



Oxenhope Church of England Primary School

Playtime and lunchtime Play Policy and Procedures



Created By:	Date:	Next Review Date:
Alice Jones	November 2019	November 2020

Introduction

Oxenhope C of E Primary School believes that pupils' lunchtime and playtime activities are beneficial not just for their enjoyment and health, but also to encourage them to develop independence, social skills and the ability to learn. As with all school activities, these benefits must be balanced with the responsibility carried by Oxenhope C of E Primary School for pupils' health and safety.

Points to note:

When this policy refers to 'staff' it is meaning all adults who work in the school

Please read the first aid policy alongside this policy

Please read the behaviour policy alongside this policy

Leadership and management of outside/indoor play

A member of staff carries out an inspection of the grounds every morning.

All staff have the responsibility to ensure the health and safety of all pupils in their charge.

The number of staff on duty at lunchtime and playtime is a matter for internal management.

Times of play time and lunchtimes are as follows:

- Playtime – 10:30 -10:45 y1-6
- Reception lunch – 11:45 – 12:35
- Year 1 lunch – 11:55 -12:45
- Year 2 lunch – 12:00-12:50
- Year 3 lunch – 12:20 – 1:10
- Year 4 lunch -12:20 – 1:10
- Year 5 lunch – 12:30 – 1:20
- Year 6 lunch – 12:30 – 1:20

To ensure all children are safe, staff must ensure that:

- Unsafe activities, or those which do not promote our rights respecting ethos are not permitted, including:
 - Fighting / wrestling
 - "Play fighting / Rough Play"
 - "Bull dog" or other games used as an excuse for overly physical contact
 - Football with more than 10 players in total per game
 - More than 1 games of football at any one time
 - Climbing on/jumping the retaining walls/benches
 - Hanging/swinging on perimeter fencing
 - Eating sweets, crisps or gum
 - Littering

- Children must not climb on the 'Pods' or benches outside as this breaches health and safety.

- Children must not run around the back of the macca or the shed

- There are rotas in operation for the use of the football pitch and ball shooter. These are displayed in the in the year 1 classroom window looking into the playground for the children and staff to refer to.

- Children should stay within sight and hearing of staff. Staff will ensure that they maintain sight and/or hearing of children. At playtimes, staff will consult the staffroom whiteboard to see where their zone is for the day/week. This will be decided by the Head of School. See Appendix 1 for numbered zones.

- Staff should be suitably distributed to ensure appropriate supervision, not standing or sitting together in groups. Staff should deal with any situation or first aid incident from any zone in the playground.

- Staff will be visible on the playground by wearing fluorescent jackets.

- Children will be expected to play outside as much as possible. Only during inclement weather will children have their lunchtime and playtime in the classrooms. Some classes may be combined during these playtimes and the adults on duty will be expected to supervise classes as directed by the Senior Leadership Team (SLT). See Appendix 2 for indoor play quick start guides.
- Children are not expected to be silent during indoor lunchtime or playtime. During these times quiet indoor activities such as a DVD, Drawing or reading must be utilised as much as possible. Items must be tidied and returned to these boxes before the end of lunchtime or playtime. Teachers may decide that the children can play out in the afternoon if the weather improves.
- The school SLT will make the decision about whether the play will be indoor or out.
- During playtimes and lunchtimes children will only be allowed back into the school building if they are hurt or they need the toilet. They are allowed into the toilets and staff will operate and band system with them. It is the responsibility of the staff to know whom they have let go to the toilet and ensure that they return back outside after an appropriate amount of time.
- Children in year 5 and 6 are allowed to put their lunchboxes away in their lockers however they must be supervised in doing so.
- Staff must be prompt when collecting children from the playground to
- When playtime is over a bell will ring, the children will stand still, walk to their line in silence and be counted in silence. At lunchtime this will be the same procedure however once the class concerned has been counted the other children may start playing again.
- Some children will have special behaviour passes which allow them access to the building

Behaviour:

The school's Behaviour Policy and Code of Conduct apply to lunchtime and playtime as well as in the classrooms. All staff should apply the policies consistently and all children should respect all adults equally.

There may be occasions when for, behaviour reasons, children may miss some of their lunchtime playtime or playtime. These incidents must be monitored, recorded and parents informed. For more serious behaviours children may miss the whole of their lunchtime play or playtime and be referred to the Senior Leadership Team (SLT) for further sanctions.

