

Title: Recess Duty Training and Playground Rules

Control Information

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Owner/Curator	Jennifer Renée
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Revision History

Revision	Date	Revision Description	Originator
A	12/28/08	Initial Release	Mark Hazelton
B	02/05/09	Add training guidelines	Jen Renee
C	11/13/14	Numbering and format revision; revised rules and staff training requirements	Melanie Kelly Melissa Harris

1.1. Objective:

The objective of this policy is the following:

1. Define staff and substitute training procedure.
2. Define the rules for playground safety.

1.2. Staff and Substitute Training Procedure:

1. Staff and substitutes supervising recess and playground activities read procedures and guidelines.
2. Supervising staff train new personnel and substitutes until trainer and the new playground duty personnel and substitutes are confident s/he can supervise properly.
3. Lead playground supervisor also chairs School Safety Committee made up of remaining assistants.
4. All playground supervisors will receive First Aid, CPR, and Bloodborne Pathogens training.

1.3. Rules for Safety:

1. Playground supervisors are expected to:
 - a. Have walkie-talkies in their possession at all times.
 - b. Know where the nearest first aid kit is.
 - c. Be outside and readily available as recess begins.
 - d. Spread out so that children may use the playground, the black top, the covered area and the field under direct adult supervision.
 - e. Maintain expectations for students as listed below.
 - f. Use Love & Logic principles to manage playground issues.
 - g. Involve administration or teachers if issue is serious. Serious issues are to be logged with School Counselor or Administrative Assistant
2. Student are expected to:
 - a. Be safe
 - b. Be responsible

- c. Be respectful
 - d. Play, run, jump and have fun.
 - e. Have shoelaces tied.
 - f. Solve problems
 - g. Make friends
 - h. Include others
 - i. Return equipment to cart at the end of recess
 - j. Line up and wait quietly when two whistles sound.
3. Use of space:
- a. Students must be within sight at all times.
 - b. Students may enter the building only with permission from a playground supervisor.
 - c. Students must stay within defined play areas. The playground, the black top, the covered area and the field need to be supervised for students to use these areas.
 - d. The parking lot is off limits.
 - e. Tag games may be played on the grass areas only.
4. Use of large equipment:
- a. Do not run on or near play structures; walk only.
 - b. Tag games may not be played on play structure.
 - c. No standing on top of horizontal climbing equipment.
 - d. Do not grab or push people who are climbing on play equipment.
 - e. Swings must be used for swinging only. No twisting, twirling or jumping off.
 - f. Tether ball is for playing tether ball only.
 - g. Allow others to have a turn with areas and equipment.
5. Use of small equipment:
- a. Jump ropes are only for jumping.
 - b. P.E. equipment will not be used during recess.
6. Rainy days

- a. Rain gear or suitable clothing and footwear must be worn in order to be out in the rain so that wetness does not interfere with a student's lunch or academic time.
 - b. Walking and playing in the rain will be encouraged given sufficient adult supervision is available.
 - c. Most play equipment should not be taken out in the rain, and none should be left in the rain.
 - d. Upon reentering the building, wet and muddy shoes ought to be removed promptly and indoor shoes worn.
 - e. Students feeling ill must have an indoor option.
7. Wet and windy and freezing weather:
- a. The library may be utilized during freezing weather. If students wish to use the library option, they must adhere to all library rules and may engage in reading or other quiet activities as appropriate.
 - b. Students who are properly dressed for the weather may use the outdoor covered area for games and activities. Balls and other equipment should be kept out of the mud and puddles.