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 a clean playground environment.
- Ensure all staff are fully aware of their responsibilities.
- Two teachers will supervise the playground areas at recess and lunchtime. One teacher will supervise the playground areas before school (8.25-8.40am) and after school (3.15-3.30pm).
- 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 has been established to ensure appropriate supervision of children on wet days and days of extreme weather. If out of the school due to an excursion or meeting, teachers are to make arrangements for their Yard Duty to be covered and inform the Deputy Principal of these arrangements.
- Any alterations to the roster are to be given to the Deputy Principal and recorded in the staffroom on the whiteboard.
- Whilst on Yard Duty Teachers are expected to:
  - Actively patrol their designated area to ensure maximum supervision.
  - Wear a fluro vest so that they are identifiable to students and wear a hat (during the Sunsmart period)
  - Support children in playing cooperatively together.
  - Carry a first aid folder and record information about first aid and any incidents as required.
  - Follow Sunsmart guidelines and wear a hat from September to April.
  - Have ‘hands free’ to be able to assist with minor First Aid needs.
  - Encourage children to keep the yard free of rubbish.

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 staff member on office first aid duty who attends to the sick bay. First aid incidents referred to the person on office first aid duty are documented and parents are contacted immediately for serious incidents, including injuries to the head. Parents receive an email at the conclusion of each day for minor first aid treatment documenting the details of the injury and assistance rendered.

POLICY REVIEW: 2018
At recess and lunch time two teachers will be on yard duty in the playground areas.

Teachers are to be prompt to all yard duty sessions.

Teachers are to lock all access doors to the corridors so students do not enter the school building during recess or lunchtime.

- Wet day before school:
  - Students are allowed into classrooms with teachers between 8.25-8.40am.

- Wet day at recess or lunch breaks:
  - Staff supervise students in their classrooms.
  - Rostered staff circulate the classrooms in the act of supervision.

- After school duty
  - Teacher wears fluro vest
  - Teacher locks hall doors (except after school care access door),
    1. Clyde street gate,
    2. Locinda street gates,
    3. Peterson Street gate
    4. Access doors to the corridors.

- Excursions and Camps.
  Teachers need to be aware of teacher/student ratios for supervision for excursions and camps offsite. Refer to the current requirements by asking the Principal or Deputy Principal.

- Refer to the St Agnes’ Anaphylaxis Policy in relation to supervising students eating food in class or while on the playground.