The Senior Leaders of the school (Head of School, KS leaders, business manager and pastoral manager) have the authority to internally exclude a child due to behaviour incidents. The Head of School has the authority to externally exclude a child due to behaviour. If the Head of School is unavailable, then they must be contacted by the school SLT and they will make decision together. If the head of school cannot be contact, then the SLT will contact the Trust for further guidance and support. The child concerned will remain in isolation until a decision is reached.

School Rules

The School Rules are as follows:

In our school we:

- *Are polite and respectful*
- *Have a positive attitude*
- *Move around school quietly and sensibly*
- *Work hard and try our best*

Traffic Lights and Sunshine and Cloud systems

In Key Stage two this system is traffic lights and children move their names to amber and then to red. There is opportunity on amber to move back to green, however a move to amber or red will result in missing 'Green Time' (Detailed later in this section of the policy) and parents and carers being informed. Each child begins every day on Green

In Key Stage one and Reception this is represented by a Sunshine, a Cloud and then a Storm Cloud. There is the added element of a Rainbow which celebrates fantastic behaviour.

Staff may award house points for good behaviour

All behaviour incidents must be recorded on CPOMs by staff and dinner staff. On the same day and before they leave the premises.

Respectful Conflict Resolution through Peer Mediation (Peace Pals)

Occasionally, disagreements can occur at play and lunchtimes. This may be for a variety of reasons and is normal. Children can ask for help from the Peace Pals who undertake some conflict resolution training. The Peace Pals should ask for adult support if and when needed. This should be in place, unless one of the pupils has been injured.

Effective communication between the Lunch time staff and Class Teachers

Efficient communication between lunch and play supervisors and teachers is assured through the use of the lunchtime behaviour log CPOMS. This log helps to identify any behavioural trends or triggers so that targeted support can be provided for pupils at play and lunchtimes, if necessary.

- The lunchtime staff who has dealt with the incident acts as the main contact point with the teachers. The Head of School and the Safeguarding Team monitors the lunchtime behaviour log and ensures that behaviour is managed consistently and fairly.
- The Lunchtime Coordinator meets with the Business Manager at least monthly to keep everyone fully informed of events and discuss any problems arising.
- The Head meets with all lunchtime supervisors at least once per half term to discuss areas of concern and check the implementation of the policy and procedures.
- If information is not passed onto class teachers and logged on CPOMS about incidents or injuries, then further investigation will take place and may result in a disciplinary
- Dinnertime and playtime incidents need tabbing on CPOMS as such to ensure accurate record and evidence gathering

Role of the teaching staff

Class teachers can improve lunchtime behaviour in the following ways:

- By helping children learn to play in more imaginative and constructive ways by teaching playground games/songs and using playground equipment during PE / games.
- By supporting lunchtime supervisors and treating them as full staff members.
- Keeping lunchtime supervisors informed of any children with problems or who are experiencing particular difficulties.
- Checking the Lunchtime Behaviour Log regularly and following up entries with the children concerned.
- Using circle-time, drama and PSHE to explore themes such as bullying, self –esteem and resisting peer pressure.
- Supervising pupils into the dining hall and handing over to lunch time staff.

Role of the school Sport Champion

The Sport Champion is in charge of ensuring that equipment is available for children to access over the lunchtime period. Their role is also to keep an audit of resources and ensure that resources are safe and in good condition.

