



Notting Hill Preparatory School

1.13 Guidance for Playground Supervision (EYFS & KS1-3)

Reviewer responsible: **Deputy Head (Operations)**

Reviewed by: **DG**

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NHP POLICY AND GUIDANCE FOR PLAYGROUND SUPERVISION

Policy Statement

The playground is a special place where social dynamics are often played out, where the opportunity to let off steam, to have fun and to be quiet are all possible. It is a place and a time for play, which seen through sensitive eyes can be highly revealing. Play, especially unstructured or 'free play', is extremely important – it provides the opportunity for self-expression and is a powerful learning tool. Penelope Leach (psychologist and author) states that for children 'there is no division between playing and learning; between the things a child does "just for fun" and things that are "educational"'. The playground should be a happy place where, within clearly articulated boundaries, children are given the freedom to be themselves and feel relaxed, making playtime an enjoyable occasion.

Children, we are told, are like human sponges, soaking up everything that they are exposed to, good and ill, positive and negative. Shout at a child repeatedly and watch as he/she shouts at his playmates, speak gently with respect and kindness and witness the child responding in the same way. The playground should be a place of creative interaction between staff and children.

Patience is an essential quality when working with children in all areas. A patient and calm attitude will reassure children and help them to be more reflective. We must encourage, not criticize, show respect as we ourselves would wish to be shown. Inevitably children will try to assert themselves, amongst their peers and with staff, and there will be times when a child needs to be made aware that his/her behaviour is unacceptable – usually when it is disruptive to the group. Sanctions may then be needed but they must be combined with an attempt to help the child to understand the impact of their behaviour on others, which may in turn be more beneficial in changing the behaviour than the sanction alone.

A consistent approach by all staff working within the playground will help to create a strong and clear structure – a framework within which the children should feel free to play creatively with participation and encouragement from all the playground supervisors, making the playground a valuable part of the overall educative experience at Notting Hill Prep.

Guidance and procedures

This guidance has been put together to ensure the safety and well-being of the children during playtime. The health and safety of pupils is of paramount importance. It is therefore essential that the following guidelines are adhered to. The first three sections below (**Safety and Good Management Guidelines**, **Action Plan for Intruder in Playground** and **Behaviour Management Guidelines**) apply to all playgrounds and these are followed by specific guidelines for Lower, Middle and Upper School children using the various playgrounds.

Safety and Good Management Guidelines

- The Senior Playground Supervisor is responsible for checking the stock of playground equipment in each area and replacing/re-ordering as necessary. This must be signed off by Head of Lower, Middle & Upper School
- During Covid-19 all shared play apparatus: slides, climbing frames etc. will be wiped down between sessions with sanitiser wipes
- Pupils will have access to hand sanitiser before, during and after breaks and extra washing stations are installed in the larger play areas
- Pupils will be discouraged from sitting close to each other for extended periods during breaks
- Although the playgrounds will be swept and checked for dangerous objects by the Premises Manager (and team) every morning, **an additional check should be made to ensure the area is safe before allowing the children to play**. For example, check for broken glass, work tools, tripping hazards etc

- All playground supervisors will have a first aid bag on their person. They will treat all minor injuries (plasters etc.) and inform the School Nurse, or receptionists, who will keep records of all first aid incidents
- There are first aid kits in the Newton Centre playground, the woodland area and both of the Gyms (OB and JCB). These are checked regularly by the School Secretaries (OB and JCB) and missing items replaced. **If any items are missing you should contact the relevant School Secretary immediately.**
During the Covid -19 pandemic, First Aiders must wear PPE to administer first aid.
- All staff on duty in each playground should have a mobile phone with them with the school number stored in it to be able to call the school in an emergency. However, staff should not use mobile phones for personal use whilst on duty and the phones should be out of sight, unless needed for an emergency.
- If there are multiple activities in one area, e.g. football and basketball and chase games, the play area should be divided into different zones to enhance safety by reducing the likelihood of collisions.
During the Covid-19 pandemic, playground equipment is stored in Year group bags to ensure each year has their own set of equipment.
- All **head injuries**, no matter how slight, should be referred to the relevant School Nurse in the first instance and a record will be kept of the injury. The School Nurse or Receptionist shall inform the parents of the child involved.
- Staff must be aware of the pupils in their charge. Pupils must not leave the external playgrounds unless supervised and staff should monitor points of entry /exit to stop intruders getting into the playground.
- Five minutes before the end of break, playground staff or those on duty should give the children a five-minute warning, using a bell or tambourine, so that children can start to bring games to a close etc.
- Playground supervisors should read and adhere to the guidance given in the policy document **Safety Procedures for Road Crossing and Travel by Coach** (given to them when they first start employment at NHP) which sets out the procedures for road crossings between the OB and JCB playgrounds and the Newton Centre (NC) and transition between the JCB and the Portobello Green Building (PGB).
- The playground staff meet with the Deputy Head Pastoral on a weekly basis to discuss issues of safety, behaviour, social dynamics and children of concern and to refine procedures. Playground staff should raise any maintenance issues via the Maintenance log.

