



## PARK ORCHARDS PRIMARY SCHOOL

### Policy and Procedures: On Site Supervision of Students

#### 1. PURPOSE:

To provide supervision of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. Staff members will be responsible for carrying out their assigned supervisory duties in such a way that the students are, as far as can be reasonably expected, protected from injury and are kept safe from harm or abuse. Staff members will also provide the first response for playground injuries and disruptions.

#### 2. GUIDELINES:

- As part of its duty of care the school will adequately supervise students for a defined period before school (8:45am-9:00am), at recess time (10:40am-11:10am), lunchtime (1:00pm-1:50pm) and after school (3:30pm-3:45pm). A roster system will be used to timetable staff members for yard supervision.
- A teacher's duty of care does not start nor end at precise times during the day. A teacher's duty applies irrespective whether the risk occurs in or outside the school environment. In all cases the teacher and the school must take reasonable steps to protect the student from the risk. **See Duty of Care Policy.**
- The on-site supervision will seek to protect students from known hazards and also from those that could arise (that is those the teacher should reasonably have foreseen).
- Parents will regularly be kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers.
- Parents/carers are discouraged from sending their children to school before the designated supervision time (8:45am) in the morning as staff are not rostered to supervise prior. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period (3:45pm).

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

- Go home for lunch
- Attend an appointment during school hours
- Students must be signed out of the school by a parent/carer (over the age of 16) if departing prior to dismissal time. A record of early departures will be kept in the Administration Office and completed for all students departing the school early.

Should a student depart from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

- Where there is reasonable concern for the student's safety or the safety of others immediate contact will also be made with the Police and the Department's Emergency and Security Management Branch.

If it becomes known that a student who is normally collected from the school remains at the school well beyond normal time of collection, attempts will be made to contact parents/guardians or the emergency contact person identified in school records. If these attempts are unsuccessful, and the time is well beyond the reasonable time for collection, the school may consider placing the student in the After School Care program or contacting the Police or Department of Human Services to arrange for the care and protection of the student as appropriate.

### 3. IMPLEMENTATION:

#### Yard Supervision Instructions

- All staff members have a personal copy of the Yard Supervision (Yard Duty) timetable. A copy is displayed in the staff room and a copy is distributed to each staff member.
- There are two teachers on duty at all times at recess and lunch times.
- Before and after school there will be one teacher on duty.
- Two areas are designated: area one includes the canteen, foundation playground, the area between the two school buildings and around the new building; area two includes the two ovals and the basketball court area and the banks (**Appendix A**).
- Each staff member must wear a safety vest and medical bag, which must be worn while on duty at all times.
- All staff must wear a **sun safe hat** at all times when out in the yard from September 1 to April 30, the school will provide a school hat to all staff who would like one.
- Staff are required to be on duty for **their allotted time and cross over with the next person at the designated points, the front door of block A for area one, and the Pettet Centre back door for area two**, to hand over any information required.
- Staff members must go out on yard duty promptly and walk around as much of the yard or designated area as possible, keeping a watch on **potentially difficult** areas such as the canteen, play equipment and out of bounds areas.

#### Yard Supervision Times

Description	Start	Finish	No. of staff on duty
Before School	8:45am	9:00am	1
Recess 1	10:40am	10:55am	2
Recess 2	10:55am	11:10am	2
Lunch 1	1:00pm	1:25pm	3
Lunch 2	1:25pm	1:50pm	3
After School	3:30pm	3:45pm	1

#### Injured Students

- The staff member on duty will be responsible for immediate action. If the injury requires further attention, the student will be given a red first aid card and be sent to the staff room with another student. The staff member on duty must remain outside to continue supervising the yard. If the injured student is unable to be moved, yard duty staff are to send a student to the staff room with an 'alert' card and will call an ambulance if required. Extra staff will then be sent outside to assist.

#### Behavioural Issues

- The staff member on duty will be responsible for immediate action should behavioural disruptions occur. Staff should endeavour to resolve conflicts. Students breaking rules may be required to sit out 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 refuse to obey instructions to go inside, the staff member on duty will send a student to the staff room with an 'alert' card. Extra staff will then be sent outside to assist.
- The staff member on duty must remain outside at all times to continue supervising the yard.

#### Students entering or exiting the school ground and buildings

- Students should use the designated crossing when crossing the roads leading to the school.
- Students may alight from a car at the drop off point in Bowmore Avenue before school.
- Students must leave the school ground on foot after school.
- Students may only enter the school buildings supervised by a staff member, a parent/guardian or if they have been authorised to do so by the staff member on yard duty.

After school duty involves supervising the crossing on Bowmore Avenue until just before 3:45pm when the teacher collects the flags and walks around the perimeter of the two buildings to monitor and identify any children not collected. Students are then to come to the safety area/office area to wait for parents to be contacted. Teachers need to be vigilant about the whereabouts of students after school.

