



PLAYGROUND SUPERVISION POLICY

FEBRUARY 2017

1. PURPOSE

This playground supervision policy:

- i. Upholds the right of every student to play safely.
- ii. Embraces restorative practices to ensure students are listened to and that inappropriate behaviours are separated from the students themselves.

2. POLICY STATEMENT

The duty of care owed to students arises out of the special relationship that exists between teachers, staff and students. This duty of care is to be exercised during school hours, and after school hours when students are participating in a school activity and when the school has assumed responsibility for the supervision of students.

3. SCOPE

This policy applies to all staff members of St Patrick's.

4. GUIDING PRINCIPLES

- i. Duty of care includes:
 - a. Taking reasonable care to protect students against risks of injury that could have reasonably been foreseen.
 - b. Administering first aid to a student who has either been injured or become seriously ill.
 - c. Gathering the information required in order to make a report of the cause of the accident / illness and the treatment that followed the incident.
- ii. This policy supports the commitment of the Catholic Schools Office to ensuring that Diocesan Catholic schools operate in a safe and supportive environment.
- iii. This policy underpins the school's three core values: to be safe, to be respectful and to be responsible. It aims to ensure that these values are upheld by all members of the school community – students, staff, parents, volunteers and visitors.

5. RESPONSIBILITIES

i. Principal

- a. Ensure that a supervision roster is in place and that it is readily available to all members of the staff.

ii. Staff

- a. Effective supervision: As a legal, moral and ethical condition of their employment, all staff members must provide effective supervision of students. While playground supervision generally applies to members of the teaching staff, there are times when members of the non-teaching staff will be required to supervise students, e.g. in the sick bay, in the study room.
- b. Active supervision: Active supervision is the professional expectation of being mobile and visible about your designated area of supervision, whether it be a classroom, library, playground area, playground equipment, toilets, excursion, lunch club, gardening club, passive play area, etc. Active supervision requires one to be alert to identified students (behaviour, medical, disability), and danger or high risk zones. **At St Patrick's, those playground areas considered to be high risk are the fixed playground equipment and the grass area where students are engaged in ball games.**

- c. Punctuality: Teachers must be punctual in assuming duties. An accident during a teacher's absence from duty may place the teacher in an indefensible position. Teachers must be on time if they are scheduled to relieve another teacher on duty, and they must report to the teacher whom they are replacing so that the teacher is assured that someone else now has duty of care. Teachers are to remain on duty until the oncoming staff member relieves them. If the relieving teacher does not arrive on time, the duty teacher must either phone the office or send a student with a message.
- d. Leaving the playground during the duty: It may be necessary for a teacher to leave the playground during playground duty. This would be an exceptional situation, such as the need to administer emergency first aid to a sick or injured student. If a teacher needs to leave the playground, they must notify another teacher (e.g. the other duty teacher) so that the students may be adequately supervised during their absence.
- e. Notifying colleagues about a serious incident: Teachers should carry with them two cards while on playground duty: a "Help" card and an "Ice" card. The "Help" card is given to a responsible student to take immediately to the staffroom. The "Ice" card is given to a student who requires an ice pack to relieve swelling and/or bruising. These cards are saved on the staff drive in a folder called "Help cards".
- f. First aid at school: In the event of a serious injury, the Ambulance Service will be contacted, even if parents can't be initially informed. The school's accident insurance covers student travel by ambulance. Parents must be telephoned if a child sustains a serious injury. If the staff member is not sure of the seriousness of the injury, always err on the side of caution by contacting the parents and, if necessary, the Ambulance Service. Depending on the seriousness of an injury, parents of children to whom first aid has been administered at school may be telephoned to advise them of what has happened and what first aid was provided.
- g. Toilet supervision: Toilets are not a play area. Nevertheless, the teacher on playground duty should regularly check the toilet block. This can be done without entering the toilet block, e.g. by listening from outside the toilet block or by asking a responsible student to enter the toilet block and to check that everything is okay.
- h. Wet weather and extreme weather: During periods of wet weather, the duty teachers will ensure that the students remain sheltered from the rain by playing under either the COLA or the covered walkways. During periods of extreme weather (heat, wind, dust and/or rain, arrangements will be made for the students to remain indoors during the lunch and recess breaks. At these times, the staff will share the supervision of students indoors.
- i. Outside school activities: Excursions, sporting activities and camps are not completed until the students have returned safely to the school to the care of their parents or caregivers. Parents or caregivers may seek to collect their child early from an activity, provided that arrangements are made with the school and activity convenor well before the return journey has started.
- j. Work Health and Safety: If there is an immediate serious risk to injury on the playground, staff members, students, parents and visitors to the school must advise the Principal so that immediate controls may be put in place. If the risk is considered not to be of a serious nature, but nevertheless worthy of addressing, it must be entered onto the agenda for the weekly "housekeeping" meeting. The staff conducts biannual workplace inspections during which potential playground hazards are identified and rectified.
- k. Evacuation and lockdown drills: Biannual evacuation and lockdown drills are conducted from both the classrooms and from the playground.
- l. Complaints: Teachers must follow up on any student complaints.
- m. "Over the fence" contact with students: Teachers must monitor any "over the fence" contact with people on adjacent properties.

- n. Intruders: If a teacher has any cause for concern about a person who has entered the property (i.e. anybody who is unfamiliar to him/her), the teacher must immediately seek assistance by sending a message to the office.
- o. Excursions: If a teacher is out of the school due to an excursion, they must make arrangements for their playground duty to be covered.
- p. Sun protection: Teachers are encouraged to model sunsafe behaviour by wearing a hat while on the playground.

6. **BUDGET**

The school will make provision each year in its annual budget for professional development opportunities for the staff, parents and grandparents in regard to this area.

7. **NEXT REVIEW DATE**

This policy will be reviewed in 2020 in consultation with relevant staff.

8. **DEFINITIONS**

- i. Supervision: The act of keeping watch over students in order to ensure that they are safe and secure.
- ii. Work Health and Safety: The discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities.
- iii. Evacuation drill: The method of practising how to evacuate the school in the event of a fire or other emergency.
- iv. Lockdown drill: The means of practicing preparedness in a business in the event of an intruder or criminal act.

9. **LEGISLATIVE / PROFESSIONAL GUIDELINES**

- i. Guidelines for Pastoral Care in Catholic Schools in New South Wales. NSW Catholic Education Commission. 2003
- ii. St Patrick's duty roster

APPENDIX 1: PLAYGROUND RULES AND PROCEDURES

i. Before school (8.30am - 9.00am)

- Just before 8.30am, the duty teacher opens the front gate and puts out the St Patrick's flags and the crossing flags.
- Prior to the duty teacher taking up their duty at 8.30am, students sit on the seats outside the Year 1 classroom. No ball games or other games are permitted prior to the period of supervision.
- On arrival at school, the students are to place their bags outside their classrooms and move immediately to the concrete area.
- The students must remain on the concrete area. The fixed playground equipment and the grass are out-of-bounds.
- Music will play at 9.00am. Students and teachers will move to the COLA for the morning assembly.
- The duty teacher will lead the school in prayer, greet the students and relay any relevant messages to the school community.
- At the conclusion of the assembly, the students will move with their teachers to their classrooms.

ii. Lunch time (11.20am - 12.10pm)

- All students eat lunch in their designated areas.
- At approximately 11.30am, the duty teachers will inspect the lunch areas for cleanliness. When the duty teachers are satisfied that the lunch areas are clean and tidy, they will dismiss the students from the lunch areas.
- When dismissed by the duty teachers, the students move safely to their chosen play area.
- Students are not permitted to eat or drink on the grass or on the fixed playground equipment. The only place where students are permitted to eat is on the concrete.
- All students are to wear their school hats. If a student does not have a hat, they must play under the COLA.
- The change of duty for teachers is 11.45am.
- Music will play at 12.10pm to indicate that the lunch break is over.
- The students assemble under the COLA and wait for their teacher. The teacher should arrive to collect their students by the time the music finishes.
- Under the direction of their teachers, students move safely to their classrooms.

iii. Recess (1.35pm – 1.55pm)

- All students move straight to their chosen play areas.
- Students are not permitted to eat or drink on the grass or on the fixed playground equipment. The only place where students are permitted to eat is on the concrete.
- All students are to wear their school hats. If a student does not have a hat, they must play under the COLA.
- Music will play at 1.55pm to indicate that the recess break is over.
- The students assemble under the COLA and wait for their teacher. The teacher should arrive to collect their students by the time the music finishes.
- Under the direction of their teachers, students move safely to their classrooms.

d. Afternoon dismissal

- Music will play at 2.55pm. All children and teachers are to move directly to their appropriate dismissal lines under the COLA - Bikes, Walkers, bus 799, OOSH, K-6 pickup lines and bus 748.
- Teachers supervise their duty lines according to duty roster.
- Teachers escort their dismissal lines to the appropriate areas.
- If a parent or caregiver has not arrived to collect their child by 3.10pm, the duty teacher should escort the students to the foyer and ask them to wait there until they are collected.

HELP

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