

Supervision of Students Policy



Purpose

To provide a safe and caring environment within the school grounds for the children, through careful supervision and anticipation of problems which may occur.

Scope

Our school has large open grounds with fences on three sides and, to effectively supervise these areas, there has to be clear guidelines. Staff members are rostered on to yard duty before or after school and at recess and lunchtime.

This policy applies to all staff members who are responsible for the supervision of students while on yard duty

Policy

1. All staff members are expected to observe the yard duty roster and map carefully. The roster and map are posted on the staff intranet and on display in the staffroom.
2. The roster and map are subject to change. Any changes to the yard duty roster or areas of supervision map will be communicated to staff.
3. Participation in the children's play activities during duty times does not constitute a supervisory role.
4. Yard duty supervision times cover four broad time spans:
 - a) Before school 8.30am – 9.50am
 - b) Morning recess 11.00am – 11.20am
 - c) Lunch break 1.30pm – 2.15pm
 - d) After school 3.15pm – 3.40pm
5. Extreme weather (heat, cold, rain, procedures will be followed when an announcement is made.
6. Following a 'Wet Day' announcement:
 - Children are to remain inside.
 - Staff members are required to patrol the corridors and check on pupil movement and provide general supervision.
 - It is the responsibility of the class teacher to provide suitable activities to occupy the children during this time.
7. Staff members who are aware that they cannot fulfil their yard duty obligation due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the Manager, School Operations.
8. Emergency teachers will assume the duty responsibilities for the teacher they are replacing.
9. Children are not permitted to be in the school building at any time without a teacher being present.

10. When on Yard Duty staff members are to:

- Carry a bumbag that contain appropriate information and requirements.
- Wear the school issued high visibility vest to ensure ease of identification.
- Refrain from taking take hot drinks and food outside.
- Monitor the yard for any hazards, notifying office for any assistance where required.
- Approach intruders or unknown people in the yard, or notify staff in staff room/office for assistance.
- Roam within their designated area, speaking to children, pre-empting any possible incident by defusing it through your positive interaction

11. Children and Staff members are required to wear appropriate hats during terms 1 and 4, in accordance with the school's SunSmart Policy.

12. While on yard duty staff members are expected to observe the school's Behaviour Management Policy when dealing with students.

Yard Duty Supervision Areas

So as to provide safe playground environment and to ensure manageable areas of supervision, the school yard has been divided in to seven distinct areas. Each supervision area is listed below and shown on the attached map.

SPORTS FIELD

- Three staff members are allocated responsibility for supervising the soccer field.
- One member of staff is to supervise at the playground.
- Two staff members to roam the soccer oval including the basketball court, where balls games are occurring.

FITNESS CIRCUIT

- One staff member is allocated responsibility for supervising the fitness circuit, and the pathway between the soccer field and Year 5 rooms.
- No other play equipment is used in these areas.

COURTYARD 1

- One staff member is allocated responsibility for supervising the pathway between the Year 5 and Year 6 rooms and that half of the courtyard.
- No ball games along the pathway.

COURTYARD 2

- One staff member is allocated responsibility for supervising from the beginning of the fencing, (not the concrete blocks) to the 2nd half of the courtyard, including the toilet block, checking that the library doors/other multi media doors are locked.
- During recess breaks ball games are allowed across courtyard 1 & 2 except for cricket and kicking games.

YEARS P-2 ADVENTURE PLAYGROUND

- One staff member is allocated responsibility for supervising the adventure playground and the walkway between the Year 4 rooms and fencing, which is a walkway.
- Only children in Years Prep to Year 2 are allowed to play on the Adventure Playground and sandpit
- No chasing games are permitted around or on this playground.
- No other play equipment to be used in this area.

NORTHERN AND EASTERN GATES –before school

- One staff member is allocated responsibility for supervising the northern gate before school begins.
- One staff member is allocated responsibility for supervising the eastern gate before school begins.
- Unlock the gates 8.30am.
- Once students enter the school, bikes/scooters must be walked to their final destination.
- Once in the school gates, students go directly to their homerooms,
- There will be no ball games occurring during this time.
- Lock the gate after the last parent has left, usually around 9.00am

NORTHERN AND EASTERN GATES –after school

- Stand at the gate with the students on the grassed area near the fence.
- Students who have not been picked up by 3.30pm are to be taken to the car park.

CAR PARK 1 –On the ‘crossing’ before and after school

- Keep the flow of traffic moving.
- Allow pedestrians to cross when it is safe to do so – that is, after 3 car spaces have been filled for pick up.
- Hold up your hand in a stop position to stop traffic.
- Make eye contact with pedestrians and say, “please cross” to indicate that it is safe to cross.
- Do not allow pedestrians to cross when a car is partially stopped on the crossing.
- Indicate to traffic to move by way of gesture and eye contact.
- Parents are not to leave their car unattended in a collection parking bay.

CAR PARK 2 – afterschool

- Encourage all students from the courtyard, into the front of the school to wait to be picked up.
- Be vigilant around the toilets and taps.
- Students should be contained within the front of the school and gates, not beyond.

- There is no eating or playing, when waiting to be picked up.
- Students are to stand behind the painted yellow line.
- At 3.30pm, shut the gates.
- Encourage parents not to double-park when collecting their children.
- Parents are not to leave a car unattended in a drop-off bay.
- Encourage parents to use the crossing with their children and not cross elsewhere.
- At approximately 3.40pm bring the remainder of the students inside to wait.

Related policies:

1. Behaviour Management Policy