

**Holy Family Primary School  
GOWRIE**



**PLAYGROUND  
SUPERVISION**

**Policy**





# Playground Supervision Policy

## Related Policies

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CE Supervision of Students Policy

## Policy

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In consultation with staff, all staff agree to ensure the safety and wellbeing of all students. Staff are rostered on playground supervision duty. The duty roster is changed each term. An executive staff member is responsible for the development of the roster.

## Procedures

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- Teachers are obliged to be on time for all duties. If they are late and an accident occurs, they are held responsible.
- Teachers attending a Professional Development day (without relief) or an excursion need to arrange a replacement for their duty. This should be recorded on the white board.
- All duty teachers must carry a medical bum bag and be wearing a hat.
- Mobiles and open hot drinks are not permitted on duty.
- At all times, teachers are to move around their designated duty area, observe the children in their care and remind children to pick up papers.
- If an accident occurs whilst on duty, teachers will need to complete an accident report form as soon as possible at the conclusion of their duty.
- Teachers are encouraged to remind the children of the three steps when a problem arises.
- Children with no hats are to sit on the benches outside the Admin building. They are permitted to access the library at lunchtime.
- Teachers wear a highly visible fluoro -yellow vest whilst on duty.

## **MORNING DUTIES: 8.30 – 8.50am**

### **COURTYARD:**

- ❑ Teacher to unlock the bike cage and E Block toilets
- ❑ Children walk from the drop off area to the courtyard
- ❑ Children around the bike area move to the courtyard area
- ❑ Move around the courtyard area checking bike cage, behind the container, garden areas and around the admin building
- ❑ Ensure all children are safe
- ❑ No running or playing with equipment
- ❑ Assist children to find their class lines
- ❑ Remind children to put hats on
- ❑ Children with no hats must sit on the benches outside the admin block
- ❑ Remind children that they may go to the Oval to play
- ❑ At the end of duty teacher to lock the bike cage.

### **OVAL:**

- ❑ Collect the anaphylaxis duty bag from the office
- ❑ Collect those children from the courtyard who wish to go to the Oval
- ❑ Move around the Oval area and observe
- ❑ Play equipment is out of bounds

- ❑ Hats must be worn
- ❑ Preschool building, pergola and around F Block and bike cage are out of bounds
- ❑ When the bell rings all children walk to courtyard. Duty teacher to shepherd all children down

### **CAR PARK:**

- ❑ Ensure netball gate is closed.
- ❑ Put out the 'No Parking' sign beside the parking bay closest to the school

on the Church side of the parking area

- ❑ Move along the paved area
- ❑ Ensure cars drive safely to the end for drop off
- ❑ No parking on netball court side of the car park
- ❑ Assist children out of cars.
- ❑ Keep an eye on pedestrians.
- ❑ Move children along who congregate on the paved areas near the road.
- ❑ Remind children to move to the courtyard via paved areas and pedestrian crossing to place bags in class lines.

## **RECESS EATING: 11.10 – 11.20am**

- ❑ Ten Minute supervised eating time.
- ❑ Year level teachers arrange supervision roster amongst themselves.
- ❑ Children are to be seated at all times and are to be encouraged to put all litter in bins provided.

## **RECESS DUTIES: 11.20 – 11.45am**

### **WEST/KINDER EQUIPMENT:**

- Collect the anaphylaxis duty bag from the office
- Kinder children to sit on logs surrounding equipment until the teacher's arrival
- Kinder equipment for Kinder only
- Move around the area and observe students' play behaviour
- The E block amphitheatres and garden beds, trees at the end of the playground and the bush grass areas surrounding the playground are out of bounds
- At the end of duty, shepherd children to their line up areas.
- Supervise the movement of children as they move past E/F Block toilets and bubblers.

