



Playground supervision

Related Policies

- [Supervision of students](#), Catholic Education Office
- [Legal responsibilities and authority](#), Catholic Education Office
- [Sun smart](#), St Benedict's Primary School

Purpose

This policy supports the Catholic Education Office's commitment to ensuring that Archdiocesan Catholic schools operate in a safe and supportive environment. It contributes to our obligation to exercise a duty of care to students and to provide sound management of students at St Benedict's Primary by outlining the legal requirements of all staff and authorised supervising adults, as they pertain to the supervision of students.

Definitions

Supervision

Effective supervision involves enforcing the school's safety regulations and using professional judgement to foresee and to attend to reasonably foreseeable risks to students' safety.

Policy

Professional duty of care requires that staff exercise due diligence to ensure the safety and security of students under their supervision on the playground. Duty of care extends not only to teachers rostered for a particular duty, but includes any teacher in, or moving through, a particular area of the school's grounds. Duty of care extends to supervision of students required to be on school grounds outside normal class times and to students participating in any approved school activity outside school grounds.

Procedures

Supervision Times (Bell)

- 8.30am Teachers are to be at school ready for supervision. *Before school duty commences.*
- 8.55am Whole school assembles in the covered walkway.
- 11.00am Recess eating time. Students sit *supervised* under designated trees to eat.
- 11.15am Recess playtime begins. Additional recess duty commences.
- 11.25am Warning bell (toilet, drink, wash hands etc) then students sit under designated trees.
- 11.30am Classes commence.
- 1.00pm Lunch eating time. Students sit *supervised* under designated trees to eat.
- 1.15pm Lunch playtime begins. *Lunch play duty commences.*
- 1.40pm Warning bell (toilet, drink, wash hands etc) then students sit under designated trees.
- 1.45pm Classes commence.
- 3.10pm Students are dismissed. *After school duties commence.*

Playground supervision

At no time during recess and lunch are students permitted to be in the building without direct teacher supervision. If a student needs to go to the First Aid Room the teacher on duty is to ask a senior student to accompany the sick student inside. On these occasions students are to knock on the Staff Room door and wait for a staff member to attend. Students are not to re-enter the building for any other reason.

Duty descriptions

Before school 8.30am – 9.00am

- Duty commences in the courtyard.
- The teacher opens the gates to the courtyard on the way out to duty. The bubblers and hall doors leading to the toilets at the back of the hall are opened.
- There are to be no ball games except handball in the courtyard at this time.
- Students play in courtyard and not on verandah areas.
- Students are to walk their bikes/scooters at all times when on the school grounds.
- After the 8.55am bell rings, students and teachers move to line up in the covered walkway to participate in morning assembly.

Recess 11.00am – 11.30am

- Initial duty teacher opens toilet door.
- All students sit and eat in the eating area in designated class spaces until given permission to move off to play by the supervising teacher.
- At 11.15am both duty teachers (x2) ensure that rubbish is placed in bins and students are allowed to play on the oval, equipment, in the sandpit, eating area and under the covered walkway.
- Teachers move continuously. One teacher supervises the eating area, adjacent equipment, sandpit and undercover area. Another teacher supervises ovals and red equipment.
- When the warning bell rings students move to toilets and bubblers and then sit under designated trees and wait for their teacher.

Lunch eating time 1.00pm – 1.15pm

- Duty teacher opens toilet door.
- All students sit and eat in the eating area in designated class spaces.
- Teacher moves continuously through the eating area.
- At 1.15pm when the bell rings duty teachers (x2) ensure that rubbish is placed in bins and students are allowed to play on the oval, equipment, in the sandpit, eating area and under the covered walkway.

Lunch play time 1.15pm – 1.45pm

- Teachers move continuously. One teacher supervises the eating area, adjacent equipment, sandpit and undercover area. Another teacher supervises ovals and red equipment.
- When the warning bell rings at 1.40pm students use the toilets and bubblers and then sit under designated trees and wait for their teacher.

