



*"To Live, To Love, To Grow In Christ"*

# HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

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## PLAYGROUND DUTY POLICY

### **Rationale:**

Adequate supervision and care of students in the school yard is a legal requirement mandated by the Department of Education (DoE) and Catholic Education (CENT). This policy should be read in conjunction with the Duty of Care Policy.

### **Purpose:**

To provide a safe and secure environment for all by ensuring that there is adequate and appropriate supervision of students in the yard.

### **Implementation:**

- Supervision of students in the playground is the responsibility of teaching/Out of School Hours Care (OSHC) staff during identified times.
- Timetables will be displayed in the staffroom and on shared Google Drives
- Yard supervision is (school hours):
  - Before school: 7:45 – 8:10am
  - Recess: 10:30 – 11:00am
    - Students eat their recess from 10:45-11:00am under teacher supervision.
  - Lunch: 12:45 – 1:30pm
    - Students eat their lunch from 1:15-1:30pm under teacher supervision.
  - After school: 2:30 – 2:50pm
    - OSHC duty times: 2:30 – 5:30pm
- There will be three teaching staff on duty during recess and lunch in Areas 1, 2 and 3 (refer 'Yard Duty Locations')
  - Until three teachers arrive for beginning of recess and lunch, students are to remain in assembly area.
- For before and after school duties, staff reminded to check rosters located in staffroom.
  - 7:45 – 8:00am – one staff member (students supervised in assembly area)
  - Students remain seated during this time.
  - 8:00 – 8:10am – two staff members (students supervised in assembly area and on basketball court)
    - Once second teacher arrives, students are invited onto basketball court to play safe ball activities. There is not running around yard during this time.
- Families are informed through enrolment that the school is not supervised before 7:45am or after 2:30pm (apart from supervised parent pick up areas as identified through duty rosters). Students in the playground outside of these hours without parental supervision are to be sent to Out of School Hours Care (OSHC) and parents contacted. Policy of our school to be provided to families through our newsletter and included on our website. Cost will be incurred to families where students sent to OSHC.

- For students participating in Homework Centre, where families are not present following this will be sent to OSHC (costs will be incurred)
- Playground duty bags are provided for staff on duty. These can be located from front office administration area.
  - Playground duty bags contain:
    - Basic first aid supplies
    - Emergency cards
      - Green 'Running' cards for use in a behaviour emergency OR support from Principal/Deputy. This is an emergency, both medical and otherwise, e.g., dog on school grounds, unknown person wandering around playground
- It will be the responsibility of administrative staff to ensure duty bags are up to date with all relevant cards and supplies.
- Staff on duty will remain in the playground until another teacher relieves them or the bell signals the end of play.
- For end of duty, supervising staff to be the last person to leave their area.
- It is the responsibility of all staff to be on time for playground duty both at the start of or during change over time at lunch (this may mean packing up your class early if on first duty)
- Playground duty teachers will wear a visibility vest and sun safe hat whilst on duty (this includes staff from OSHC)
- Supervising staff on playground duty must circulate their area to ensure adequate supervision.
- Supervising staff reminded the importance of engaging in conversation with students in their area to ensure appropriate play is in place.
- Relief teachers will be responsible for the playground duty of staff members they are replacing.
- For a known/planned absence teachers are to provide in their program duty roster to keep relief informed, clearly identifying their playground duty responsibilities and area
- Where absent due to unforeseen circumstances, teaching staff will be asked to assist where they can.