### **INFANT EQUIPMENT:**

- Children to sit on logs surrounding equipment until the teacher's arrival
- Year 1 only at Recess
- Year 2 only at Lunch

### **NETBALL COURTS:**

- Year 3 to Year 6 only
- The following days are designated to Grades: M-Yr 3 T-Yr 4 W-Yr 5 Th-Yr6 F-All.
- Handball, basketball and netball ball games permitted only.
- Move around the area and observe students' behaviour
- Children to remain within the boundary, not near the presbytery, the back of Preschool, the garden beds or the front of the school
- Walkway between the courtyard and Netball courts is a student-free zone except for as a walk through
- At end of duty supervise that all leave the netball courts.
- Supervise movement of students to A Block bubblers and B Block toilets

### **MID PLAYGROUND/ROVE**

- Supervise children under the pergola
- Supervise the grass area between the oval and infant equipment.
- Supervise toilets at E/F Block
- Remind children the Mid Playground area is a ball free zone.
- 5 minutes before bell move to rove area outside F Block toilets and supervise movement of children from Mid Playground to the courtyard

- Supervise the sandpit
- Supervise the equipment/sandpit
- At end of duty remind children to walk to line-up areas and pack away all sand pit toys
- Supervise movement of children at F Block toilet area and bubblers

### **OVAL:**

- Collect the anaphylaxis duty bag from the office
- Year 3 to Year 6 only
- To alleviate congestion on the oval M-Yr 3 T-Yr 4 W-Yr 5 Th-Yr6 are NOT permitted on the Oval
- Move around the area and observe students' play behaviour
- Children to remain within the boundary - the bush grass areas surrounding the Oval, the back of the Preschool building, garage and beyond the trees are out of bounds
- Supervise movement of children from the oval, behind the hall to their line up areas

### **PRIMARY EQUIPMENT:**

- Children to sit on logs surrounding equipment until the teacher's arrival
- Years **3 to 6 students** on equipment
- Supervise equipment and Peace Garden area
- F Block gardens near the bike cage and the walkway between the courtyard and netball courts are out of bounds
- Supervise movement of children at the bubblers at the oval end of F Block
- Supervise movement of children from the oval and primary equipment at the top of the ramp to the courtyard.

### **COURTYARD:**

- Supervise lines at Canteen - only one child allowed in front of the
- yellow line to be served at each window
- No pushing, reminders about 'please' and 'thank you' are helpful
- 'No running' or ballgames safety precaution
- Ensure children do not climb on the brick wall
- Regular reminders about using the bin and picking up papers
- Encourage children to move to the play areas after finished eating
- At the end of duty, remind children to walk to line up areas
- Supervise the 'no hat' children on the seats outside the admin building.
- Supervise toilets at E Block

## **LUNCH EATING: 1.45 – 1.55pm**

- Ten Minute supervised eating time.
- Year level teachers arrange supervision roster amongst themselves.
- Children are to be seated at all times and are to be encouraged to put all litter in bins provided.

## **LUNCH DUTIES: 1.55 – 2.25pm**

### **Please refer to duty descriptions for RECESS**

#### **LIBRARY DUTY:**

- Children to sit outside library until teacher arrival no food or drink
- Quiet & cooperative work, discourage 'coming and going'
- Ensure work and books are packed away before bell rings
- Supervise children in courtyard after library session
- Children with no hats are allowed in the Library

#### **PRIMARY EQUIPMENT:**

- Children to sit on logs surrounding equipment until the teacher's arrival
- Years 3 to 6 students on equipment
- Supervise equipment and Peace Garden area
- F Block gardens near the bike cage and the walkway between the courtyard and netball courts are out of bounds
- Supervise movement of children at the bubblers at the oval end of F Block
- Supervise movement of children from the oval and primary equipment at the top of the ramp to the courtyard.

## **AFTER SCHOOL DUTIES: 3.15 – 3.30pm**

#### **WEST BIKE**

- Direct children to move off the premises, **walking** their bikes safely
- Stand at the end of the G block portables.
- Reinforce helmet safety.
- Remind children to ride safely on bike path
- Walk** to and through the underpass to check students departing safely from Gowrie Oval car park
- At 3.30pm children who have not been collected will be walked back to school by the supervising teacher**

#### **EAST BIKE:**

- Unlock bike cage
- Assist children to move bikes out of cage orderly and safely.
- Ensure children **walk** their bikes off the premises.
- Reinforce helmet safety.
- Remind children to ride safely on bike path.
- Walk along the path behind Preschool and down to the ramp leading to the underpass to check children are departing safely.
- Supervising teacher will walk to Fadden Pines car park. **If at 3.30pm children have not been collected they will be walked back to school by the supervising teacher.**

