



## BEVENDEAN PLAYGROUND DUTY PROCEDURES

Playground duty should be undertaken in an *active*, not a passive way. It is not acceptable or appropriate for a teacher on duty to be engrossed in conversation with a colleague. Duty staff should be *patrolling* the play area. Please do not allow children to wander off. They should be aware of the rules regarding crossing yellow lines (Bevendean playground). The perimeter gates must be locked during all playtimes except under exceptional circumstances.

The whistle is used as our main way to bring the children to a standstill. Children should be trained to halt and listen whenever it is blown. Children who are rough, disobedient, destructive, silly or generally causing trouble should be removed from the general play area immediately. Please report persistent issues to the Head of Year and Head of Pre-Prep.

Extra vigilance is required at the Pirate Ship from one member of staff on duty.

In order to maintain good behaviour and high levels of safety at change-over time, several points have to be strictly adhered to:

- 1) The playground supervisors should blow the whistle and get the children into class lines in good time.
- 2) Staff collecting children from the playground should be on time.
- 3) Children returning to classrooms always need to be reminded to walk not run.
- 4) Children being sent out to play always need to be reminded to walk and not run.
- 5) Children should not be allowed to go out onto the playground until the previous year group has left and the playground supervisors and member of staff on duty are ready to receive them.
- 6) All staff should reprimand children caught running around the school, or misbehaving in any way.
- 7) If a child needs to go to the toilet during playtime, permission should be sought from the designated playground supervisor. Children should report back to the staff member so that the number of children who leave the playground area is monitored at all times.
- 8) In the event of a serious accident or injury to a child or any other serious occurrence in the playground, the whistle should be blown and the children requested to line up. One member of staff on duty can then supervise the children, one immediately seeks more assistance from the nearest occupied classroom or rings the bell at the bottom of the staffroom stairs for assistance from the staff room and the third remains with the injured child. The Head of Pre-Prep should be informed.

## Bevendean Playground Equipment

- Children must be instructed to care for the equipment and to use equipment such as trikes, scooters etc. for their correct purpose.
- The trikes and playground equipment are kept in the shed by the Pirate Ship. Children should not enter this shed. The playground equipment is to be brought out and stored by one of the playground supervisors. Similarly, other toys such as building blocks etc are stored securely in the playground and are brought out and put away by the playground staff. Children must be supervised when returning toys at the end of the playtime session.

If the weather has been wet/frosty and the adventure playground is therefore wet/frosty, the rope should be put across the entrance and children should not be permitted to play on the adventure playground, as the surfaces may be slippery.

At the end of the final afternoon playtime, the member of staff on duty should ensure that the adventure playground is closed by placing the rope across as children are not allowed to play there at the end of the day.

When the weather permits, the sandpit will be open for children to play in. They should be actively encouraged to keep the sand within the walls of the pit as far as is possible. Year 1 children are responsible for sweeping up as much of the spilt sand as possible at the end of the lunch time playtime. All the sandpit toys must be returned to the sandpit at the end of the lunch time playtime.

Children are ***not allowed*** to stand on or jump from the benches and tables nor are they allowed to stand or jump on the sand pit cover.

R Samson

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