



Playground supervision

Introduction

This policy outlines the school's policy on supervision arrangements during break times. It also included guidance on supervision before and after school and managing absconding pupils

Ratios

The ratio of adults to children in the playground is a matter which falls within the duty of care for pupils that every school has. There is no legal minimum ratio. The translation of that duty into practice is the responsibility of the head, who must consider all the relevant factors.

How old are the children? How many of them are there? What is their behaviour pattern and record? What risks are present in this location? What rules are in place to regulate conduct? How competent are the supervising adults? What back-up exists to cope with an emergency?

The **risk assessment below** has determined the appropriate level of supervision.

Legislation

Relevant legislation includes:

The Management of Health & Safety at Work Regulations 1999, which requires the need to undertake a risk assessment and to appoint competent persons to perform the task. These are expanded upon below.

The Health and Safety at Work etc Act 1974 Section 3(1) states "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety."

Early years Foundation Stage

The Early Years Foundation Stage at "Appendix 2: Legal requirements for ratios of adults to children" does however specify supervision ratios – these are specified here: <http://nationalstrategies.standards.dcsf.gov.uk/node/84521>. This can be summarised as 1 member of staff for every 13 children or every 8 if there is no QTS present.

Before and after school

The school will supervise pupils on school premises for a reasonable period before and after school to safeguard the pupils' health and safety. Failure to do so could result in claims for negligence in the event of an accident to a pupil.

Staff are expected to be on duty in the classrooms from 8.45 in the morning and remain with their children until all have been collected after school.

All children are expected to be collected after school or after a school club unless a parent has let the school know in writing that they wish their children to walk home unaccompanied. If a parent/carer is late then the child remains in the school office until the parent/carer can be contacted and provision made to collect the child.

Home time

Younger children are ordinarily escorted to and from school by their parents or some other responsible adult, staff should not release pupils until a parent/adult has collected the child. The school ask for notification from the parent/carer if someone different will be collecting their child, otherwise staff should ensure that the child is familiar with the person collecting them.

Difficulties occasionally occur when a parent/adult does not arrive to collect his/her child at the end of the afternoon session. Where this happens, it will be important for the school to act "reasonably". Responsibility for deciding what to do in any particular circumstances rests with the headteacher. However, where children are normally met after school, it would generally be held to be unreasonable to send them home unaccompanied.

Where it appears that the child has been forgotten or abandoned, every effort should be made to contact one of the child's parents/carers or other emergency contacts. As a last resort it may exceptionally be necessary to contact Social Services for example.

Older siblings can collect younger pupils. KS2 pupils may leave the school unaccompanied after written confirmation by their parents/carers.

Competence of supervisors

As with all staff mid-day supervisors require training in order to effectively meet the demands of the job. Those taking on this role need to be viewed as competent and, in order to be viewed as such; they should receive training, both at induction and on regular occasions thereafter, on the following:

- What is acceptable physical intervention with pupils and when they may use this intervention
- What to do in the case of unruly behaviour or accidents,
- Who to report these issues to and how to record them,
- Training on first aid and medical techniques, if required and Mid-day supervisors volunteer to undertake the duties,

- Instruction and practice on other emergency procedures, e.g. fire evacuation,
- The identity of any pupils who need close supervision, e.g. who may be prone to run away or have a particular medical need
- The areas to be supervised and cover arrangements, should one of their colleagues be involved in an incident
- Any specific areas requiring particular attention e.g. play equipment, and any rules associated with the use of the area or equipment.

All staff receive a staff handbook that outline school procedures and policies. There are regular MDSA meetings held with the Head teacher to discuss issues, problems and policies.

Pupils absconding from school premises

The following measures will minimise the risk of pupils absconding from school:

- names of children who are at risk of absconding from school (plus any relevant details) should be made available to all staff, including temporary and supply teachers and voluntary helpers;
- the headteacher or senior member of staff should be informed as early as possible if there are particular circumstances which increase the risk of absconding;
- registers to be taken at the beginning of the morning and afternoon sessions returned promptly to the Office. Pupils leaving the school for any reason during the day must be signed out by a parent/carer;
- support should be offered to any child identified as at risk of absconding and their family to reduce the likelihood as far as possible;
- it is important that any security arrangements put in place to prevent young children absconding do not impede emergency evacuation arrangements. The front gate is operated on a release button mechanism but staff should still be vigilant while on duty.

