

### PURPOSE

To ensure school staff understand their supervision and playground supervision responsibilities.

### BROAD GUIDELINES

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Willmott Park Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

<b><u>BEFORE SCHOOL SUPERVISION</u></b>	<b><u>AFTER SCHOOL SUPERVISION</u></b>
Willmott Park Primary School's grounds are supervised by school staff before school from <b><u>8.40am-8.55am each day.</u></b>	Willmott Park Primary School's grounds are supervised by school staff after school from <b><u>3.30pm-3.45pm each day.</u></b>
If a student arrives at school before supervision commences they may be at risk and therefore the principal or nominee staff member will request that the parent/ carer make alternate arrangements.	If a student is not collected before supervision finishes at the end of the day, the student will need to be brought into the school office. The principal or nominee staff member will consider whether it is appropriate to: <ul style="list-style-type: none"> <li>• attempt to contact the parents/carers</li> <li>• attempt to contact the emergency contacts</li> <li>• contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.</li> </ul>
<p><b><u>Before and after school</u></b> there will be supervising staff in the following areas:</p> <ul style="list-style-type: none"> <li>• School crossing gate at main entry (Dorchester Street)</li> <li>• School crossing gate at side entry (Cowes Street)</li> <li>• Basketball Court and Soccer Pitch</li> <li>• 1/2 Playground</li> </ul>	

Parents and carers should not allow their children to attend Willmott Park Primary School outside of the hours of 8.40am-3.45pm when staff are not on duty. Families are encouraged to contact Out of Hours School Care (OHSC) on 9305 6051 for more information about the before and after school care facilities available to our school community.

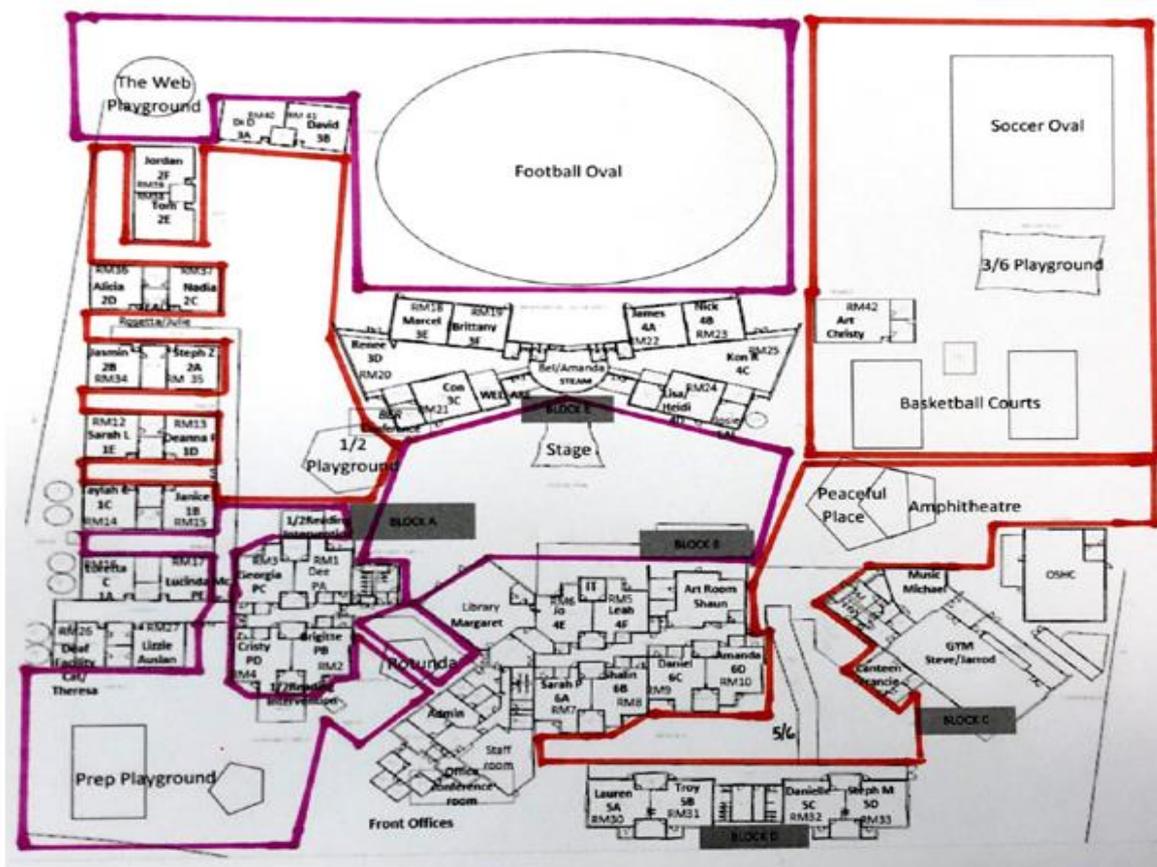
## PLAYGROUND SUPERVISION

All staff at Willmott Park Primary School are expected to assist with playground supervision and will be included in the weekly roster.

The principal, or alternative nominee, is responsible for preparing and communicating the playground supervision roster on a regular basis. At Willmott Park Primary School, school staff will be designated a specific playground supervision area to supervise. The supervision could be scheduled for before or after school (see above) or during the school day (see below).

The designated playground supervision areas for our school **during the day** are:

5/6 Courtyard and Amphitheatre	Basketball Courts and Soccer Pitch
Stage/Pavilion Area	Oval and Web Playground
1/2 Playground and Rotunda	Prep Playground and Rotunda
<b>These areas are supervised from 10.45am-11.15am and 1.05pm-1.45pm</b>	



School staff must wear a provided safety/hi-vis vest whilst on playground supervision and carry a First Aid bag. Safety/hi-vis vests and First Aid bags will be stored in each staff member's classroom or office area.

Staff who are rostered for playground supervision must remain in the designated area until they are replaced by a relieving teacher or the school bell has rung to signify the end of the break.

During playground supervision, supervising staff must:

- methodically move around the designated zone and actively supervise at all times. Staff need to ensure that all students are within line of sight.
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- reinforce behavioural standards and expectations, implementing appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures relating to minor and major behaviours as per the school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable, as use red medical slips as needed.
- use the emergency slips as needed eg. to call for assistance
- log any incidents or near misses as appropriate on Sentral in a timely manner
- if being relieved of their playground supervision shift by another staff member, ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct playground supervision at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant playground supervision shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave playground supervision during the allocated time, they should contact the office but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for playground supervision, the staff member currently on duty should send students to the office with the relevant alert slip and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising playground supervision staff member.

## **CLASSROOM**

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the neighboring teacher, front office or team leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

## **SCHOOL ACTIVITIES, CAMPS AND EXCURSIONS**

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

This policy will be updated if significant changes are made to school grounds that require a revision of Willmott Park Primary School's Playground supervision and Supervision Policy.

## **EVALUATION**

This policy will be reviewed regularly, taking into account feedback received from staff and parents regarding the success of the procedures outlined in this policy, meeting the needs of the school.

**Policy effective from 7<sup>th</sup> June 2019**

**For Review 7<sup>th</sup> June 2022**