#### **CROSSING**

- At 3.05pm, ensure gate is open
- Supervise the crossing of children
- Ensure car flow is steady through drive through areas
- Close gate at 3.30pm

## BUS DUTY

- Children must come straight to bus lines after the bell.
- Children need to be sitting orderly in their lines on the grassed area alongside Bus Bay
- No playing in this area
- Children are to SIT in their lines as they wait for their bus.
- Children are to wait for the supervising teacher to walk them to their bus. Under no circumstances are children to stand up and board a bus without a teacher.
- Supervising teacher boards the bus to ensure children are seated and safe
- Regular reminders about safe bus behaviour are required
- No eating on bus lines

## DRIVE THROUGH:

- One teacher on A-I, one on J-Z
- On arrival, all children must be seated and waiting for their car's arrival
- J -Z children sitting on garden's edge in front of the car park facing the netball courts NOT in the bark area
- A -I children sitting on seats in front of the presbytery facing the netball courts NOT near the presbytery building or in the shade near the ELCC during hot weather
- Presbytery, Preschool, gardens in front of the car park and netball courts are out of bounds
- As cars arrive ensure children are picked up safely
- Try and have three cars in the line in front of the children ready for children to get into them
- Cars are not to overtake.
- Only the supervising teacher can direct a car to park in the middle of the netball courts so that the flow of traffic is not disrupted whilst waiting for a child.
- At 3.30pm, duty teacher on crossing duty closes and locks the gate across the entrance to the car park
- At 3.30pm remaining children move to courtyard area and are to sit on the seat outside the admin building until collected by parents/caregivers.
- At 3.40pm parents are notified by Front Office staff if their child has not been picked up.

## References

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Nil

## Forms

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Nil

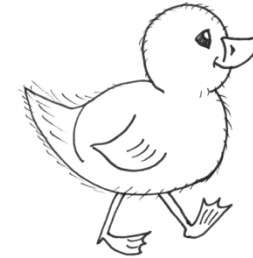
Approved by:	Holy Family School Board
Implementation Date:	2004
Policy last Updated:	February 2015
School Contact Officer:	Anne-Marie Marek

# DUCK DUTY 2015

Children must remain on paved or bitumen areas at all times.



*\*\*\*No large ball games on the Netball courts allowed\*\*\**




Children must remain on paved or bitumen areas at all times

All eating supervision inside classrooms		
Year Level	Playground area	Teachers/s on Duty (Refer to Roster)
<b>Recess</b>		
Kindergarten	Hall	West Playground/Netball Courts
Year 1 and 2	Courtyard	Courtyard and Mid Playground
Year 3, 4 and 5	Netball Courts	Primary Equipment and Infant Equipment
Year 6	Area outside H Block	Oval
Attention	Meeting Room	Attention
<b>Lunch</b>		
Kindergarten	Hall	Library and Mid Playground
Year 1 and 2	Courtyard	Courtyard and Infant Equipment
Year 3, 4 and 5	Netball courts	Primary Equipment and West Playground
Year 6	Area outside H Block	Oval and Netball Courts



# WET WEATHER DUTY ROSTER 2015

<b>Classes</b>	<b>Supervision Arrangements—teachers will need to negotiate times.</b>
<b>KR/KW</b>	<p><b>The two class teachers to divide time equitably so that each teacher has a sufficient break. There must always be at least one teacher present to supervise the classes.</b></p> 
<b>KB/KG</b>	
<b>1R/1W</b>	
<b>1B/1G</b>	
<b>2R/2W</b>	
<b>2B/2G</b>	
<b>3R/3W</b>	
<b>3B/ 3G</b>	
<b>4R/4W</b>	
<b>4B/4G</b>	
<b>5W/5B</b>	
<b>5R/6B</b>	
<b>6R/6W</b>	
<b>Canteen</b>	<p><b>Indonesian/Music/Library Teacher</b> to divide time equitably so that each teacher has a sufficient break. There must always be at least one teacher supervising the Canteen. Leadership Team to ensure Canteen is supervised.</p>
<b>Rove</b>	<p><b>Anne-Marie/Lina will rove throughout the school.</b></p>