As soon as it is suspected that a child has left the premises it must be reported to the headteacher or the senior member of staff. A discussion should take place immediately and it should be agreed who will be responsible for searching for the child. The number of staff involved and the scale of the search will be determined by:

- the age of the child;
- the mood of the child;
- the time of day; and
- the adults' knowledge of the child.

A thorough search of the school and grounds should take place. Staff directed to search off the school premises, either on foot or by car, should carry a mobile phone and follow the directions of the headteacher or senior staff. They should report back to school any further information e.g. sightings.

Parents/carers should be informed that their child is missing as soon as practical and within 30 minutes. The police should also be informed if the child has not been found within 30 minutes.

All incidents of a child leaving or attempting to leave the premises should be recorded and reported to parents/carers. A follow-up meeting should generally take place to discuss appropriate support that can be given at home and at school to minimise future risk.

Risk assessment

The risk assessment has been split into the different areas that school needs to supervise. The risk assessment will need to be undertaken by the Head teacher, H&S Coordinator or other person as designated by the Head teacher and Governing Body.

Emergency arrangements

The identification and implementation of emergency arrangements is also a requirement of the Legislation. See Section 4 of risk assessments

The school should review the staffing levels regularly, in order to ensure that they are effective and in light of any incidents which involve pupils:

- Leaving site without permission,
- Being in locations where they are not allowed to be
- Using materials or equipment they should not.

Sources of further information

For further advice and guidance:

Tel 01452 425350 or email she@gloucestershire.gov.uk

Also, see the SHE webpages at www.gloucestershire.gov.uk/she

Risk Assessments

Playground Supervision at Key Stages 1 & 2 - External Play

- [External Play Space](#)
- [Halls](#)
- [Classrooms](#)
- [Emergency Arrangements](#)

1 – External Play Space (This will include the Playground, playing field and any play equipment located externally)	
1.1 -For playground duty do you provide levels of supervision that meet, or better the following:	Playtimes – 3 adults on duty with one member being Paediatric trained There are 6 MDSA on duty each day (3 will supervise the outside, 3 will supervise remaining children in the hall – 1 is paediatric Trained 5 midday supervisors for 99 infant and junior children approx 1:20) On the field children to return to school in pairs
1 Mid-day supervisor per 75 Junior Pupils	Yes
1 Mid-day supervisor per 30 Infant Pupils	Yes
1 Mid-day supervisor per 20 Nursery Pupils	N/A
1.2 – If you have answered Yes to 1.1 go to 1.3, If you answered No go to 1.4	
1.3 -The provision is felt to be generally acceptable. There could be reasons, i.e. the layout of the play space, which means that additional supervision might be required. The following should indicate where additional supervisors are required:	
1.3.1 Are there any parts of the play space, which are unable to be seen by staff in other parts of the play space?	No, child must wait until there is a member of the staff to supervise the play equipment.
1.3.3. – If a member of the supervisory staff is called away to deal	Yes although

with an incident, e.g. an accident to a pupil would all parts of the playground still be under observation?	children may need to come off the play equipment.
1.4 - If you answered no, to any part of 1.1, indicate below what level of supervision you have.	

NB the levels indicated in 1.1 above are generally felt to be the minimum that should be provided. If exceeded then this should only be in the margin and must be justified by positive statements made in 1.4. If you have indicated any negative answers it is unlikely that the level of supervision would be justified.

2 - Hall (Hall can be used in two ways during lunch breaks. This either being for eating lunch as normal or as spaces to be for extreme weather play situations)
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2.1 Use Of Hall At Lunch	
2.1.1- For Lunch duty in the hall or halls do you provide levels of supervision that meet or are better than the following:	There are 3 supervisors in the hall, 1 is paediatric trained. 2 midday supervisor remain in the hall to supervise slower eaters – all children eat in one sitting (see above) 1:33
1 Mid-day supervisor per 75 Junior Pupils	Yes (1:61)
1 Mid-day supervisor per 30 Infant Pupils	Yes (2:38)
1 Mid-day supervisor per 20 Nursery Pupils	N/A
2.1.2 - If you have answered Yes to 2.1.1 go to 2.1.3, if you answered No go to 2.1.4	
2.1.3 -The provision is felt to be generally acceptable. There could be reasons, i.e. the layout of the hall, which means that additional supervision might be required. The following should indicate where additional supervisors are required:	
2.1.3.1 Are there any parts of the hall, which cannot be seen by staff in other parts of the hall?	No
2.1.4 -If you answered no, to any part of 2.1.1, indicate below what level of supervision you have.	
1 Mid-day supervisor per 75 Junior Pupils	
1 Mid-day supervisor per 30 Infant Pupils	
1 Mid-day supervisor per 20 Nursery Pupils	
These levels are below those recommended and must be able to justified. You will need to able to demonstrate why they have been arrived at.	
2.1.4.1 - Other staff are present who will assist with supervision if required.	True Staff in the staffroom or the office can be called upon
2.1.4.2 -Please add any other point that might justify the lower levels	

2.2 Use of Hall by Pupil During Extreme Situation (It is accepted that some halls will not be usable for play if it has been used for dinners, at least until cleared of tables, chairs and food debris.)

