



# Playground Supervision Policy

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2017

This policy applies to: The Administrator and teaching staff.

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## **PLAYGROUND SUPERVISION POLICY**

The Silver Tree Steiner School must provide a high level of duty of care for all students when both eating and playing during recess and lunch times.

All staff must be consistent in their interpretation of behaviour and purposeful movement around the school and, when necessary, apply their professional judgment when making decisions and carrying out actions (such as during times of undesirable weather conditions).

Staff members will be appointed to supervise various duty areas and this will be indicated on a distributed Duty of Care Roster. The Duty of Care Roster is sent (from the Administrator) to all staff at the beginning of each term. All staff members are required to view and check the roster to ensure they are aware of their required duties.

Staff must be prompt when commencing a period of rostered duty and must not leave the area until a duty swap has been made with another member of staff (or unless there is an emergency situation in which Administration will be immediately notified).

Whist on duty, staff will both purposely and actively move around all parts of the rostered area, paying attention to ball games, fixed equipment areas and general play.

In Terms One and Four, staff will ensure the “No hat, play in the shade” policy is administered.

## **POLICIES AFFECTED**

The following school policies should be read in conjunction with the Playground Supervision Policy.

- Behaviour Management, Dealing with Bullying
- Behaviour Management, Violent or Aggressive Behaviour
- Child Protection
- Critical Incident and Emergency Management Procedure
- Sun Protection
- Student Code of Behaviour and Discipline

## **INTRODUCTION**

Teachers (Permanent, relief, specialist and casual teachers) are expected to:

- Dismiss their class on time (if dismissed early the class must be supervised by the class teacher).
- Arrive at class on time after breaks.
- Arrive at playground duty on time.
- Plan lessons and classroom management to be appropriate to the students' individual and class, academic and developmental levels (see 'Behaviour Management Lesson Checklist' for self evaluation and appraisal).

All teachers need to be aware of the 'special duty of care' they have to all students participating in school activities. Teachers must obtain a copy of the duty roster from the office or class teacher whose position they are replacing and fulfill their responsibility to be on playground duty at the appropriate times. This applies to permanent, relief, specialist and casual teachers. Duty rosters need to be displayed on the classroom wall or easily accessible in a relief teacher's folder.

Every teacher exercises a 'duty of care' whether on duty or not. We all need to be mindful of students exiting rooms appropriately and wearing a hat and shoes (in the first instance this is the responsibility of the teacher letting children out of the classroom).

## **PLAYGROUND SUPERVISION**

Duty teachers need to be in the playground on time and actively supervise their area until all students have returned to classes. All teachers must walk around the playground and check to see if children are safe and playing within the school boundaries and rules. It is vital to actively move around *all* parts of your allocated duty area, including the toilets.

Duty time is not a time to carry out discipline measures for a teacher's own class, beyond observing that children on "time out" are sitting quietly, in the shade, in a safe, highly visible area, designated by the teacher and within the duty area and are not talking to or playing with other children. Duty teachers are responsible for children on time-out.

**Playground Duty Areas:**

Duty teachers need to monitor the areas actively as well as the route to and from the toilets.

Children should not loiter in or around the classrooms or toilets during playtimes. As playgrounds are developed duty areas will be modified.

The duty roster indicates which teacher is responsible for which area while they are on duty. Each teacher must check the duty roster before coming on duty and must walk around their designated area.

**Kindergarten and Pre-Primary:**

The Early Learning Centre staff are responsible for all supervision in and around the grounds of their class rooms.

**Before school:**

Upon arrival to the School, all students are to proceed directly to their classroom. Students are not permitted to play in the designated areas before school. This may only occur if under direct supervision from a staff member.

**After School:**

At the end of school all students should be escorted to the carpark area for collection, if not met at the classroom by authorised parents/guardians for collection.

Any students not collected by 3.30pm are to be taken to the office, the Receptionist will then contact parents/guardians (or emergency contact if parents/guardians unavailable) and continue to supervise them until collection.

**Severe Anaphylaxis**

For those students that are diagnosed in a report by a General Practitioner that a child is at a severe risk of Anaphylaxis a decision may be put into place at the discretion of the Administrator.

## **SCHOOL ZONES AND SUPERVISION REQUIREMENTS**

Zones are as follows -

Area 1 – Upper play area

Area 2 – Lower play area and Gazebo

Area 3 – Bushland

Area 4 – Car turnaround/carpark

### **Before school drop off:**

8.15am to 8.30am

- Area 1 to be supervised

### **Recess:**

10.55am to 11.15am

- Area 1, 2, 3 & 4 to be supervised

### **Lunch:**

12.55pm to 1.30pm

- Area 1, 2, 3 & 4 to be supervised

### **After school pick up:**

3.15pm to 3.30pm

- Area 4 to be supervised

## **WET WEATHER**

Wet and undesirable weather conditions pose many challenges for both staff and students. However, the safety and welfare of the students must override the inconvenience to individual staff.

On wet weather days, students are to wear waterproof jackets or are to remain under the sheltered areas until such time as the weather conditions (ie rain) has passed. Should the weather conditions be so unfavourable that it poses a risk to the students' safety and welfare, the Administrator will advise both staff and students to remain in their classrooms for the break period until such time as the weather conditions improve.

During weather that has strong winds the Administrator will advise staff and children not to enter Area 3.

## **STUDENT CODE OF BEHAVIOUR AND DISCIPLINE POLICY**

All teachers need to familiarise themselves with the 'Student Code of Behaviour and Discipline Policy' especially the sections on "levels of behaviour management". This explains what action teachers are to be taken if any child transgresses inappropriate behaviour. It is important that all teachers act consistently so that the children get clear and consistent messages regarding their behaviour in the playground.

All class teachers have copies of the 'Incident Report Form', which they need to complete if a breach occurs and give to the Class Teacher and Administration to file and /or act upon.

There will be no abusive punishment; physical, emotional or verbal.

## REFERENCES

Educational Services (Teachers) Award 2010

Occupational Safety and Health Act 1984 & Regulation 1996

Available: [www.austlii.edu.au](http://www.austlii.edu.au)

School Education Act (WA) 1999 and Regulations 2000 (WA)

Available: <http://www.slp.wa.gov.au/legislation/statutes.nsf>