Policy: Playground Supervision

Status: Reviewed; March 2013

Purpose:
Appropriate playground supervision ensures that the school environment remains safe and friendly outside of class times. Playground supervision will be organised to efficiently monitor the outside areas of the school whilst providing first responders for playground injuries and disruptions.

Guidelines:

Yard Duty Instructions
- All staff members have a personal copy of the Yard Duty timetable. A copy is displayed in the staff room and a copy is located on the front of each yard duty clipboard.
- Staff members on duty are to carry with them a yard duty clipboard. This contains a list of playground rules, suggested yard duty prompts, incident report slips, a list of ‘at-risk’ students with photos and student-specific first-aid plans. Staff must also carry a first-aid pouch. This contains basic first aid equipment and alert cards for general first aid, student-specific first aid and crisis events.
  - Staff must wear a high-visibility vest whilst on yard duty. Staff members are also asked to carry their mobile phones with them in case of emergencies.
  - The teacher on yard duty is responsible for calling an ambulance. If they do not have a mobile phone on them, it is their responsibility to get a message to the office to call an ambulance.
- Changeover of yard duty staff must be completed on time.
- A copy of the playground rules has been attached to this policy document as an appendix.

Roster

<table>
<thead>
<tr>
<th>Description</th>
<th>Start</th>
<th>Finish</th>
<th>No. of staff on duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School</td>
<td>8:45am</td>
<td>9:00am</td>
<td>1</td>
</tr>
<tr>
<td>Recess 1</td>
<td>11:00am</td>
<td>11:15am</td>
<td>2</td>
</tr>
<tr>
<td>Recess 2</td>
<td>11:15am</td>
<td>11:30am</td>
<td>2</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>1:40pm</td>
<td>2:05pm</td>
<td>2</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>2:05pm</td>
<td>2:30pm</td>
<td>2</td>
</tr>
<tr>
<td>After School</td>
<td>3:30pm</td>
<td>3:45pm</td>
<td>1</td>
</tr>
</tbody>
</table>

Injured Children
- Staff member on duty will be responsible for immediate action. If injury requires further attention, student will be given a red first aid card and be sent to the first aid room with another student. Staff member on duty must remain outside to continue supervising the child. If the injured child is unable to be moved, yard duty staff are to send a student to the staff room with a ‘crisis’ card. Extra staff will then be sent outside to assist.
**Behavioural Issues**

- Staff member on duty will be responsible for immediate action. Staff should endeavour to make use of the yard duty prompts in the yard duty clipboard to resolve conflicts. Students breaking rules may be required to sit on a ‘zone’ seat for part of recess or lunch.
- In the case of serious behavioural issues (such as fighting), the students involved should be sent in to the staff room to see a member of the leadership team.
  - If students will not obey instructions to go inside, staff member on duty should send a student to the staff room with a ‘crisis’ card. Extra staff will then be sent outside to assist.
  - Staff member on duty must remain outside at all times to continue supervising the yard.

**Playground Areas**

- The playground has been designated into two areas, upper and lower, with one staff member patrolling each area.
- In wet weather playing areas may be restricted to concrete and asphalt areas or undercover playgrounds. Principal or assistant principal will advise.
- The following areas of the school are **OUT OF BOUNDS:**
  - Front lawn and verandah from front door to main office window, between the white lines. Exception being made during wet weather.
  - Bank areas above retaining walls between classrooms and the fence.
  - All garden areas.
  - Arboretum, unless accompanied by a teacher.
  - Past the white lines painted on the footpaths leading to school gates.
  - Side of middle school building.
  - Around BER building.

**Miscellaneous**

- Balls on the roof - retrieved regularly by the cleaner.
- Balls over the fence - students need to discuss with their parents.
- Dogs or other animals in the playground - report immediately to principal or assistant principal.

**Principal’s Discretion**

- The principal may declare any changes or restrictions to playing areas or playground rules as s/he deems appropriate.