Role of the Senior Leaders in a supervisory role

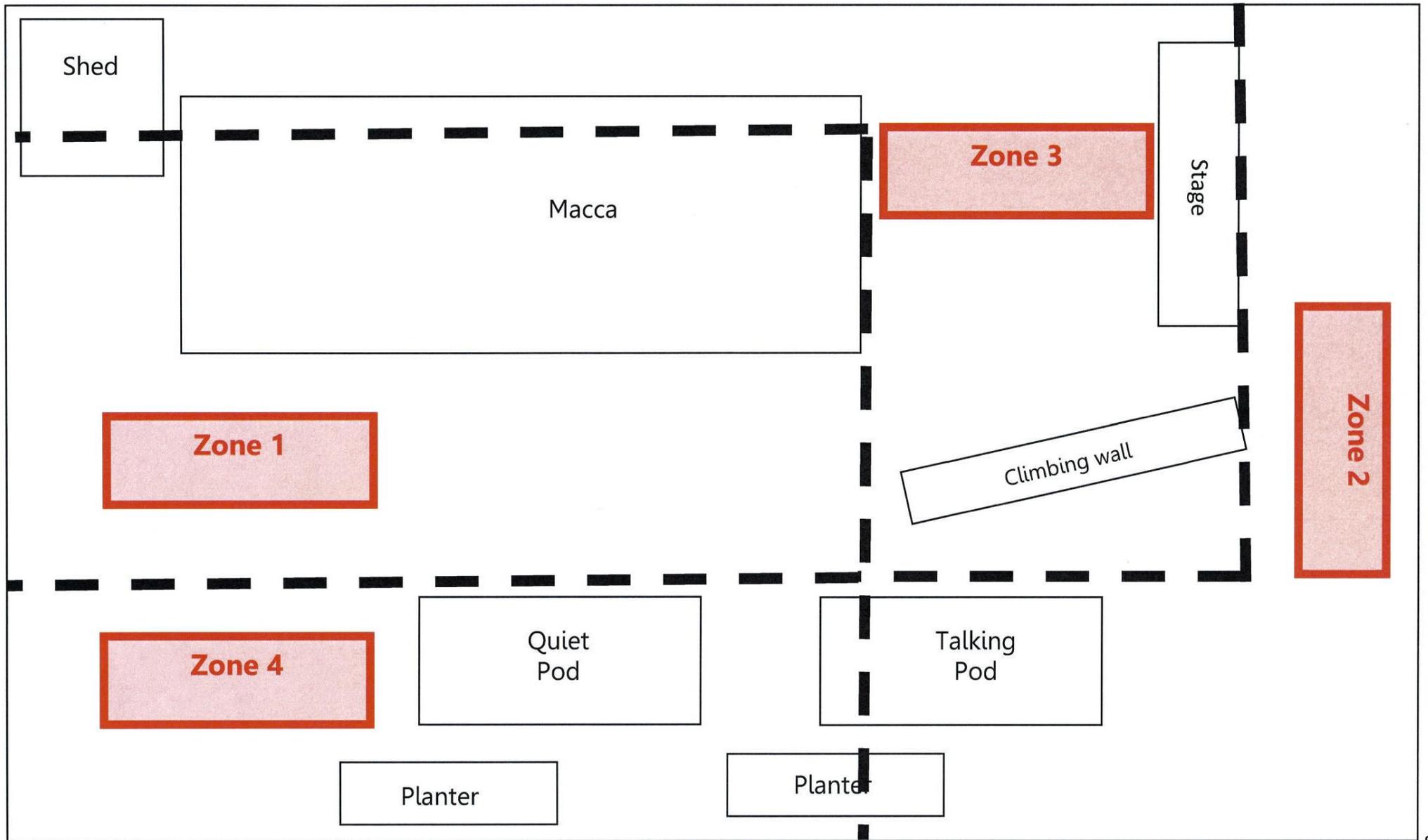
Each of the school SLT will have part of a lunchtime duty and a playtime duty. Each week this is to support particular vulnerable children identified by the Head of School. These may be children who find playtime a difficult time. This support may be through taking the children inside the school and supervising them inside for example in The Nest.

First aid and injury including head injuries

All staff must follow these points to prevent and deal with first aid incidents:

- First aid kits must be taken onto the playground
- Medical Boxes must be taken onto the playground
- All injuries must be recorded in the lunchtime supervisor's book
- All injuries must be recorded in the accident book. Unless in extreme circumstances this should be completed either after lunchtime/playtime or ideally outside on the playground. Staff should not leave less than two members of staff on the playground at one time
- All injuries MUST be reported to the teaching staff and the school office and logged on CPOMs by the dealing member of staff
- There are a number of trained first aiders on the premises during lunchtime and playtime. They all received appropriate First Aid training and this is kept up-to-date.

APPENDIX 1 – PLAYGROUND ZONES



During wet lunchtime staff need to ensure that they follow this quick start guide:

- There needs to be one member of supervising staff in the hall helping cut up food and clear tables
- Once children have finished eating they return to classrooms where the activities are strictly – drawing, reading and/or a DVD. This is to ensure the safe management of the children and the tidiness of the room.
- Reception and Year 1 will join in reception classroom with one supervising staff member
- Year 2 will go into year 2 classroom with one supervising staff member
- Year 3/4 will join into year 3 classroom with one supervising staff member
- Year 5/6 will join into year 5 classroom with one supervising staff member
- Once the class teacher has returned to the classroom the dinner staff member will be directed by the lead supervisor as to which area they are needed
- If any first aid/behaviour incidents occur the dinner staff should use the telephone in each classroom to contact the office or the staffroom for support.

Office number: 1001 or 1002 or 1003. Staffroom number: 3002

