

**Sausalito Marin City**  
**School District**

**PLAYGROUND SUPERVISION**  
**WRITTEN PLAN**

# **Sausalito Marin City School District**

## **PLAYGROUND SUPERVISION WRITTEN PLAN**

### **General Duties**

#### **Supervisors are responsible for:**

- Warning and informing
- Providing proper instruction
- Providing proper supervision
- Providing safe facilities
- Providing safe equipment
- Providing prompt and appropriate post-injury care

#### **Parental expectations:**

The students' parents/guardians have expectations for their children on the school playground. Parents expect that their children:

- Will be returned to them without injuries
- Will be kept safe
- Will have fun
- Will be listened to
- Will be provided safe play equipment
- Will be provided a variety of activities
- Will receive fair discipline

#### **Written Policy:**

This District Policy will strive to achieve adequate supervision of the playground whenever it is occupied during the school day. The District's policy includes at least the following components:

- Written duties of playground supervisors
- Initial and regular training for all playground supervisors
- Written playground rules
- Emergency procedures
- List of required safety equipment
- Regularly scheduled maintenance of all play structures
- Fall protection as needed

#### **Written Duties of Playground Supervisors:**

Since a playground supervisor cannot focus on all of the students all of the time, the supervisor should rank the risks, prioritizing attention to the areas where accidents are most likely to occur.

Students should always be supervised to avoid playground injuries. Proper playground supervision can be broken down into four basic components:

1. **Presence and attentiveness**

- The supervisor should be on the playground before students start playing
- The supervisor should stay in a reasonable proximity to the areas of activity
- The supervisor should always be able to see the activity.
- The supervisor should ensure the students are being properly supervised.
- The supervisor should not become distracted from assigned duties

2. **Student behavior monitoring and intervention** (remember, the playground should be an extension of the classroom)

- School rules and policies must be enforced.
- Students must be restricted from roughhousing, horseplay or other inappropriate behavior on or near an apparatus.
- Controlling the play environment is essential. Keep in mind the student's behavior before allowing him/her to enter the play area:
- Was the student just disciplined for something?
- Is the student feeling ill or is there some other obvious reason for hostility?
- Is the student prone to violent behavior?

3. **Hazard surveillance and intervention**

- Check the playground daily and address ground and equipment hazards.
- Look for hazards after weekends, holidays or break periods.
- Know that use of playgrounds after hours can result in damaged or vandalized equipment. It can also lead to foreign objects being left on the grounds or in play boxes.

Correct a hazard if you can. Otherwise, report all hazards, no matter how small, because small hazards uncorrected can and will lead to larger hazards.

- Check equipment for broken pieces, sharp edges, worn parts, etc.
- Check wood equipment for splinters, rotten wood and cracks
- Check the grounds for large holes, broken glass and other foreign objects that may injure a student.

4. **Responding appropriately to emergencies**

- Every supervisor must follow the District's plans and procedures for responding to emergencies and accidents.
- Be alert at all times. Act promptly and decisively.



## Outline of training for all playground supervisors

Playground Supervisors should have a basic understanding of:

- Goals for Playground Supervisor Training
- Intended use of each component of the play structures
- Causes of injuries on school playgrounds
- School's method of playground discipline
- Difference between discipline and punishment
- The established playground rules
- Enforcement of the rules
- How to positively alter a student's behavior
- The need for an unobstructed view of their assigned area
- The need to avoid standing and talking with other Playground Supervisors
- Which equipment is designed for younger students
- How to respond to emergencies on the playground
- The procedures for visitors at the school and on the playground
- The layout of the entire school grounds
- The location of first aid kits, telephones, fire extinguishers and the school nurse or designated emergency aide

### Playground Rules for Students

- Obey directions given by all playground supervisors
- Stay within playground boundaries and away from off-limit areas
- Follow play equipment and the intended use of all game
- No toys and equipment from home
- No loose jewelry
- Avoid wearing clothing with draw strings
- No pens or pencils in the playground
- Leave dirt, sawdust, stones, sticks, rocks or other objects alone
- Leave surfacing materials on the ground
- Stay away from structures such as fences, trees or other things not intended as playground equipment
- Respect other people's space. Keep your hands and feet to yourself
- Be courteous and a good sport
- Speak respectfully to each other
- Stop playing immediately when the signal is given. (*List type of signal, such as a whistle being blown twice*)
- Report bullying to a teacher or playground supervisor

## Weather Considerations

Establish a procedure for evaluating the use of play equipment in inclement weather:

- In freezing weather, many types of playground surfaces freeze, losing their resilient and protective properties. Warm skin may stick to freezing metal surfaces. Ice can make surfaces slippery.
- In wet weather, surfaces that students walk on and hold on to become slippery and can cause them to fall. Puddles may form and students cannot use the equipment without walking in these puddles.
- In hot weather, restrict the play on surfaces that get too hot. If the surface is too hot for your hand, it is too hot children to play on.

In inclement weather (including heat waves), consider restricting equipment use.

## Enforcing Rules and Using Discipline

School staff has the authority to enact reasonable disciplinary action in controlling students.

- Use the school's (district's) established procedures for discipline.
- Communicate rules often with students.
- Act to control repeated violators of playground rules.
- NEVER allow bullying in any of its forms.

## Risk Priorities

- Put **HIGH RISK EQUIPMENT** directly in front of the supervisor. High risk activities include climbers, slides, composite (multi-function) play equipment and high (over seven feet) play equipment.
- Put **LOW RISK EQUIPMENT** on the periphery (beside the supervisor). Low risk activities traditionally include field sports, games and basketball.

## Required Safety Supplies and Equipment (Suggested):

Supplies and equipment assist playground supervisors in doing their job. Appropriate supplies and safety equipment may include:

- A whistle or other means of quickly communicating with students
- A clipboard, paper and pen for note taking/reporting
- A means of emergency communication with the site office (two-way radios or cell phones)
- Minor first aid supplies, including protective gloves
- Brightly colored vests for easy identification in an emergency situation