Our Lady of Perpetual Help - Ringwood

SAFE SUPERVISION OF STUDENTS- 2015
To be reviewed: 2018

RATIONALE
Responsible and safe supervision of students in the schoolyard is a requirement of the school’s duty of care.

AIMS
To provide safe and appropriate supervision of students in the schoolyard.

IMPLEMENTATION

- Supervision of students is the responsibility of all teaching staff. Supervision includes before school, first and second break and after school.

- A roster system is used to timetable staff members for playground supervision.

- All teaching staff are required to be on time for playground duty.

- Parents will be informed regularly via the Newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time.

- Parents who need to send their children to school early, or who collect them later in the afternoon, will be encourage to utilise the Before and After School Care Program.

- Parents will be informed via the Newsletter that staff members will not be rostered to undertake playground supervision after 3:45p.m. each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school playground after that time will be brought to the School Office by the supervising teacher and parents contacted.

- The Playground Supervision Roster requires teaching staff members to undertake playground duty before school, for part of the two breaks, or after school on specific days. The time allocation for duty is in accordance with the Multi Employer Agreement (MEA).

- The Deputy Principal is responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

- The roster requires a minimum of three staff members on at break times, each responsible for supervising a designated area of the school. Before school there are two staff members on duty. After school a staff member is allocated to each of the main exits.

- Playground duty staff members are provided with a fluro vest, bag containing basic first aid supplies, Demerit record sheets, pen and walkie-talkies. The walkie-talkie must be turned on in order to communicate with other staff on duty or with the rostered First Aid Duty staff member.

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- Should a teacher (or visitor) notice any dangerous issues in the playground, he/she must report this immediately to the Teacher-on-Duty or the School Office so that students can be removed from the area and the severity of the situation identified.

- If severe weather conditions begin or are imminent whilst the students are in the playground, the teacher on duty is to call the Staffroom on their walkie-talkie to suggest moving the students inside immediately.

- All staff are expected to have a basic level of First Aid training. (Refer Medical/First Aid Policy). An Emergency Teacher will not be rostered on First Aid duty.

- A rostered staff member is responsible for the supervision of students in the First Aid room during break times.

- Staff members on playground duty are to keep a record of individual student behaviour as required.

- Emergency Teachers will be responsible for the playground duty responsibilities of staff members they are replacing and/or as allocated by the Principal or Deputy Principal. An Emergency Teacher will be partnered with a current staff member when rostered to the lower playground area.

- Teaching staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to swap with another staff member. Notification of any alterations is to be communicated to all staff via the whiteboard. This is also to be communicated to the Deputy Principal / Principal.

- Between September 1st and May 1st of the following year all staff are required to wear a SunSmart hat.

- Staff on playground supervision must approach unidentified person/s in the playground, or alternatively contact the Office to seek assistance (refer to Emergency Management Procedures).

**Evaluation:**
To be reviewed as part of the school’s three year review process.

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