2.2.1 -For wet play situations do you provide levels of supervision that meet or better the following:	Classrooms are used during wet playtimes – the hall is only used for dinners
1 Mid-day supervisor per 75 Junior Pupils	Yes
1 Mid-day supervisor per 30 Infant Pupils	Yes
1 Mid-day supervisor per 20 Nursery Pupils	
2.2.2- If Yes to 2.2.1 above go to 2.2.3, if no go to 2.2.4	
2.2.3 -The provision is felt to be generally acceptable. There could be reasons, i.e. the layout of the hall, which means that additional supervision might be required. The following should indicate where additional supervisors are required:	
2.2.3.1 - Are there any parts of the hall, which cannot be seen by staff in other parts of the hall?	No
2.2.3.2 - If you answered yes to 2.1.3.1 above are these areas put out of bounds?	Yes/No (If you answered no to this question additional staff should be provided.)
2.2.3.3 -Are there any activities allowed in the hall which might require close supervision, e.g. pupils using	Yes/No (If you answered no to this question additional staff should be provided.)
2.2.3.4 - If a member of the supervisory staff is called away to deal with an incident, e.g. an accident to a pupil, would all parts of the hall still be under observation?	Yes/No (If you answered no to this question additional staff should be provided.)
2.2.4 -If you answered no, to any part of 2.1.1, indicate below what level of supervision you have.	
Mid-day supervisors per number of Junior Pupils	___ : ___
Mid-day supervisors per number of Infant Pupils	___ : ___
Mid-day supervisors per number of Nursery Pupils	___ : ___
These levels are below those recommended and must be able to be justified. You will need to be able to demonstrate why they have been arrived at.	
2.2.4.1 -All areas of the play space are able to be seen from any part of the playground	True
2.2.4.2 -No activities requiring closer supervision are allowed.	True
2.2.4.3 -Other staff are present, and will support Mid-day supervisor's, in the event of accidents	True
2.2.4.4 -The Mid-day supervisors are viewed as being particularly competent, having experience and authority with pupils.	True. 2 MDSAs are also TAs. There are regular

	meetings regarding midday supervision and working together.
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3 - CLASSROOMS	
These can be used during wet/sunny break situations	
3.1 - Have you sufficient Supervision to allow one person to supervise each class	Yes – only two classes are used
3.2- If you answered Yes to 3.1 above go to 3.3, If you answered No to 3.1 above go to 3.4	
3.3 - This level of supervision is generally deemed adequate but you will need to ensure emergency arrangements are in place. See 4 below.	Yes
3.4- If you answered No indicate how you are able to justify this	
3.4.1 - Individual classrooms have internal access doors or openings which allow one person to see in to both	True/False (If you answered false to this question additional staff should be provided)
3.4.2 - The doors to two classrooms are next to each other thus allowing one person good supervision into	True/False (If you answered false to this question additional staff should be provided)
3.4.3 - There is additional support from volunteers or other staff.	True/False (If you answered false to this question additional staff should be provided)
3.4.4 - Please add any other point that might justify the lower levels	

Having justified that your existing provision is adequate you should also try to identify some options, which will be available, should supervisory staff be absent. The following should be considered by the school in advance of a situation arising.

4 - EMERGENCY ARRANGEMENTS
(Arrangements to be implemented should Mid-day supervisor's not be available, e.g. due to sickness.)
In the event that supervisors do not turn up the following arrangements will be made
1 - Other staff, e.g. Teachers, office staff, will be asked to assist in covering the lunch hour. (Although it is accepted that lunchtime supervision is not covered by the set hours of the teacher an accommodation may be reached in an emergency.)
2 - Play equipment or activities which require close supervision are put out of use to free up a supervisor

3 - In the event there is a serious short fall in the ability of staff to adequately supervise pupils then parents will be contacted to collect their children. (The only time this is envisaged would be in the event that large numbers of adults were off ill whilst children were unaffected. This is viewed as a last resort once the other possibilities have been considered.)

NB *The school needs to identify which if any of the above are possible.*