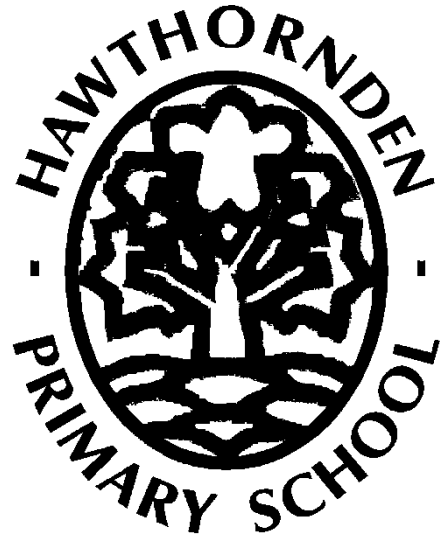


Hawthornden Primary
Playground Supervision Handbook



Learning Today, Tomorrow, Forever

Rationale

At Hathornden we believe that children have the right to feel safe and to enjoy their break times and lunchtimes. Outdoor play and physical exercise are essential to a child's well-being and therefore as adults, we have a shared responsibility to ensure that all children can play safely, develop social skills and maintain positive attitudes to outdoor play. Staying safe is best achieved when all adults watch out for children and young people.

These guidelines for playtimes are intended to ensure that all children are very well supervised during the playtimes and that the playground is kept free from incidents of bullying, name-calling, intimidation, racism and anti-social behaviour. We recognise that vulnerable children are most at risk and must be encouraged to talk and be listened to - this includes supervision and support for looked after children.

The ethos of the school is determined by the attitudes and behaviours of adults and behaviour of adults in school.

It is the responsibility of all staff to ensure that children are supervised on the play grounds - this is usually covered by named staff on the playtime rota. However it must be recognised that all staff share the responsibility for pupil safety.

When children are well-supervised and supported in school, they

- Know they have equal rights to other children irrespective of age, gender or race.
- Know they will be listened to and believe their voice will be heard
- Believe staff will understand and give positive support
- Know they are safe from bullying and intimidating behaviour
- Feel safe to report all incidents which affect their well-being

We know that supervision can only be effective if

- adults are attentive to the children at all times
- adults position themselves in a place on the playground which gives them maximum vision of all pupils
- all areas of the play space can be seen by the adult
- adults recognise and intervene in minor incidents to prevent escalation
- issues raised by the children are resolved through "the eyes of the child"
- serious incidents are reported and recorded as appropriate
- lone children are noticed and steps taken to support their friendships.

Our Playground Code of Conduct

- Keep hands, feet and objects to yourself
- Follow instructions
- Treat others how you would like to be treated e.g. no name calling
- Line up promptly when support staff blow a whistle

RRS Playground Charter

We all have the right to play.
(Article 31)

We have the right to play with different toys and equipment

We have the right to play in our playground where we choose

We have the right to choose who we play with

Others receive their rights

When we treat each other and adults with respect

When we include and play with them

Help each other when we are hurt or upset

Treat our playground with respect

Playground Equipment

This is sorted into class and block boxes. Each class will have a box with various pieces of playground equipment. Class boxes to be kept in classes and shared out at break and lunch. Block boxes will be kept in a communal area within the block and a rota system in operation to share fairly between all classes in a block. Children should be encouraged and supported to return equipment to their class/block boxes on the warning bell.

It is important to ensure that the equipment is shared fairly between children and classes.

First Aid

All Support Staff should be trained in First Aid with regular updated training.

All Support Staff have been issued with a First Aid kit which they should have with them at all times in the playground. Should a child have a small accident the first step is to check and see if it can be dealt with immediately.

If the injury is more serious, they should be sent to the school office, our main First Aid Station to be dealt with by the office staff. The children should be given a First Aid card so that they know a member of the support staff is aware of the injury and has already looked at it and decided that more attention is required. The cards will have support staff names on in case further information is required.

In the case of head knocks in particular; these should always be reported to the school office,

In any situation of urgency, please advise the school office as the first point of contact. An ambulance may require to be called immediately. A list of pupils who have important medical issues is located in the staff room

It is Midlothian Policy that accidents / near misses, including vehicular issues, require to be reported to the authority. Promoted staff have responsibility for forwarding of reports to the authority and may request details of an incident from you.

Wet Intervals

Pupils will remain in their classes for this and support staff should monitor identified blocks.

Puoils should have agreed activities with their class teacher prior to this and should be in seats and playing quietly.