- **Action plan for Intruder in Playground:**

Staff on playground duty are reminded to be aware of entry and exit points to playgrounds, to ensure that these points are secure after entrance/exit and to have a line of sight of the access points while on duty.

- **Action if an unauthorised person/intruder gains access to a playground during playtime:**

- Adult who first notices an intruder:
- Call out loudly asking the intruder what they want and reminding them this is a playground and they should not be here.
- Stay a reasonable distance from the intruder while positioning yourself between the intruder and pupils.
- Keep talking to them, trying to persuade them to leave the playground the way they came in.
- Other members of staff on duty:
- You will be alerted by the call from your colleague and blow your whistle **twice**. Children will know that this indicates they must immediately line up with you.
- Move the pupils to another area or to the safety of inside the school building.

- Use your mobile phone to alert the office staff of the situation (to call for extra help) or to call 999 if you believe anyone to be in imminent danger.
- Try to keep a line of sight with your colleague who is engaging with the intruder. This will reassure them as well as deterring the intruder from possible escalation.

Behaviour Management Guidelines

A pastoral approach underpins much of our behaviour management, particularly where the behaviour is persistent. When reflecting (with a teacher) upon their actions, children may be asked these types of questions as a form of restorative:

- What happened?
- What were you thinking about at the time?
- What was the effect on other people (the victim)?
- What do you need to do or say to fix things?
- How can we make sure this does not happen again?
- What can we do to help you?

The aim is to encourage reflection around those influenced by the behaviour with a view to engineering change in thinking and doing.

The Thinking Hats can also be used to help a child reflect on what has happened:

- White Hat – what were the facts? What happened?
- Red Hat – How are you feeling about this? How might others feel?
- Yellow Hat – Did any good come from this?
- Black Hat – What went wrong?
- Green Hat – What do we need to do now to make things ok? What should we do in the future?
- Blue Hat – Thinking about the big picture, what can we learn from this?

Playground staff must read, understand the NHP Policies for **Managing Behaviour** and for **Rewards & Sanctions**, which includes understanding the expectations set out in the **Behaviour Chart**

- Playground supervisors are to move around and interact with the pupils, initiating and joining in with games/conversations etc. whilst ensuring they have a good line of sight to observe others in the playground.
- Playground supervisors should be aware of social dynamics in the playground, encouraging inclusion and fair play and watching for pupils excluded, isolated or unhappy. It is important to **pre-empt and intervene to avoid a situation**, rather than to wait for it to happen.
- Playground supervisors and form teachers should keep in regular communication about social and behaviour issues either by speaking 1:1 (in most cases), via email if not urgent, or via the weekly meeting with the Deputy Head: Pastoral
- Rough play should be stopped and replacement games introduced by playground supervisors.
- Play equipment should be used sensibly. Any behaviour likely to cause injury should be stopped immediately.
- If a pupil is behaving inappropriately, he/she should be withdrawn from play to sit down for a 'time out' session. If the child continues to misbehave once their 'time out' has finished, then they should be told to sit out for the remainder of break (being mindful that cold weather may mean that a child sitting out needs to do so in the OB or JCB hall). A member of the playground team will inform the relevant form teacher or teaching assistant. Persistent poor behaviour will be addressed by the Form Teacher first, then the Head of Lower, Middle or Upper School, followed by the Deputy Head: Pastoral
- NB: Playground staff and those on duty should not use mass 'time outs' or lining up as a consequence, unless absolutely necessary. By grouping children that were not involved in a particular incident, with those that were, there is a risk of demoralising those that were

behaving well, to the detriment of their relationship with the playground staff. Staff should endeavour to work out which specific children were involved, using the form teacher for support, if needed.

