

# Playtime and Lunchtime Supervision Policy

This policy is to ensure that there is the safest possible playtime and lunchtime supervision at Harbour International School.

When members of staff are mentioned it is normally referring to outdoor play times other than lunchtimes.

When playground supervisors are mentioned, it is referring to the lunchtime period.

## Roles and expectations:

Everyone at Harbour International School, including all visitors and contracted workers on our school premises, are expected to behave respectfully and role model the behaviour expected of the pupils, in line with our school values.

Lunchtime supervisors are expected to arrive at the classroom on time for their duty.

## Duty Times:

Groups 0-3: 12-12.45p.m.

Groups 4-8: 12.50- 1.35p.m.

The lunchtime supervisor should not enter the classroom until the times stated above.

Children should not be back in class before the time stated for the end of their playtime as this is the class teacher's lunch break and the teacher may wish to spend that break in their own class. If weather prevents outdoor play, then the class teacher understands that the children may be in class but it remains the duty of the playground supervisors to look after the children.

Lunchtime supervisors should walk the children back to their classrooms at the end of their playtime shift.

## Outdoor Play

One person should organise a game for those students who would like to play.

Organise putting out and tidying up of equipment safely, with children's help if appropriate.

Ensure equipment is correctly and neatly returned to its appropriate storage box.

The other lunchtime supervisors/ staff members should remain vigilant to the other children playing and interacting. All children should be within your sight at all times.

Space yourselves out around the playground to ensure safest supervision.

Mobile phones should not be used when on duty in our school.

If an accident occurs, the staff member or lunchtime supervisor on duty should take the child to the team room to be treated and the class teacher notified so that they can notify the parent accordingly. This supervisor or member of staff should notify the other supervisor/staff member on duty that they are attending to an injury or incident and call for an extra pair of hands to take over during this time.

*If the lunchtime supervisor does not have First Aid Training (e.g. substitute) the First Aid should be carried out by a member of staff. (Alex, Zakiya, Veronique and Katia) The First Aid*



box is located above the coffee machine, in the kitchen beside the team room and ice packs are kept in the fridge beside the door of building 56 (outside the kitchen area). The accident book is kept above the First Aid box and should be fully completed by the playground supervisor or staff member dealing with the accident. It should include all details asked for.

If there is a behaviour incident, this must be reported to the class teacher, who should log it in ParnaSsys. NB information should include the name of the child, class, date and time of accident, and details (how it happened, what was done).

**Class teachers should notify parents if it is more than a minor injury or incident.**

**Table of identified possible risks - these may be added to by Head of school as needed.**

<b>Risk</b>	<b>Extra Steps to Mitigate</b>
Fall from podium	Let them sit but do not let them play on it.
Slipping on wet tiles	Remind them after rain that it is slippery and to take care.
Fingers stuck in door	Remind them about where they put their fingers and watch as they open and close the door.
Falling down the stairs	Remind them to keep a single file, on the right hand side, and walk. Stop any pushing and shoving or jumping down.
Bumping into each other	Remind them to look where they are going
Hurt by balls during games	Remind them to keep the ball low. Ensure the games do not become too rough.
Choking on food	Watch and remind them to eat slowly. Seated when eating.
Injury by dropping logs	Only use them on one of the soft surfaces, not on concrete. Ensure children roll them only and do not lift them up.
Hurting themselves by running into the fence	Remind them this is not allowed as it disturbs the neighbours.
Being hurt by other equipment e.g. hockey sticks	Ensure balls are used with the sticks or bats. Remind children how to use the equipment safely and respectfully.



Getting locked in the toilet	Ensure children go to the toilet before going outside. Remind them not to lock the door.
Falling from walls, fences around trees etc.when balancing/climbing.	Make clear to children why these are not acceptable risks. Remain vigilant in these areas.
Scalded by a hot drink	Staff should only drink from cups that have strong lids when walking around school or in the playground, that make this incident less likely.

Lunchtime supervisors who are allocated to our school for the first time should be made aware of this policy and ensure they understand it, by KinderDam. Vincent will be the main contact person responsible for this.

All staff should be aware of this policy. It will also be displayed in the team room.

Alex (our concierge) has responsibility for safety on the premises. His role includes supporting the lunchtime supervisors by alerting them to any unsafe behaviour/play that he sees and that has gone unnoticed. He is also responsible for checking the safety of the playground and equipment. Vincent should be informed of any issues with safety and equipment at lunchtime.

Lunchtime supervisors/teachers should let him know if any equipment is broken or becomes unsafe during their duty time. The broken equipment should be removed from the vicinity of the children immediately.

First Aid help can be provided by most members of staff but particularly at lunchtime by Zakiya, Alex, Veronique or Katia.

**Any serious accident or incident should also be reported immediately to the Head of school or a member of the SLT in her absence.**

**Senior Leadership Team working days:**

Every day - Jesse, Jacque (one day per week at home), Jennifer and Eleanor

Mon-Weds - Pam and Sara

Mon, Tues, Fri. - Anna