Carpark 3.10pm – 3.30pm

- Students sit in designated class spaces to wait for their parents or carers.
- Students and siblings are not permitted to play on the equipment after school.
- Teachers ensure that every student leaves through the small gate accompanied by an adult.
- When all students have been collected the duty teacher:
 - checks/locks the external C block door
 - checks/locks the external toilet corridor door in Block A
 - checks the lights and taps in the boys' and girls' toilets

- locks the double glass doors leading to the car park
- checks/locks all corridor windows and external door in A block corridor.

Bus duty

3.10pm – 3.30pm

- Students who catch the buses after school assemble and wait for the duty teacher outside the Principal's Office window in the undercover area.
- The teacher escorts the students through the front office to the bus stop.
- The Teacher on duty waits with the students until all students have left on their respective buses.
- When all students have caught their bus the duty teacher:
 - checks/locks the Front Entrance door
 - checks/locks all external doors and windows in the corridor leading up to the staffroom
 - checks/locks all windows in the teacher work space and staffroom
 - checks/locks up Library including external doors.

Crossing duty

3.10pm – 3.30pm

- Students who need to cross Jerrabomberra Avenue assemble in the undercover area outside the gate into the courtyard.
- Students are then escorted through the hall foyer to Jerrabomberra Avenue and across the road at the crossing.
- Students and teacher then cross at the lights together and the teacher escorts students across the service roads.
- When all students have reached the safest footpath the teacher returns to school and:
 - checks/locks all doors and windows in the rooms behind the stage area in the hall
 - checks/locks bubblers in courtyard area
 - locks the double doors at the Canteen foyer entry
 - locks the gate in the covered walkway
 - locks the door leading to A block.

Classroom after school lock-up

All teachers are responsible for the security of their own classroom and need to ensure that the classroom remains locked and no students are to re-enter the classroom without supervision.

Out of bounds

At all times the following areas are out of bounds.

- Parish Community Centre and Parish Outreach Centre and surrounds are out of bounds.
- The area under the large gum tree by the Parish Centre.
- Students are not to go into private properties or leave school grounds to retrieve balls, etc.
- Students must seek permission to retrieve balls, etc from the car park.
- Students are not permitted inside the school at Recess or Lunch without direct teacher supervision.

Change of Duty

If a teacher needs to change duty for any reason they must:

- organise a change with another staff member
- inform the Assistant Principal and/or Relief Coordinator
- advise the whole staff using the whiteboard in the staff room

Playground equipment allocation

A roster to ensure the equitable use of the sandpit and play equipment by all students will be drawn up at the beginning of the year by a nominated staff member.

Duty alterations due to weather

Duck duty

When the ground is damp but there is no rain then duck duty will occur. This will be decided by the Principal or a delegate. In this case:

- All eating will occur under covered walkway area.
- At play time students will disperse into courtyard (K-2) and covered walkway area (3-6). Play is limited to handball and skipping.

Wet weather duty

When it is raining outside then students will remain inside for both eating and play times. This will be decided by the Principal or their delegate.

Before School

8.30am - 8.55 am Teacher on duty will supervise students under the covered walkway.

8.55am Whole school assembles in covered walkway as usual.

Recess

11.00am - 11.30am An equitable agreement between teachers in adjacent classrooms will occur. Teachers will communicate clearly what activities students may or may not participate in and the procedures for going to the toilet, etc.

Lunch

1.00pm - 1.45pm An equitable agreement between teachers in adjacent classrooms will occur. Teachers will communicate clearly what activities students may or may not participate in and the procedures for going to the toilet, etc.

Agreed Practice for Wet Weather Supervision

- Students are to stay in their own classroom and engage in quiet activities.
- Students are not permitted to play in corridor areas.
- Students must ask for teacher's permission to leave the room - to go to the toilet or canteen.
- No ball games, including tennis balls are allowed.
- After school duties:
 - *Crossing duty*: Students will meet the teacher on duty under the covered walkway.
 - *Bus duty*: Students are to line up outside the front office and wait to be directed by the teacher on bus duty
 - *Carpark*: Students waiting to be picked up by parents are to assemble under covered walkway and exit promptly, when collected by parent or carer.

Roles and Responsibilities

Decisions calling for 'duck' duty and wet weather duty will be made by the principal or assistant principal on the day when necessary.

Approved by: St Benedict's School Board, 2012

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Appendices

Appendix 1: Roll Book Code and Guide

Appendix 2: Unexplained Absences Request