**Areas that are out of bounds include:**

- The car park
- The steep banks of the oval, below the oval, behind the cricket nets near the fence
- Behind the Community Hall / Library / Portables, boundary fences and behind Arts Centre
- Outside school boundaries
- No students are permitted in the building at lunch or recess breaks unless they are hurt, or it is an emergency or if they have direct to because of the weather.
- No climbing trees, buildings or other dangerous structures
- No ball games against the walls of the school

**Play Areas: (Appendix B)**

**Miscellaneous:**

- Balls on the roof should not be retrieved by students, they will be retrieved regularly by a staff member who has a ladder licence.
- Balls over the fence – students should not attempt to retrieve their ball. Students should discuss retrieval of the ball with the teacher on duty.
- Dogs or other animals in the playground are to be reported immediately to the Principal or the Assistant Principal.

**Principal's Discretion:**

- The Principal may declare any changes or restrictions to playing areas or playground rules as is deemed appropriate.

**This Policy is underpinned by the:**

- Behaviour Management Policy
- Bullying, Cyber-bullying and Harassment Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

**4. EVALUATION**

- This policy will be reviewed as part of the school's four-year review cycle.

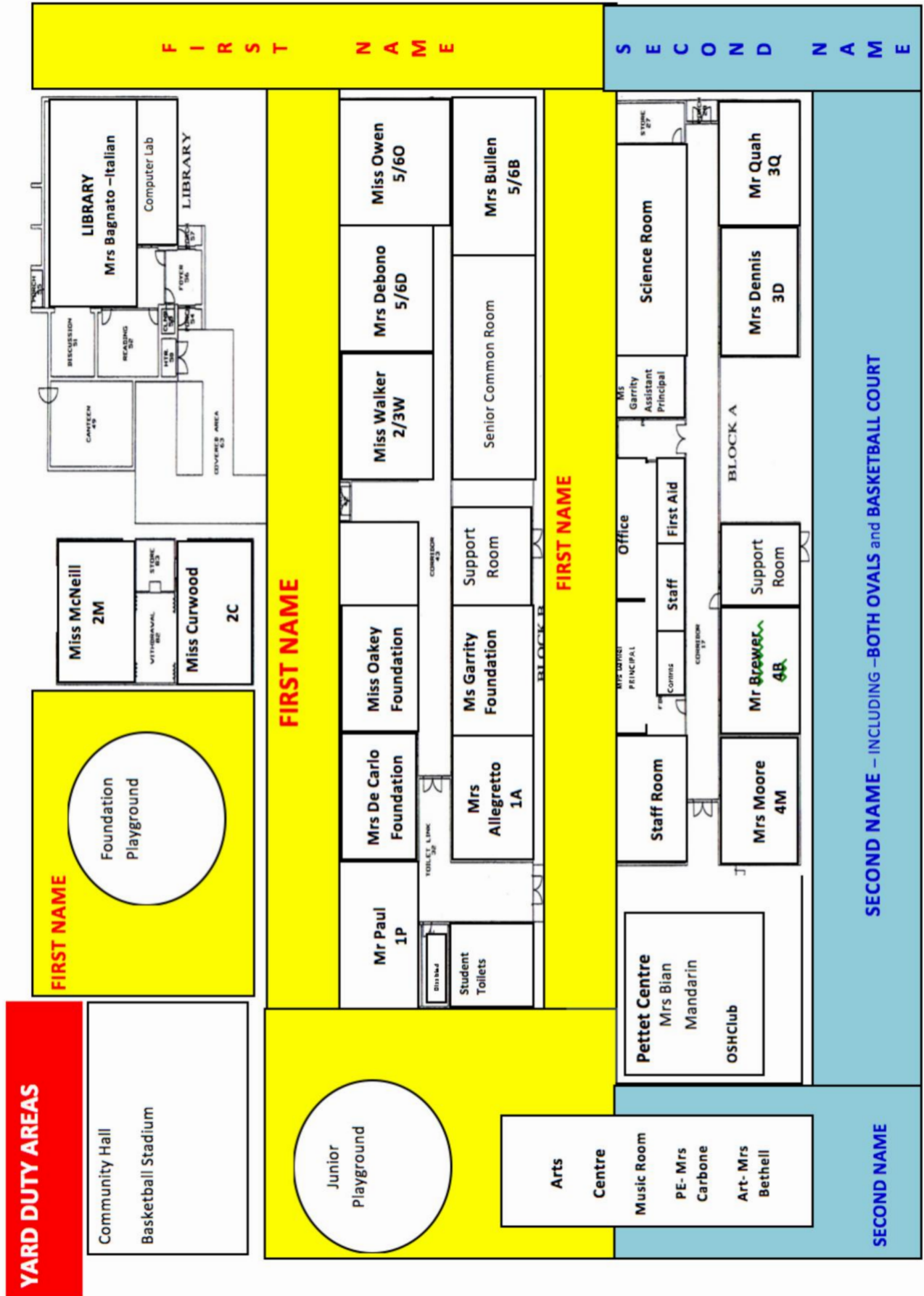
*Appendix A:* Map of supervision areas

*Appendix B:* Play areas designated for specific year levels

This policy was last ratified by School Council on...

**August 2016**

# Appendix A: Yard Duty Supervision Areas



**Appendix B: Play areas designated for specific year levels**

