



## 5.5 Playground Duty Procedures

Parnell District School is committed to providing a safe and secure playground environment through appropriate supervision at all times. These procedures are designed to ensure that

- pupils feel happy, safe and secure in the playground environment
- all staff are aware of the school's procedures and the requirements of playground supervision
- students are informed of school rules pertaining to playground behaviour and supervision

### **Guidelines**

A duty roster will be drawn up by a member of the senior management team each term/year placing a minimum of three teachers during breaks on duty each day. (morning tea and lunch breaks)

The hours of supervision are between 8.30 a.m. to 3.15 p.m. Patrols out at 8.30-9.00 and 3-3.15 p.m.

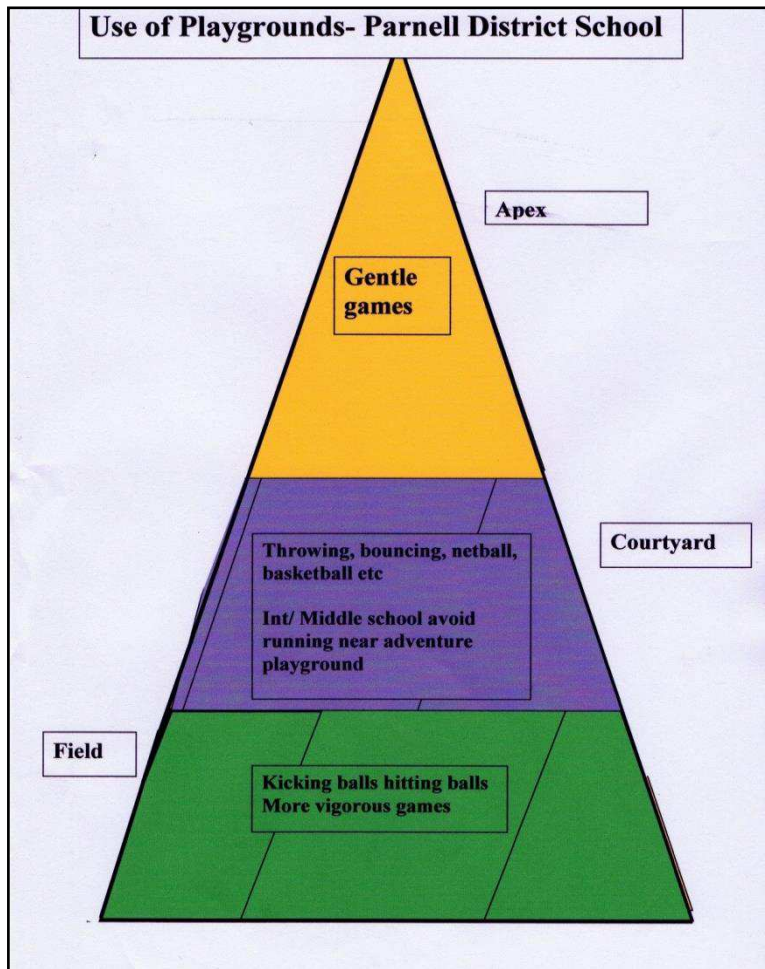
Children not to be in school grounds before 8.30, unless at a supervised sport activity. Children found in the grounds before 8.30 will be taken to the school office area for care and follow up with parents.

After school children are to leave by 3.15 unless at a sports activity, are with their parents or are at After School Care. All other children will come to the office where staff will ring parents.

### **Responsibilities of the Duty Teacher**

- Children are not engaged in unsafe activities and school rules are adhered to.
- Minor accidents are treated; anything serious is reported to the office and, if necessary, entered in the accident book.
- There is an appropriate play-ground "tone" - ensuring children are being responsible during intervals.
- Patrolling on a continuous basis. Don't get involved in chatting to other adults or on your cell phone. Children's safety is paramount.
- Being aware of children's safety consciousness on apparatus and monitoring it - ensuring that spectators and users will not be harmed.
- Ensure that children are playing within the school walls (Children out of bounds over the wall) or behind the two caretaker's sheds
- Ensuring that games cease quietly at the end of each interval and that children move purposefully to their classrooms
- Ensure that no one is in the library unless supervised by pupil librarians or staff.
- On wet days' children will be supervised in their own classrooms by Wet Day Monitors

- The grounds are well cared for and not littered.
- Attend to any poor behaviour. Expect children to discuss the rule concerned and make any reparation the teacher deems necessary.
- Child's name is recorded in the duty bag notebook and child goes to the withdrawal area for the rest of play-time to consider alternative ways of behaviour. The Deputy Principal monitors the duty bag notebooks.
- Direct students away from playing in any muddy areas.
- Tree climbing is permitted up to the lines spray painted (Blue) on certain trees
- Sunhats are to be worn by both staff and students in terms one and four.
- Arrange for bell to be used as a signal to require children to go indoors because of rain (**2 short rings IN**). (**3 rings OUT**) indicates when a return to playing outside is permitted.
- Wear the bright florescent jackets so that you can be readily identified as the duty teacher. Carrying also the small supply of first aid equipment in a bag (plasters in particular)
- Check on playground tidiness- that the rubbish tins are being used, and grounds are being kept litter free. A tidy school reflects children's pride in their surroundings.
- \* A sign will indicate when the grass areas are considered too wet to play.
- Make sure that classrooms are empty during breaks (unless under direct teacher supervision) and that children are not playing in cloakrooms, foyers or toilets or using classrooms as a thoroughfare to get from one side of the playground to another, to get sports gear, or go to the toilet.
- The library is open for the last half hour of lunchtimes
- Teacher/ adult organized sport practices will take precedence over other student activities on the field or courts.



**Morning Tea. . 11.00 and 11.10.a.m.**

Children are supervised outside by Teacher aides on fine days/ inside by **xxxx** on wet days.

**Lunch 12.55 till 1:10**

Teachers supervise lunch eating– children eat in class at own desk – teachers encouraged to read to the class during this time.

If children have not finished they are taken to a designated area in the courtyard **under teacher supervision** with unwrapped food only.

*Children will take all food scraps and papers home – “pack in- pack out”.*

**Wet Days**

Where children need to stay inside, monitors from Y7/8 will help out in classrooms. Children will play quietly and will not use

devices unless a teacher is present.

**Field**

If wet, the field may be closed by the caretaker using a school sign.

**Playground rules for children**

- Stay off our stone wall (i.e. stay in school grounds)
- Ask the duty teacher if your ball goes outside the walls
- No kicking games are played in the courtyard
- More active games are to be played on the field
- Corridors are not running places
- Toilets are not places to play –
- Do not touch bikes, skateboards or scooters 9-3p.m.
- Treat people with consideration, kindness and respect.
- Be responsible for your own actions and your own learning.
- Care for property, equipment and the school environment.