

## Playground safety and supervision school policy

Montessori Cordoba International School's goal is to provide safe outdoor playtime, promoting creative and constructive play. To that end, the following document outlines the supervisory and maintenance requirements we have in place to ensure the safety of our students.

1. All full day students play outside for minimum of 1 hour each day, weather permitting. Requesting that a child be kept inside during outdoor play contravenes our philosophy and ratio requirements.
2. If it is raining heavily, very hot or very cold, playtime may take place inside.
3. Free play, cooperation and caring for the outside grounds are encouraged in the outdoor play areas. During outdoor play, all duty staff members must follow strict procedures to supervise and maintain all of the playground areas.
4. It is imperative to supervise all areas of the playground, and that all duty staff member must enforce the following Montessori Cordoba International School playground supervisory and maintenance policies.
5. All duty staff members are asked to avoid chatting with each other for excessive periods of time as this may indicate that they are not watching the children, moving around the playground, or adequately providing supervision, encouragement, and assistance.
6. Prior to beginning outdoor play, the children will be inspected to ensure they are dressed appropriately for the weather e.g. proper footwear, hats and gloves, etc. Spare clothing is available if required. Shoes are obligatory even in hot weather.
7. Administration is responsible for the yearly risk assessment of the outdoor areas and its equipment and staff who supervise in the playground undertake ongoing risk assessment checks. There is a maintenance channel on Slack where you should make notes of any required repairs.

### Supervisory Responsibilities - Daily

1. The play area ratios will be maintained at all times. This includes the following guidelines:
  - 1 member of staff per 27 children max, with all children in one play area
  - 2 members of staff per 28+ group of children in one area



- 1 member of staff with visual supervision in each play area when multiple areas are used, regardless of the number of children in each area
2. At all times, all duty staff members must watch all areas of the playground and move around with the children.
3. When a child requires individual attention due to an accident or incident then the staff member must ensure that their co-supervisor (in groups of 27+) or another staff member (call for help in person or via Slack when this is not possible) is supervising the rest of the children at this time.
4. All duty staff members must monitor the children to ensure that they are playing safely and appropriately.
5. In addition, all duty staff members must facilitate safety by ensuring that the children's clothes are inspected:
  - all loose clothing such as scarves and drawstrings are tucked into jackets, pants are not too long or are rolled up, all shoelaces are tied, shoes and boots are not too big.
  - ensuring that the gate to the playground is always closed and no children leave unsupervised (in Early Childhood).
  - wiping the slide with towels if wet or when necessary.
  - ensuring the children wear shoes at all times.
  - ensuring that the children are visible.
6. All play must be orderly and safe. Accordingly, the following behaviour is strictly prohibited:
  - using sticks or other objects as weapons.
  - hitting, shoving or pushing.
  - throwing leaves, stones, sticks, sand or snow at another child.
  - throwing sand (suggest children should use shovels, put the sand in a bucket).
  - throwing sand, earth or stones at the school buildings.
  - climbing onto tree branches when resistance is in doubt
  - climbing onto trees when there is a risk of falling onto something other than flat ground.
  - climbing higher than 2 metres up a tree.
  - climbing on the picnic table (picnic table is for sitting only).



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- intentionally excluding others when playing.
- walking in front of moving equipment.
- using wet equipment (wait until it has been wiped dry).
- jumping from unsafe heights.
- engaging in behaviour which is disrespectful to our neighbours.
- overloading equipment with too many children (suggest they takes turns).
- putting fingers in moving parts.

7. All duty staff members are required to assist in ensuring safe play while on the play areas. Behaviour will be managed as per Behaviour Policy. Communication of playground incidents will be managed as per Behaviour Policy

8. Broken toys and equipment will be disposed of.

9. Toys and equipment must be left tidy at the end of each play session. Don't allow sand to be carried out of the sand play area.

#### Maintenance Records

When defects are observed, should the repair take time, all reasonable steps shall be taken to bar access to the defective equipment. Sealing off the defective area must be done in a safe manner. Warning or danger signs alone are not acceptable. If some areas of the playground remain in use by the children, the entire playground must be supervised at all times.

**Playground accident reports-** to be completed by the staff dealing with the incident they should provide a copy to parent/guardian and a copy to be kept in child's file and accident log. \*using individual incident notebooks this year\*

Revised: 2023

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