

# **Jells Park Primary School**

## **Playground Supervision Guidelines**

### **Purpose**

It is the school's responsibility to provide students with a safe and supportive environment at all times. Caring for children in the playground is a key factor in ensuring the health and well-being of all.

### **Guidelines**

- Provide children with a safe, supportive and clean playground environment.
- Ensure all staff are fully aware of their responsibilities.
- Three teachers will supervise the playground areas at recess and lunchtime. Two teachers will supervise the playground areas before school (8.45-8:55am) and after school (3.30-3.45pm)
- Teachers are to be visible to students.
- Teachers are to be able to contact staff for assistance.

### **Implementation**

- A Yard Duty roster will be established with teachers allocated to set playground areas to ensure maximum supervision opportunity.
- A roster for duty in the classrooms will be established to ensure appropriate supervision of children on wet days and days of extreme weather. Teachers are to ensure they are available on their rostered day in the likelihood of an Extreme Weather timetable being required.
- If out of the school due to an excursion, teachers are to make arrangements for their Yard Duty to be covered and inform the Assistant Principal of these arrangements.
- Any alterations to the roster are to be given to the Assistant Principal and recorded on the SENTRAL dashboard.
- Children arriving at school very early (eg: before 8.30am) will be collected by available staff and taken to Before School Care. Parents will be notified and billed accordingly.
- Children still in the schoolyard at 3.45pm will be collected by yard duty staff and taken to the office. Any students still in the office after 4.00pm will be taken to After School Care. Parents will be notified and billed accordingly.
- Yard Duty teachers will tend to minor First Aid requirements making use of the First Aid Yard Duty bags for each yard duty area. Students with injuries which are not able to be attended to outside will be referred to the office/first aid room with a yellow first aid card.
- Whilst on Yard Duty teachers are expected to:
  - Actively patrol their designated area to ensure maximum supervision.
  - Support children in playing cooperatively together
  - Follow Sunsmart guidelines and wear a hat from September to April.
  - Have 'hands free' to be able to assist with minor First Aid needs
  - Ensure that the yard is kept free of rubbish.
- At recess and lunch time 3 teachers will be on yard duty in areas:
  - 1 – Little kids playground & basketball courts (and immediate surrounds)

2 – Big kids playground & courtyard (and immediate surrounds)

3 - Oval (and immediate surrounds)

- Before school from 8:45am two teachers will be on duty in areas:
  - 1- Near senior building to unlock doors and lower Petronella Ave gate
  - 2- Supervising school gates off Homestead Drive and upper Petronella Avenue
  
- After school from 3:30pm – 3:45pm two teachers will be on duty in areas:
  - 1- Oval, courtyard and Petronella Avenue side gate
  - 2- Basketball court and senior playground, Homestead Drive and Upper Petronella Avenue gates
  
- All yard duty teachers are to:
  - wear a fluorescent vest
  - carry the area clipboard
  - carry a first aid bum bag
  - carry a mobile phone
  
- Teachers are to be prompt to all yard duty sessions
  
- Teachers are to assess all yard behavioural issues and refer significant problems to the relevant classroom teacher and/or the Assistant Principal
  
- All behavioural issues are to be recorded in the SENTRAL database

### **Evaluation**

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