

MANOR ROAD PRIMARY SCHOOL



LUNCHTIME AND PLAYTIME POLICY

February 2024





Manor Road Primary School

Lunchtime and Playtime Policy

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Manor Road Primary School

Lunchtime & Playtime Policy

Introduction

Manor Road 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 Manor Road for pupils' health and safety.

Leadership and Management

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.

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

- Children must not play games involving physical contact. Adults will be encouraged to role model playing with children, eg skipping, kicking a football etc. Adults should use the skills of the trained "Playground Buddies" as much as possible.
- Children must not perform gymnastic, karate, judo etc. moves or cheer leading stunts for which they would require safety mats during lunchtime or playtimes. Cartwheels, handstands etc. are not allowed on the hard surfaced play areas due to lack of space and other safety considerations.
- There are rotas in operation for the use of the football and netball pitch and the trim trail. These are displayed in the corridor leading to the playground for the children to refer to.
- Children should usually stay within sight **and** hearing of staff and always within sight **or** hearing. Staff will ensure that they maintain sight and/or hearing of children. At playtimes staff will consult each other to decide on the best position to maintain sighting and/or hearing; at lunchtime, staff must stand in the position allocated by the Midday Supervisor. See Appendix 1 and 2 for numbered zones.
- Staff should be suitably distributed to ensure appropriate supervision, not standing or sitting together in groups.
- Staff should be visible on the playground or in key corridor and classroom areas at the end of each playtime and lunchtime.
- During hot weather, children will be encouraged to wear a hat, sun cream and drink plenty of water. It is a parent's responsibility to ensure that their child has sun

protection and a drink in hot weather and they are reminded of this in newsletters throughout the year.

- 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 Management Team or the Midday Supervisor.
- Children are not expected to be silent during indoor lunchtime or playtime. During these times the 'Wet Play' boxes must be utilised as much as possible. Items must be tidied and returned to these boxes before the end of lunchtime or playtime.
- The field will be open for use when appropriate. If staff regard the field as slippery then children will only use the playground.

There are a number of trained first aiders on the premises during lunchtime and playtime. They have all received appropriate First Aid training and this is kept up-to-date.

Staff duty rotas for playtime can be found in the Staffroom and at various points around school.

Expectations of Behaviour

The school's Behaviour & Relationship Policy and Vision Statement and Aims apply to lunchtime and playtime as well as in the classrooms. All adults should apply the policies consistently and all children should respect all adults equally.

When a child does not follow the school Behaviour & Relationship Policy during lunchtime or playtime they will miss an appropriate amount of playtime, eg 5 or 10 minutes. For more serious behaviours children may miss the whole of their lunchtime play or playtime and be referred to the Headteacher or Deputy Headteacher for further sanctions.

Staff on duty at lunchtime and playtime must communicate with relevant staff regarding any sanctions applied.

At the end of lunchtime and playtime, the bell will ring and children are expected to line up on the playground in classes and in register order. Classes will then be collected by their Teacher or Teaching Assistant. Adults should model the correct behaviour at these times.

Staff will log significant accidents in the First Aid Book and behaviour incidents on CPOMs. Practices will be reviewed and changed if necessary.

POLICY REVIEW DETAILS		
Policy written by	Karen Marshall	
Policy implemented	July 2015	
Policy reviewed	September 2020	Reviewed and updated as required
	February 2024	Moved on to new policy format Reviewed and updated in line with updated Behaviour & Relationship Policy
Review schedule	As required	

School

Chill Out Zone

4

(DRY)
Main Playground

Infant
Playground

Trim
Trail

3

1

Field

2

School

Chill Out Zone
4

1

(WET)
Main Playground

Infant
Playground

2

3

Trim
Trail

Field