



Providing the keys to success for every child

Whole School Policy on:

Playground

Headteacher: Mr M Cowell

Kent County Council

Document Title:	Policy – Playground
Document Number:	PBS-P-PG – 2014 -May
Prepared by:	Mr M Cowell
Governing Body Acceptance Date:	N/A – In-house Policy
Date for Next Review:	Summer Term 5, 2016



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1 Responsibility

The member of staff responsible for this policy is: Mr M Cowell

2 Aims

- To provide pupils with a safe, active and secure environment.
- To enable pupils to enjoy rewarding and constructive play.
- To promote positive, social interaction.
- To ensure a consistent approach to playground supervision by all staff.

3 Strategies

- Provision of active, vigilant playground supervision.
- Clearly defined playground rights and responsibilities that are consistently applied by staff and are understood by the pupils.
- Provision of a wide range of equipment for all pupils, which supports development of fine and gross motor skills, balance, hand-eye co-ordination etc. appropriate to their level of development.

4 Playground Layout

At Palm Bay Primary School there are the following play areas:

- The **main playground** is used before school by all pupils.
 - During morning, lunch and afternoon breaks the main playground is occupied by KS1 and KS2 pupils at different times.
 - Play zones will operate and are shown by the appropriate coloured markings; Yellow – quiet, blue – multi-skills, green – free play zone.
- The **small playground** is occupied during break and lunch by KS2 pupils purely for the purpose of football on a rota basis.
- When conditions permit, the **field** will be used as the 'free play zone' instead of the area on the main playground.

In this policy the term 'playground supervisor' refers to any member of adult staff who provides playground supervision.

Duty rotas will be provided by each Key Stage Co-ordinator detailing when staff are required to provide morning and afternoon break time supervision, and in which zone. Staff need to be on the playground promptly and it is the responsibility of individuals to 'swap' duties with colleagues when necessary to ensure that the playground is adequately staffed at **all** times.



5 Playground Supervisor's Role

- To be mobile, but positioned to anticipate dangerous situations and break up potential problems before they occur in their allocated zone.
- To not leave pupils unsupervised. If additional assistance is needed, a member of management should be sent for, depending on the seriousness of the situation.
- To look into all reports of injuries or pupils in distress. In the event of a minor accident or illness, the pupil should be sent with a helper to the first aid officer at the school office for assistance.
- To assist and remind pupils in keeping our playground areas tidy and free of rubbish.
- Notify Mrs Smith if any equipment is missing, damaged or in need of replacing.
- The supervisor allocated to the quiet zone is to check toilets and out of bounds areas regularly to prevent problems occurring.
- To remind pupils that the following forms of 'play' are considered to be dangerous and are not permitted in the playground:
 - Any form of body contact sports or games, i.e. wrestling.
 - Activities where, because of the terrain or other conditions, accidents could occur.

6 Playground Pals – Multi-skills Zone Only (Blue)

Main Duties:

- 1 Make the zone a fun place to be!
- 2 Set a good example and act as a role model for the younger pupils.
- 3 Play games with as many different pupils as possible.
- 4 Speak to the zone supervisor if there are any problems.
- 5 At the start of lunch break KS1 playground pals will help with the set-up of play equipment in the zone.
- 6 At the end of lunch break, KS2 playground pals will help to clear away the playground equipment from the zone, quickly check that it is all there and return it to the storage unit.
- 7 Stick to the playground rota.

7 Equipment

For lunch break only:

- Quiet zone box to be kept by the play equipment and it is the responsibility of the zone's playground pals to get out, put away and replenish.
- Multi-skills zone box: 1 coloured box (either red, blue, green or white) – in storage unit by covered walkway by Jackdaws classroom.

For morning and afternoon breaks:

- **KS1** play equipment will be available and stored in the entrance area to the main building by the Infant toilets.
- **KS2** play equipment will be available and stored in the trolley in the entrance to the KSB building.



Football on the small playground:

- **KS2** football players are responsible for the setting up and clearing away of the football equipment on their allocated days.

8 Playground Committee

The playground committee is made up of representatives from playground pals, playground supervisors and the Head teacher. They meet once a term to discuss issues in the playground and to appoint new playground pals.

