school playground via the outside pathways. Parents are not allowed in the school building at this time. If a Reception child needs to use the toilet at this time, they may go to the office and ask to use the visitor toilet.

The school gates will be opened for pick-up for Years 1 – 6 at 3:12pm by a member of staff and locked at 3:25pm. A member of staff will be on duty in the playground at this time.

At 3:15pm, class teachers will come out into the playground to dismiss their class. They will stand near the classroom door and a child is dismissed when the teacher can see the adult who has permission to pick the child up. At this point, responsibility for the supervision of the child is passed to this responsible adult.

Children in Year 5 & 6 have permission to walk home from school as long as they have provided written permission to the school. Once dismissed, they are under the responsibility of their parents. Younger children can be dismissed to named adults (these are communicated to the school at the start of the school year and recorded on the 'Going Home Sheet'). If an adult arrives to pick up a child but they are not on the list, the child will not be released to them. Written permission to go home with someone who is not already on the list needs to be given before the end of the school day.

Older siblings (Year 7 and above) can be named by the parents as pick up for children in Year 4 and above. For children in Year 3 and below, the person picking up must be 16 years or older.

Children are not allowed to use any playground equipment or the climbing frame or activity trail after school as there is not adequate supervision for this at this time. 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. Younger children are asked to stay with their adult whilst waiting for their siblings to be picked up.

In line with our Allergy Safety in School policy, parents and carers are asked to refrain from giving their children after-school snacks until they have left the school premises. Similarly, children who have milk are asked not to consume it on the premises.

Any children not picked up on time at 3:15pm, remain under the supervision of their class teacher, who must take them to the office and call their parents. The class teacher will remain with the child until they are picked up.

The school has the right to ring social services should a child still not be collected at 4pm, when we have not been able to contact the family to find out the reason. It is therefore very important that parents / carers inform the office if for any reason you are running late.

Parents are encouraged to disperse from the playground as quickly as possible once they have picked their child up, especially if there is an after-school club scheduled to use the playground.

First Aid

There is always a trained first aider on duty during break and lunchtimes. If a child sustains an injury whilst on the playground or is feeling unwell, they must report to a staff member on duty who will send the child to the Medical Room in the school building. The pupil will be assessed by the first aider and treatment administered accordingly. If a child bumps their head or face, the parent / carer will receive an email notification from Medical Tracker to their parent/carer letting them know that their child has had a head injury – parents must respond to acknowledge receipt of this message. For more information about how accidents in the playground are managed, please see our Medical Needs, First Aid, and Intimate Care policy.

Behaviour

If a pupil's behaviour on the playground is inappropriate, they will be spoken to in the first instance by the staff member on duty, and if necessary referred to the Playleader Team Leader.

If the incident of inappropriate behaviour is of a serious nature, then the pupil/s concerned will be spoken to by a member of SLT to ascertain the facts behind the incident. They will be dealt with in accordance with the school's behaviour policy.

Monitoring

The Supervision and Playtime policy will be monitored and reviewed every three years by the Senior Leadership Team and by the school governors.