



4.2.12

St Leonard's Primary School Playground Supervision Policy

Rationale:

- Adequate supervision of students in the schoolyard is a requirement of the school's duty of care. Supervision is a shared responsibility of the teaching staff.

Aims:

- To provide adequate and appropriate supervision of students in the schoolyard.

Implementation:

- A roster system will be used to time-table staff members for yard supervision.
- Yard Supervision will commence at 8:30 am. Any child arriving early should be enrolled into the Before School Care Program by their parent/carer.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:30am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:30pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher on duty and parents contacted.
- The yard supervision roster will require staff members to undertake yard duty before or after school, for half of recess or half of lunch-time on specific days.
- The Deputy Principal will be responsible for coordinating the roster and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school. This is not applicable to before and after school when only one teacher is required as children are contained on one yard
- Teachers rostered on Playground C and D are responsible for unlocking the gates at the beginning of playtime and ensuring that the playground has been vacated and the gates on playground C are locked at the end of the play. Playground D's large driveway gates are to be unlocked and opened for after school pick up.
- When cars are parked on playground D the supervising teacher is to check with a member of the Leadership Team regarding access to this yard.
- Yard duty staff members will be provided with a HiV is vest, intercom phone and a First Aid bag containing basic first aid supplies, incident report sheets, red emergency card, identification cards for children with anaphylaxis a pencil and Sickbay cards.
- The St Leonard's teaching staff is Level 2 First Aid trained.

- In addition, the office staff is also Level 2 trained and are usually responsible for supervision of the First Aid room during recess and lunch time.
- Yard duty staff members will keep a record of individual student misbehaviour on incident report sheets.
- Casual Relief Teachers will be responsible for the yard duty responsibilities designated by the Deputy Principal.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the Deputy Principal.
- Teachers are to move around the designated area constantly throughout the period of the yard duty observing children at play, including vigilant observance of children in more secluded areas.
- Teachers should watch carefully for any dangerous activities or potential problems amongst children and take preventative action, or give direction to avoid further problems. If inappropriate behaviour is displayed then the behaviour management procedure will be enforced.
- Children are required to eat all foods in their classroom. If children have not finished eating when the bell rings to go outside the teacher has the discretion to send them outside on the provision that they SIT DOWN outside the main building on playground B and finish their food before playing.
- School approved hats are to be worn in accordance with the Sun Smart Policy. Students not wearing a hat must sit under the verandah on playground C.
- Teachers must not leave the playground until relieved by a staff member.
- Children are not allowed inside the school buildings during play or lunch time breaks unless being supervised by a teacher.
- Children are not allowed to climb trees on the school playground or play in the toilet areas.
- Children are not permitted to climb fences of properties adjoining the playground to retrieve balls or other items thrown over fences. (These items will be returned by the property owner to the school or can be collected by parents after school if possible).

EXTREME WEATHER DUTY PROCEDURE

- It is expected that children will engage in passive activities in their classroom.
- Teachers will supervise two adjoining classrooms as per the Yard Duty timetable.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was reviewed by the staff in 2014.

It will be reviewed again in 2017.