9 Daily Routines

9.1 Morning

Pupils are to remain in the main playground until the morning whistle at 8.55am, where they line up in class groups and are collected by their class teacher.

9.1.1 Morning Break

10.25am – 10.45am

- **KS1** pupils in main playground (**NO** playground pals):
 - Children have access to a wide variety of games and equipment which promote a range of skills and team buildings and co-operative play. There is usually 1 TA leading a team game or activity, with other adults monitoring and supporting play where appropriate.

10.45 – 11.00am

- **KS2** pupils in main playground (**NO** playground pals)
- **KS2** pupils on small playground for football on a rota basis:
 - Monday: Year 3
 - Tuesday: Year 4
 - Wednesday: Year 5
 - Thursday: Year 6
 - Friday: No football

9.1.2 End of Break

KS1

- A whistle is blown 5 minutes prior to the end of playtime for the children to tidy the play equipment away.
- Then a whistle is blown for the end of play – the children stand still.
- On the second whistle, pupils walk to their class line to be collected by their class teacher.

KS2

- On the first whistle all pupils are to stand still.
- On the second whistle pupils are to walk to return play equipment tidily to storage units and line up in class groups to be collected by their class teacher.



9.2 Lunchtime

9.2.1 Lunch Break

12.30pm – 1.00pm

- **KS1** pupils on main playground (**WITH** playground pals).
- 1.00pm First whistle - all pupils to stand still.
- 1.00pm Second whistle - all pupils are to walk to their class line to be collected by their class teacher.

1.00pm – 1.30pm

- **KS2** pupils on main playground (**WITH** playground pals).
- 1.25 whistle - equipment to be packed away by KS2 playground pals and returned to storage box.
- 1.30 First whistle – all pupils to stand still.
- 1.30 Second whistle – all pupils are to walk to their class lines to be collected by their class teacher.

9.3 Afternoon Break

2.35pm – 2.45pm

- **KS1** pupils on the main playground (**NO** playground pals).

2.45pm – 2.55pm (ON TUESDAY ONLY)

- **KS2** pupils on main playground (**NO** playground pals and **NO** zones).

10 Wet Weather

- On wet mornings duty staff will allow pupils to enter the building at 8.45am and gather in the school hall to sit quietly in class groups and read their reading book until collected at 8.55am by their:
 - **KS1:** Class teacher
 - **KS2:** TA
- On wet days, pupils will be supervised in their classrooms by their class teacher during morning and afternoon breaks, and by the playground supervisors during lunch breaks.

Wet playtime rules are made in consultations with the class, class teacher and playground supervisor assigned to that class and follow the playtime rights and responsibilities.

11 Out of Bounds Areas

The following areas are out of bounds at all times unless pupils are under the direct supervision of a teacher:

- In the classrooms, corridors and covered walkways in both the main building and the KSB building.



- The outside area between Jackdaws classroom and the ICT suite.
- The grass banks, unless permitted by the playground supervisor for quiet sitting.
- The area behind the KSB building by the polytunnel.
- The small playground, unless it is the pupil's turn on the football rota.
- Steps.

12 Playtime Rights and Responsibilities

- I can take responsibility for my own actions.
 - We are honest – We don't cover up the truth
- I can manage my own feelings and value the feelings of others.
 - We are kind and helpful – We don't hurt anybody's feelings
- I can co-operate with others when facing challenges.
 - We are gentle – We don't hurt others
 - We listen – We don't interrupt
- I can show respect for everyone and equipment.
 - We play well with others – We don't spoil others' games
 - We look after our equipment – We don't use equipment inappropriately.

13 Accidents to Pupils in the Playground

13.1 Minor Injury

- Send pupil to wash the injury.
- If the pupil is in need of more attention, send them to the school office with one friend.
- Accident will be recorded by the office staff.

13.2 Serious Injury

- Playground supervisor to remain with the injured pupil.
- A responsible child is to be sent to the school office for immediate assistance.
- Accident will be recorded and an Accident Report to be completed by the school office staff.

