

## Playground Supervision Procedure

### Rationale

All schools must provide supervision for students at all times during the school day, in accordance with mandatory duty of care. The presence of teachers and school learning support officers (SLSO) in the playground is essential for the safety and wellbeing of all students. Playgrounds must be safe places where students' physical, emotional and social development is encouraged. Playgrounds are environments where risks are minimised and provisions are made for a range of student activity and students additional needs, including complex medical conditions. Supervision needs to be timely and proactive and suit the needs of the individual student's activities during play periods and the physical area of the playground.

### Playground supervision times

Before school	8.45 am - 9.05 am
Recess	11.00 am – 11.20 am
	11.20 am – 11.40 am
Lunch	1.00 pm – 1.20 pm
	1.20 pm – 1.40 pm

### Guidelines

- Teachers are to be proactive and diligent in their approach to playground supervision
- Staff who are on playground duty should ensure they arrive on time
- All staff to promote pro social play and interactions
- Classroom staff are required to pass on any relevant information about students as appropriate to the staff rostered on duty. For example: if students are crying, have recent medical alert/concerns, or daily behaviour concerns
- In order to ensure duty of care staff are not to have hot drinks, food or handbags whilst on duty
- Before recess and lunch staff are required to ensure all students are supervised by a teacher in each playground
- After recess and lunch teaching staff are required to remain on supervision duty in their allocated playgrounds until all students have moved to class. All staff (except those on RFF) are to assist with the movement of students to class after recess and lunch
- Mobile phones are not to be used for personal use whilst on duty
- All staff on duty must have their walkie talkie on them to be used in case of emergencies
- If a student requires toileting while on the playground, teacher on duty to identify playground staff who can assist student to outside toilet. If additional support is required or student requires an inside toilet staff to call for an executive to assist.
- The Executive Staff will determine whether recess and/or lunch is to be held inside or outside on days when the weather is variable e.g. raining, too hot or poor air quality.

### Areas of Supervision

<b>Before school</b>	8.45 am - 9.05 am	Ironbark, Bluegum, Main Playground, Turpentine & library
<b>Recess</b>	11.00 am – 11.20 am	Ironbark, Bluegum, Main Playground, Turpentine & Gumnut
	11.20 am – 11.40 am	
<b>Lunch</b>	1.00 pm – 1.20 pm	Ironbark, Bluegum, Main Playground, Turpentine & Gumnut
	1.20 pm – 1.40 pm	

### Morning supervision

- All morning duty staff to start at the front gate at 8.35.
- All staff to have their walkie talkie charged and on
- Please be on time.
- Please avoid placing bags in classrooms, especially when most students are in the playground.
- Supervise students according to their needs. Several students need assistance to their allocated area.
- Scan the playgrounds before supporting students into the area.
- Give way / space to students who are on high alert / escalated.
- Once a student is in your area, please stay to supervise.

### All areas

- Staff on duty must ensure they are on playground duty on time
- Staffs on duty should ensure gates are closed
- A quick handover by the teachers should occur if needed
- Staff on duty must actively supervise all students:
- **Position yourself** so that you can observe all of the students in your area, scan regularly
- PLEASE **SUPERVISE** NEAR GROUPS OF STUDENTS
- Regularly move around your area to **observe students**
- **Offer assistance** to students who need it the most

### Wet/Hot Weather

It is important that students are in the fresh air during recess and lunch breaks. Wet and hot weather contingency arrangements will be decided by an executive staff member and all staff will be informed via phone system or walkie talkie, prior to the commencement of duty. The following applies:

- During hot / wet weather duty, there will be a buddy system between two classes
- Please ensure that there is a teacher and an SLSO between the two buddy classes
- If buddy class is not at school, please consult with executive
- If it rains during a duty and executive call wet weather supervision, staff to support students back to their classrooms

### Accidents and Illness

- All staff should be aware of individual student health care needs
- Call for executive support
- All injuries must be recorded Sentral

### Volunteers and Visitors

- Due to WHS policy and duty of care practices, at no time are volunteers, NDIS therapist and or visitors to be left unattended on the playground with students
- All parents, carers, volunteers and visitors should report to the school office and sign the visitor's book before accessing and participating in playground areas
- Any unfamiliar people must be directed to the office

### Changes to Rosters

- It is the teacher's and SLSO's responsibility to notify the executive managing duty rosters if changes need to be made. Please limit the number of changes as this can cause disruptions and confusion and may cause a potential risk to supervision of students
- The executive staff managing duty rosters will organise the roster when staff are on leave.