**The Deputy Principal will oversee all yard duties and ensure that relief staff are shown their areas of responsibility upon arrival for the day.**

- Teaching staff members who are aware they cannot fulfil their duty are to negotiate with a colleague to ensure their duty is covered. Deputy Principal is to be informed as this occurs. If this cannot be arranged, they are to speak with our Deputy Principal prior to make alternative arrangements.
- At the end of each playground duty when bell sounds, teachers are to do a visual check of playground and garden areas. Teachers are to be the last to leave duty area, not students.
- Where an unknown person is identified to be on school grounds, playground duty staff to send for Principal/Deputy using Green running card.
- Minor incidents are to be dealt with by the playground duty teacher, including referral to 'Do the High 5'. (Refer Positive Behaviour Support Policy Procedures)
  - Talk friendly
  - Talk firmly
  - Ignore
  - Walk away
  - Report
- Some time out or a reflection sheet can be used here.
  - Assembly steps can be used when students require 'time-out'. Ensure that clear communication has been provided to duty teacher when this occurs.
- For Medical Emergencies including asthma, anaphylaxis as examples – teachers should follow procedures outlined in Health Action Plans. (Please refer to Health Action Plans as located in front office and staffroom.
  - Green 'running' card to be used as required

- All staff have a responsibility to intervene if they see/hear an incident where student or staff safety is compromised regardless of whether or not they are rostered on duty.

### **Yard duty locations (recess and lunch):**

- **Area 1**  
Basketball court, assembly area and supervision of children moving across the courtyard to toilets located near rooms one and six.
- **Area 2**  
Soccer field, behind Out of School Hours Care (OSHC) building, sandpit, under trees near OSHC, Years 3-6 playground equipment and swing set
- **Area 3**  
Early Childhood playground equipment and AFL oval.
  - Please note, the gardens (formally bush tucker track) around the edge of school property is out of bounds for all children both in school hours and at OSHC.
- **Before school duty**  
First duty begins at 7:45am where there will be only one teacher on duty. All students upon arrival are to remain seated in assembly area, no ball games or running/walking around or games. Some students may move through courtyard to drop off their bag at classroom racks, following this they are to then move directly back to assembly area.

Second duty begins at 8:00am where there will be two teachers on duty. During this time students are permitted to move onto basketball court where they can play supervised handball or modified basketball, as an example. Assembly area remains a place for students to sit quietly as they await the bell.

### **Expectations/agreed practices:**

- School hats to be worn during recess, lunch and at Out of School Hours Care
- If student has no hat, they are to remain in assembly area during recess and lunch. If at Out of School Hours Care, students to remain under shade sails near OSHC building (this does not include basketball court).
- Students may draw or play modified games that do not require any running (no basketball, handballs in assembly area)
- Students are to remain in assembly area at beginning of recess and lunch until three duty teachers arrive (they will be wearing high visibility vest).
- Physical contact is not permitted in any games or activities whether before school, during recess and lunch or at Out of School Hours Care (OSHC)
- Students playing near the gardens around the edge of school property are to respect natural environment at all times. At no time are students to play around perimeter garden areas (formally bush tucker track) or behind shed on oval.
  - Students are to play in clear/open areas which are accessible and visible to all staff on duty.
- All rubbish is to be thrown in the bins as opposed to environment.
- Rocks from drainage system not to be placed onto oval - student reminded that this may result in serious accident, especially when lawns are being mowed.

### **Consequences:**

- **No hat** – students reminded to move to assembly area.
  - Continued reminder students may receive a 'Red Card' or 'Incident Report'. Reflection Sheet may also be required.
- **Students moving to play areas prior to three teachers being present** – a reminder, followed by red card if continued behaviour.
- **Physical contact** – Red Card for which students are to give to their classroom teacher. Red Card to be recorded onto eMaze by teacher on duty – follow-up with parent/carers may be required depending on incident (Level 1, 2 or 3 behaviour)

- **Physical or verbal aggression or any activity that places student/teacher safety at risk** – removal from play area immediately.
  - Incident Report completed and to be sent home.
  - Student to complete Community Service
    - Green 'running' card may be used.
- Disrespecting environment – Community Service

*Note: Where a student continually fails to meet the requirement of playground duty after being asked by teacher /educator the consequence becomes 'ignoring teacher /educator request as opposed to not following request. A Red Card and incident report to be sent home to parents/cares. Student to participate in Community Service until acknowledgement of Incident Report from parents/carers is acknowledged and signature received.*

**Ratification:**

This policy was reviewed by School Board at a meeting in September 2016

**Review:**

2023

**Evaluation:**

2026