13.3 Outcomes

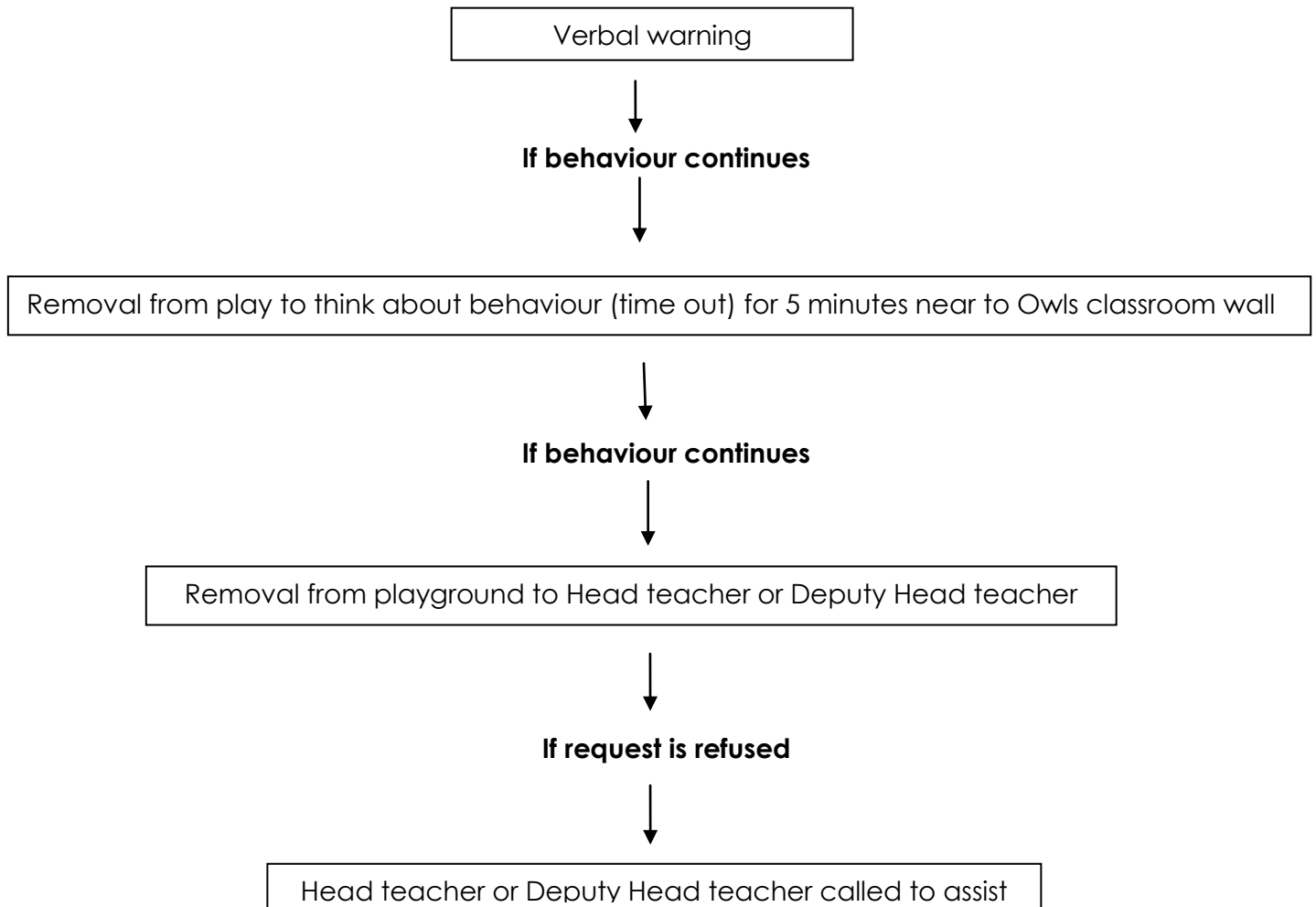
- Our playground is safe, attractive and a stimulating place to be.
- Staff and pupils are aware of playground rules.
- Staff are consistent with their implementation of playground rules.
- There are fewer discipline problems in the playground.



14 Behavioural Steps and Strategies

- Playground supervisors are to be consistent in their approach to playground management.
- Behaviour problems and/or aggressive behaviour is to be reported and recorded.

14.1 Playground Management Procedures



15 Policy Review

This policy will be reviewed bi-annually every even year during Term 5.

The next review of this policy is due: Summer Term 5, 2016.