

# Heathfield House School

## Supervision Policy Autumn Term 2020

### Introduction

In order to ensure the health and safety of the children in our care, the following has been put in place. Children should be supervised the entire time they are at school or in any clubs associated with the school. This policy applies to the whole school, including the Early Years Foundation Stage.

### Break times

- Staff are aware of where they should be standing when on play ground duty, more high risk areas – play equipment and gate
- Staff should always escort children to and from the playground, and children are aware that they do not go onto the playground until an adult from the school is outside.
- In Autumn 2020, as a result of the restrictions implemented by the government children will have designated zones within the playground to ensure the school keeps the integrity of the bubbles.

### 26 Oxford Road North site

**Reception**– 9:45- 10am

**Year 1**– 10 – 10:15am

**Reception** – 2 – 2:15

**Year 1**– 2:15 – 2:30pm

There are two members of staff on playground duty during these times

### Heathfield Gardens site

**Year 2 to Year 6** – 9:45 – 10:00am or 10.00am - 10:15am and 2:00 – 2:15pm or 2.15pm – 2:30pm

A member of staff will be allocated to each zone within the playground.

### LUNCH

**Reception and Year 1** - 12.00pm – 1:30pm (each class only having 1 hour lunch break across this period of time)

- There will be 1 member of staff with the class as they eat their lunch, helping them as necessary.
- There will be 2 members of staff in the playground
- A senior member of staff will be around throughout lunch to ensure the smooth running of this

**Year 2 to Year 6 – 11:30am – 1:30pm** (each class only having 1 hour lunch break across this period of time)

- There will be 1 member of staff with the year group bubble as they eat their lunch, helping them as necessary.
- There will be 1 member of staff in each zone in the playground

A senior member of staff will be around throughout lunch to ensure the smooth running of this

### Wet Break

Reception and Year 1 – these children stay in one class from each year group and the members of staff on Playground duty look after them.

Year 2 to Year 6 – these children stay in one class from each year group and the members of staff on Playground duty look after them.

### Off Site Supervision

Children at Heathfield House School often go off site for a variety of reasons including Physical Education lessons, swimming lessons and educational visits. Staffing is organised and timetabled to ensure appropriate supervision is in place. Please refer to the Educational Visits Policy for further information.

**AFTER SCHOOL** [end of the school day until bubble dismiss time]

All year group bubbles will have a dedicated member of staff for this period of time. This will either be a teacher or a Teaching assistant. This adult will supervise the children from the end of the day until they are dismissed.

**Outside play afterschool**

If Reception or Year 1 children are playing outside two adults must be present.

In Year 2 – 6 children can play outside with the allocated member of staff in their specific zone

Reviewed 27<sup>th</sup> August 2020 by Caroline Goodsman