OB Playground Procedures (Reception to Year 2)

- The beginning of break: pupils will be handed over by teaching staff to playground supervisors or staff on duty. If using the Newton Centre playground, children should line up in the front playground ready to be taken across the road. The road crossing procedures set out in policy on **Safety Procedures for Road Crossing and Travel by Coach** should be adhered to at all times.
- At the end of each break: playground supervisors should line pupils up quietly in classes in either the OB Hall or front playground to be collected by class teachers or TAs. Pupils must be handed over to another member of staff and under no circumstances should they be left unsupervised.

Front playground (OB)

- There will be a minimum of two staff on duty. Staff supervising this playground should be aware of visitors entering through the main gate. Do not allow anyone into the playground without challenging their credentials and be aware of deliveries or prospective parents and the dangers of collisions.
- Be aware of 'stranger danger' (members of the public attempting to come into the playground or having contact with the pupils through the gate).
- There is no first aid kit in the playground (as the OB office is a few metres away). Any injured pupil should be treated by the playground supervisor in the first instance. For a serious injury, the child should not be moved and another child should be sent to the office to the School Secretary or the Head of Administration or another adult, if they are not available.
- Soft balls only must be used in this playground.
- If a ball is hit out of the playground, staff, **not pupils**, are to retrieve the ball, and only if there is another member of staff on duty as well.
- Children must ask permission to go to the loo. Please check that they have returned in good time.

Back playground (OB)

- There will be two staff on duty. One should be in the gym, the other out in the playground (if this is in use)
- The outside area is for Reception and Year 1 children only.
- The first aid kit is on the wall by the stage.
- The OB secretary can be contacted on 209 and the School Administrator on 204 via the internal phone by the entrance door to the gym.

Newton Centre (NC)

- The pass code for the gate is C168XZ, then push the handle down and lock the gate after you. The exit code (C12345) is on the inside wall of the playground by the exit gate
- Always ensure that staff have a mobile phone (for use in emergencies only) with the school number (0207 221 0727) stored in it.
- A minimum of two staff members must be on duty with OB children.
- If an OB pupil needs to go to the loo, one member of staff will escort the pupil to the JCB, wait for them and bring them back to the playground.
- In the event of a serious or life-threatening injury, **phone 999** for an ambulance, send for the School Nurse or ring 0207 221 0727 in the first instance. One member of staff must stay with the casualty throughout and the other should move the children away from the incident. Another staff member will arrive to help move the children to a different playground.

- Be aware of 'stranger danger' (members of the public attempting to come into the playground or having contact with the pupils through the gate).
- Do not allow pupils through the side gate to retrieve balls etc. Please be aware of pupils trying to hide/exit through this door during break
- At the end of break line up the pupils as per the **Safety Procedures for Road Crossing policy**.
- See general guidelines above for procedures about end of break and accompanying the children to their classrooms.

Newton Centre procedure for use of equipment –

1. Equipment is stored in the shed and is divided into storage boxes and buckets by type and the children, under supervision, select items to play with. (During Covid-19 conditions, each Year group will have its own dedicated bag of equipment to avoid cross-contamination)
2. If children have finished playing with an item during the break, they are to return it and may take another piece of equipment, if available.
3. The five-minute warning should be given (see above) and then a few minutes later staff should call play to a halt using a bell and ask children to return equipment to the bags. One playground supervisor should stand by the box and bags to supervise how equipment is put away.
4. The playground member of staff on the final duty will lock the shed.
5. In the morning, before the first break, the senior playground supervisor unlocks the shed.

Woodland and EYFS Woodland Area Procedures

- A maximum of 20 pupils will be allowed into each of the main and EYFS woodland areas at break times. Access is determined either by the playground timetable or, in the case of 'choice break' by the member of staff on duty assessing numbers arriving and leaving.
- The member of staff should collect the key from adjacent lockbox and after unlocking the area should quickly assess its safety and suitability for play. Staff should look out for hazards that may injure the pupils; glass, metal, unsteady logs, sharp branches and sticks. Be aware of animal droppings and unsafe conditions caused by adverse weather.
- Staff on duty should position themselves near the climbing apparatus as this is potentially the most dangerous equipment (falls, heights and exposed wood). If the number of pupils is deemed unsafe or conditions become too dangerous, the supervising member of staff may decide to close the woodland area.
- Wellington boots are available for EYFS children using the woodland. On exiting from the woodland areas, pupils must line up and clean/change their footwear before returning to school. [Wellington boots must be sprayed with anti-viral disinfectant after each use.](#)
- Staff members must ensure all pupils are accounted for before locking the woodland area and returning the key to the lockbox

