



# Fiddlers Lane

## Community Primary School

### PLAYTIME POLICY

#### **AIMS**

- To help develop social skills
- To ensure health and safety regulations are adhered to
- To ensure children are safe
- To ensure children have the opportunity to participate in physical activity
- To develop leadership skills
- To teach traditional playground games

The co-ordinator for playtimes is our Inclusion Manager.

#### **Morning and Afternoon Play**

- Teaching Assistants will be on duty for morning playtime, sometimes with teaching staff if needed.
- Teaching Assistants and teachers will be on duty for afternoon play in Key Stage 1
- There will be a minimum of two adults on the playground at any time.
- Teaching Assistants must be on the playground just before playtime. It is the responsibility of the class teacher to ensure the children are not sent out unsupervised.
- Any incidents up to step 4 must be dealt with by the member of staff investigating and reported to the class teacher at the end of playtime. Incidents from step 5 upwards must be referred to the Inclusion Manager, who may need to refer to the Deputy Head Teacher or Head Teacher if necessary.
- The children will have access to the following equipment (as long as they meet the age requirements and the weather is suitable) –
  - Sensory Garden
  - Bench & Quiet Area
  - KS1 Play Area
  - Playground
  - Field and tyre park
- There is a rota with specific duties for morning play for Teaching Assistants to follow whilst on duty. These include sale of toast, football supervision, door duty, equipment trolley. The rota is displayed in the staff room. It is the responsibility of the Teaching Assistants to arrange cover between themselves for duties if a colleague is absent.

### **Lunchtime Play**

- Children in Key Stage 1 and Key stage 2 come into the hall in 2 sittings. They will be on 1<sup>st</sup> or 2<sup>nd</sup> sitting dependent upon which house they are in and this will change on a weekly basis.
- Once in the hall, the children will sit on an allocated table. They must keep the noise level to a minimum and use good manners at all times.
- Each class is designated a welfare assistant
- There is a rota for all lunchtime staff to follow with specific duties listed. The rota changes on a weekly basis. It is the responsibility of each staff member to ensure they follow the rota.
- At lunchtime, the children will have access to the same outside areas as morning play.
- Welfare staff must deal with any incidents up to step 4 and report to the class teacher at the end of lunchtime. Any incidents from step 5 upwards must be reported to the Inclusion Manager who may also involve the Deputy Head/Head Teacher if necessary.
- Any children on detention at lunchtime will stay in a classroom under the supervision of a member of staff.

Playtimes in the FS are discussed in the EYFS policy.

### **Wet Dinnertime Play**

Each class will be supervised by their designated welfare assistant, with the Inclusion Manager overseeing this. Each welfare assistant is responsible for organising activities in the classroom, usually quiet board games, though other activities may be introduced. At no point must the children be left unsupervised.

### **Accidents**

If an accident occurs, it must be referred to an appointed first aider. The first aider then decides on the best course of action, referring to the Deputy Head Teacher or Head Teacher as necessary. If it involves a bump to the head, the child's parent or carer is informed. Any major accidents are reported using the Authority's on line accident reporting system and the Head Teacher investigates the cause when necessary. Other accidents are recorded in the class accident file. Staff must ensure that the accident file is completed on the day of the injury.

### **Safety of Equipment**

Risk assessments are in place for all the equipment. The Site Officer checks equipment and the environment daily for broken glass, damaged equipment etc and deals with this quickly and appropriately.

### **Monitoring and Evaluation**

The governing body will monitor the policy, and will review it every 3 years unless there is a change in circumstances or a need is identified.

Date:

Signed:

Review: