



## **Our Lady of Perpetual Succour Catholic Primary School**

### **Supervision Policy and Procedures**

#### **Purpose**

These procedures provide clear guidelines for all children, staff and parents about the expectations of the behaviour of students and of the supervision requirements of staff.

#### **Outcomes**

The framework established by this document will:

- Ensure that we provides a safe playground environment
- Ensure that supervision is consistent across all staff

#### **School Playground Supervision Requirements**

Teacher supervision begins at 8:25am

School finishes at 3:05pm and there is no teacher supervision on the playground

A roster for playground supervision is provided each term.

- Teachers are asked to be prompt when arriving on duty.
- When a teacher's aide is on duty , he/she must be accompanied by a teacher
- Supervision must be ACTIVE and VIGILANT supervision (Very brief conversations with parents or teachers)
- Playground rules should be enforced, dangerous behaviour stopped, dangerous objects confiscated and the Principal informed. Out-of-bounds areas are to be regularly patrolled. Teachers are to be aware of out of bounds areas.
- Duty of care exists before AND after school. All staff must be aware of children who have not left the playground by 3:30pm. The office should be notified.
- Duty of care DOES exist if students turn up very early or stay very late. Once the 'gate is open' the professional relationship exists.
- Playground rules must be regularly enforced and publicly proclaimed.
- Playground equipment should be regularly inspected by WH&S committee.
- Supervision must be constant and consistent. Teachers need to talk to each other to ensure the same rules are being enforced.
- Dangerous items are never to be returned to students.
- Staff must not leave playground until relieved of duty.

#### **Playground Supervision – expectations**

- All teachers on duty MUST have an EpiPen bag. These are located in the Year 3 Classroom.
- All teachers are to wear a safety vest on duty.

### **Morning Duty (8:25am-8:50 am)**

Children should not arrive before 8:25am when supervision begins unless they are involved in before school activities. If children arrive prior to 8:25am they are to sit on the verandah outside classrooms Year 4/5, Year 2 and Year 3.

Children must wear hats before school.

Children are to put their bag on a hook and go to the playground. They are not to wait on the verandahs. They are not to be in classrooms without a teacher.

Children are not allowed to play in the bush area before school.

There are no big balls or kicking of balls before school.

Teacher on duty is to open the boys & girls toilets and is to instruct students to bring the bins down from the street.

All students are allowed to access the All Purpose Court but no play of big balls in this space.

### **Recess Duty (11:00am-11:30am)**

Children are not to play on any balconies other than outside rooms Year 4/5, Year 2 and Year 3. Children are not to be behind the buildings.

Children must wear hats.

Children must sit down to eat their morning tea on the main playground while the duty teachers supervise the eating of morning tea. Teachers are to allow **10 minutes to eat morning tea**

All lunch boxes must be put in children's bags or baskets. None are to be left on the playground.

The duty teacher dismisses the children to play.

The children are expected to put their rubbish in the bins provided.

When children move to the bush area the teacher allocated to this area also moves there.

The bush teacher must supervise all areas of the bush as well as keeping an eye on the soft fall area. In this area the students are allowed to do handstands and cartwheels only. Students are not to do any gymnastics involving the back or neck. For example: back arch or head stand

Bush Area rule: No stick bigger than your foot

The main playground duty teacher must supervise toilets, shade area, all purpose court and the main playground.

Teachers are responsible to ensure that at recess classrooms are locked and lights are turned off.

The rostered class/classes are the only class permitted to play on the All Purpose Court. Invitations to other classes will be at the discretion of the duty teacher.

No kicking balls except on the All Purpose Court

### **Lunch Duty (1:10pm-1:45pm)**

The children are to sit down for 10 minutes (1:00pm-1:10pm) to eat their lunch under the supervision of their classroom teacher. Children are not to go to play until their class teacher has checked students have eaten and the area is clean.

When the 1.10 supervising teachers arrive then the children may move to the bush area to play.

Children must wear hats.

The bush teacher must supervise all areas of the bush as well as keeping an eye on the soft fall area.

Bush Area rule: No stick bigger than your foot

The main playground duty teacher must supervise toilets, shade area, all purpose court and the main playground.

Teachers are responsible to ensure that at lunch, classrooms are locked and lights are turned off.

The rostered class/classes are the only class permitted to play on the All Purpose Court. Invitations to other classes will be at the discretion of the duty teacher.

### **Dismissal**

At 3:05pm teachers promptly dismiss children from the classroom.

Parents need to inform the teacher that they are taking another child home, through the office via email and the class teacher.

Teachers are to supervise their classroom verandahs when children are leaving.

### **Crossing Duty (3:05pm )**

Children must go straight to crossing areas after school .The children attending After School Care must go straight to the designated meeting area to meet the After School Care staff.

Children who walk home or ride bikes need to cross with the teacher on Kendall St Duty at the pedestrian crossing.

No child is to wait outside the school grounds.

Teachers will wear safety vests if on crossing duty.

Teachers supervise students to the exit gates (Kendall Street and Grayling Road) between 3:05 and 3:20pm.

Teachers must wait until all children have gone or take children to the office.

Duty finishes 3:20pm.

No child to access the all-purpose court or play equipment after school.

If students play in the playground after school they can do so under the supervision of a parent.

### **Riding of Bikes**

Children must walk their bikes, scooters, skateboards and roller blades in and out of the school grounds. Bikes and scooters must be stored on the bike rack. No child is to go near the bike rack unless storing or removing their own bike.

### **Dogs**

Dogs are not permitted in the playground. They must be securely tied up in the open area Adjacent to the entrance to the school office.

### **References:**

*Pastoral Care Policy; First Aid Policy; Sun Protection Policy, CSO Playground supervision by school support staff policy*

**Last Reviewed:** January 2017