JCB & PGB Break Time Procedures (Year 3 to 8)

- At the beginning of 10.30am break: This is a [free-choice](#) break allowing children to move freely between different play areas on the JCB site. [During the Covid-19 period, there will not be a free-choice option; play areas will be allocated to separate Year groups.](#) There will be a designated member of staff on duty in each area. Children who wish to go to the Newton Centre (NC), Woodland or Upper must line up in the Lower Playground (JCB) until staff on duty are present, who will then escort them to the playground of their choice, keeping the time spent lining up to a minimum
- The road crossing procedures set out in policy on **Safety Procedures for Road Crossing and Travel by Coach** should be adhered to at all times if transitioning from the PGB. [During](#)

the Covid-19 period, all classes moving between the JCB and PGB at breaktimes will use the side passage as opposed to walking through JCB ground floor.

- At the beginning of lunch break: This is *not* a free-flow situation. Classes are designated to specific areas at specific times as per the Duty timetable. The above procedures for moving between playgrounds will apply.
- At the end of each break: Children who are returning to their classes should be escorted into JCB by the playground supervisors, using the stairs down to the JCB hall and then up through the building, to minimise traffic and noise in the JCB reception. Only Year 3 should enter via the main JCB doors Children should then wait in the corridor, having returned snacks etc to their lockers, until asked to enter the classroom by the teacher.

Lower playground and upper playground (JCB)

- One member of staff minimum is in each playground
- These playgrounds are linked by a walkway.
- Pupils are free to wander between playgrounds.
- Ball games are not allowed in the lower playground.
- Ball games are allowed in the upper playground (sponge or 5-a-side ball).
- Pupils must not scale the walls/fence in the upper playground and only staff are to retrieve any balls lost over the fence (but only if another member of staff is also on duty).

Newton Centre (NC)

- See general procedures for the Newton Centre above (page 4).
- A minimum of two staff members must be on duty with the JCB children
- If a JCB child has a minor injury that needs attention from the School Nurse, then the child is sent into the JCB or escorted by a member of staff if needed, depending of the injury, with the member of staff returning to the playground as soon as possible

Hall (JCB)

- Table tennis (2 Tables), bar football (1 table) and 3 tables of board games are in the Hall, which can also be used for drawing, reading etc.
- The caretaker will set up the board game tables and table football at 10.15am ready for break.
- Staff on duty will ensure the games are in situ Pupils are not allowed to set up or put away table tennis tables
- The School Secretary can be contacted on the internal phone 402
- The first-aid kit is located on the left-hand wall above the phone
- No other ball games are allowed inside.

Computer room (JCB)

- The Computer room is available at morning break for pupils to catch up with work or play on school appropriate games i.e. nothing violent or age inappropriate. One member of staff will be on duty and will monitor the suitability of the games, taking advice from the Head of Computing or SMT, if needed.
- A register is kept of children attending, with children limited to two days a week.
- No food is to be eaten in the Computer room. Snacks are to be eaten outside; in the school playground or on the bench outside the room with staff supervision

Computer room use at breaktime has been suspended until the end of the covid-19 period

Library (NT1)

- The Library will be available at specific morning and lunch break times as per the break timetable Pupils must not use the Library unsupervised

Use of the library has been suspended until the end of the covid-19 period. A mobile, year-group specific library is under consideration for the second half of the Autumn Term

Pupils inside at break times in JCB

- At morning break the only pupils allowed inside the building will be those supervised in the JCB Hall, [Library and Computer room](#), for Culpa duty/detention, or in another classroom is sanctioned and supervised by a member of staff. Between 1pm and 2pm, the only pupils allowed inside in a break situation are those sanctioned and supervised by a member of staff e.g. helping with a class display or finishing work etc.

[Library and Computer room out of bounds during covid-19.](#)

Wet Break

The Playground supervisor will decide if, due to adverse weather, an indoor break is necessary. Classes and staff supervisors are allocated to classrooms or the JCB Hall as per the Playground Timetable.

Children may play board games and watch age suitable videos on the class whiteboard. A list of wet break rules is in each classroom

[Children must play in their own classroom during the Covid-19 pandemic.](#)