"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

Playtime and Lunchtime Policy

1. Rationale
Pattishall CE Primary School recognises that playtime and lunchtime are integral to pupils' personal development, supporting physical health, emotional wellbeing, and social interaction.

This policy should be read in conjunction with:

- The **Safeguarding and Child Protection Policy**
- The **Nurturing Positive Behaviour Policy**
- The **First Aid Policy**

Together, these policies ensure a consistent, whole-school approach to safety, behaviour, and pupil welfare.

2. Policy Aims
This policy aims to:

- Promote safe, inclusive, and active play in line with the school's behaviour principles
- Support pupils in developing positive relationships and self-regulation
- Ensure robust safeguarding procedures are maintained at all times
- Provide clear systems for supervision, communication, and incident response
- Ensure consistency with safeguarding, behaviour, and first aid procedures

3. Supervision and Zoning
The school operates a **zoned supervision model** to ensure that all pupils are effectively supervised and safeguarded.
Supervision zones include:

- EYFS/KS1 playground (soft surface)
- KS2 playground (tarmac sports areas) and Courtyard/quiet areas
- School field (when in use)
- The Fort (climbing structure) and Outdoor gym equipment
- Additional provision areas (e.g. Forest School, swimming pool area where applicable)

Each zone has a **designated adult** who is responsible for:

- Maintaining active supervision and visibility
- Promoting safe and positive behaviour (see Behaviour Policy)
- Responding to incidents and initiating first aid (see First Aid Policy)
- Identifying and reporting safeguarding concerns (see Safeguarding Policy)

Staff deployment is reviewed daily and adjusted dynamically according to:

- Risk assessments
- Pupil numbers
- Activities and environmental conditions

All staff must:

- Remain vigilant and positioned to maintain sight and hearing of pupils
- Avoid congregating or becoming distracted
- Communicate proactively with colleagues across zones

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4. Behaviour Expectations
The school's **Nurturing Positive Behaviour Policy** applies at all times, including playtime and lunchtime.
Staff are expected to:

- Model positive interactions and language
- Reinforce expectations consistently
- Use agreed behaviour strategies and language

Pupils are expected to:

- Play safely and follow adult instructions
- Show respect to others and the environment
- Engage positively in activities

To support safe and inclusive play:

- Rough, unsafe, or aggressive physical contact is not permitted
- High-risk physical activities (e.g. gymnastics, stunts) are not allowed outside structured, supervised sessions
- Playground games are encouraged and may be supported by staff and Playground Buddies

House Captains and Heart Helpers:

- Support inclusion and positive play
- Do not take on supervisory or safeguarding responsibilities

Rotas for equipment and designated areas (e.g. football, trim trail) must be followed.

At the end of playtime/lunchtime:

- Pupils respond promptly to the signal
- Line up calmly and quietly
- Enter school in an orderly manner

5. Safeguarding Responsibilities
Safeguarding underpins all aspects of this policy.
All staff on duty must:

- Maintain constant vigilance
- Be alert to signs of injury, distress, or changes in behaviour
- Intervene promptly where concerns arise

Any safeguarding concern must:

- Be reported immediately to the **Designated Safeguarding Leads (DSL)**
- Be recorded factually and promptly in line with school procedures

This includes:

- Unexplained or repeated injuries
- Disclosures or concerning comments
- Behaviour indicating potential risk

Staff must follow the procedures set out in the **Safeguarding and Child Protection Policy** at all times.

6. First Aid and Medical Procedures
First aid provision during playtime and lunchtime operates in line with the **First Aid Policy**.

- Trained first aiders are available on site at all times

Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- First aid provision is distributed across zones to ensure rapid response

In the event of an incident:
- The nearest staff member responds immediately
- A qualified first aider is contacted where necessary
- The zone lead supports coordination and escalation

All incidents must be:
- **Recorded on Medical Tracker on the same day**
- Completed with accurate and factual information

For head injuries:
- Parents/carers are informed the same day
- A head injury notification is issued

For serious incidents:
- The Head Teacher is informed immediately
- Further action is taken in accordance with safeguarding and health and safety procedures

7. Health and Safety (Linked to Risk Assessment Procedures)

The school ensures that all play environments are safe and appropriately managed.
- Daily visual checks of outdoor areas are conducted by staff on duty
- Hazards must be reported and addressed immediately
- Risk assessments are in place for all equipment and areas
- Access to certain areas (e.g. field) may be restricted depending on conditions

In hot weather:
- Pupils are encouraged to wear hats, use sunscreen, and drink water (see Sun Protection Policy)
- Parents/carers are expected to provide appropriate sun protection

8. Indoor Provision

Where outdoor play is not possible:
- Pupils are supervised in designated indoor spaces
- Activities are calm, structured, and appropriate
- Behaviour expectations remain consistent with the Behaviour Policy

Resources must be used responsibly and tidied away after use.

9. Communication and Recording (Cross-policy alignment)

Clear communication ensures continuity of care and safeguarding.
Staff must:
- Report behaviour incidents in line with the Behaviour Policy
- Record medical incidents on Medical Tracker
- Escalate safeguarding concerns in line with the Safeguarding Policy

Information must be:
- Shared with relevant staff (e.g. class teachers, leadership)
- Recorded promptly, accurately, and factually

10. Monitoring and Review

This policy will be:
- Monitored by the Head Teacher and Governing Body
- Reviewed every year or sooner if required

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It will be reviewed alongside:

- Safeguarding and Child Protection Policy
- Nurturing Positive Behaviour Policy
- First Aid Policy

to ensure continued alignment and consistency.

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