



PLAYGROUND POLICIES AND SUPERVISION REQUIREMENTS

The physical welfare and safety of the children need to be the staff's first consideration. Supervising children on the playground is just as important as supervising children in the classroom. To keep children safe while they enjoy being outdoors, staff should follow these procedures:

- ✓ Staff should follow playground schedules as closely as possible.
- ✓ Before leaving the classroom make sure that the children's clothing is adjusted to the weather. Be sure each child is wearing closed toe shoes and that shoe laces are tied.
- ✓ Remind children of the playground rules before going outdoors.
- ✓ Be sure to take your clipboard outdoors with you containing attendance list, accident reports, and observation forms.
- ✓ Take playground kit with you containing a walky-talky, facial tissues, wipes, and paper towels.
- ✓ Do a head count before leaving classroom and again upon arrival at the playground.
- ✓ **Do not congregate into groups with other adults. All staff should be positioned so that each adult can adequately supervise groups of children using specific pieces of equipment.**
- ✓ **Staff should be standing at all times and in a position to forestall possible accidents.** If you are engaged in helping one child, stand so that you can see the group. Do not stand with your back to the group. Sitting is allowed if you are engaged with a group of children involved in a quiet activity, for example, reading to children. Only involve yourself with this type of activity if another staff member is present to view other children at play.

- ✓ When equipment is in use, show the children how to use it properly and safely. Use clear and positive statements: "Walk around the swings" rather than "Don't get in the way".
- ✓ Make the environment into an outdoor classroom. Learning centers can be created by adding toys, books, and art supplies to the existing equipment. Allow children to have free choice and to explore the settings you help to create. After play, return all added materials to the covered storage boxes.
- ✓ Children should not be allowed to go into the school building alone to go to the bathroom or for any other reason. If you are with another staff person, take small groups into the building. Remember to keep in ratio. If you need assistance, call the office using the walky-talky.
- ✓ If a child is hurt or injured on the playground, notify the office immediately. After the child has been cared for you will be required to fill out an accident report. Please report any safety issues on the playground that you observe.
- ✓ Do not take soda and food outdoors for yourself. If you are thirsty and hungry, remember the children probably are too. Encourage the children to drink water with you. Only allow snacks if children are sitting. Children should never be walking or running with food in their mouths. Remember to encourage children to drink plenty of water while outdoors.
- ✓ Our policy prohibits cell phone use on the playground as well as in the building. Use walky-talky for communication.
- ✓ Before going inside please be sure the playground is left free of trash, and toys are back in place. This will ensure that it is inviting for the next group of children. Remember that people passing by our school will see a clean and organized playground and will only assume inside the school is the same way. What a wonderful testimony for our school!
- ✓ Remember to count children before you leave the playground and again when you get to your destination in the building.
- ✓ Have children wash hands before playing indoors.
- ✓ Most of all, plan to have fun and enjoy observing the children while they play.