OAKLANDS CENTRAL SCHOOL

Peter Craft – Principal

# School Playground Supervision Policy 2018

**Aim:**

This policy is designed to set expectations for the behavior of students on the playground. It also states the responsibility of staff in their supervision of students in the playground.

**Rationale**

All students, staff and adults should have their health and safety protected in the playground at Oaklands Central School. This includes the need for adequate supervision of students by teaching staff and the implementation of the school’s Wellbeing Policy, Discipline Policy, WHS Policy and other relevant policies in a consistent and fair manner. The playground environment will promote positive informal and formal social interactions students.

**Procedures**

General Guidelines – Staff

Adequate staff will be assigned to playground duties to supervise students at the discretion of the Principal. Staff will be provided with a copy of the Playground Supervision Roster in a timely manner as new rosters come into operation.

If staff are absent from duty, it is the duty of the Principal or delegate to ensure that students are supervised in the playground.

Staff area expected to fulfil the following responsibilities:

* Manage students in the playground.
* Perform in a manner consistent with the duty of care
* Ensure they are familiar with school's procedure
* Arrive on time for duty. Stay until relieved, even if the relieving teacher is delayed. If an accident occurs whilst a teacher is absent then the teacher may be held accountable
* Actively supervise assigned playground areas.
* Follow up students' complaints and issues
* Check students have written permission from the executive to leave the school grounds
* Report any accidents or incidents immediately
* Ask visitors if they need assistance. If still unsure about their reason for being on school premises inform a member of the executive

General Guidelines – Students

Students are expected to comply with the Oaklands Central School Wellbeing and Oaklands Central School Discipline Policies. All students will

* Follow reasonable and lawful instructions given by teachers
* Stay within the designated playground areas
* Seek permission to leave designated playground for any reason
* Keep playground areas clean and tidy
* Report any accidents to a teacher
* Use all equipment in a responsible and safe manner

**Specific Supervision Procedures**

**Morning: (8:30am – 8:55am)**

Students:

* Hang bags on hooks or put away in lockers
* K - 12 move to Area 1 or Area 2
* No running under the COLA (a supervised game of basketball on half a court is allowed)
* No kicking balls under the COLA
* Hats to be worn out side of the COLA in Term 1 & 4
* All sporting equipment is to be returned to the sports boxes

Staff:

* Be on time for duty
* Remind K - 2 to go to the toilet just before the bell
* Remind students to ensure all equipment has been placed away

**Recess: (10:46am – 11:06am)**

Students:

* K - 12 in Area 1 under COLA and Area 2 (Secondary allowed in the “Hang Out” area)
* No running under the COLA (a supervised game of basketball on half a court allowed)
* All sporting equipment is to be returned to the sports boxes
* May not share food
* Place all rubbish in the bins
* Hats to be worn out side of the COLA in Term 1 & 4

Staff:

* Be on time for duty
* Oaklands Central School has a no share food policy
* Check that each student has something to eat
* Check that students remain seated until recess has been eaten
* Remind K - 2 to go to the toilet and wash hands after eating
* Remind students to ensure all equipment has been placed away
* No students are allowed in classrooms

**Lunch 1: (12:52 - 1:15)**

Students:

* K - 12 stay in Area 1 under COLA and Area 2
* 7 - 12 allowed in “Hang Out” area - RULES to be followed (see below)
* No running under the COLA (a supervised game of basketball on half is court allowed)
* All sporting equipment is to be returned to the sports boxes
* May not share food
* All rubbish is to be placed in the bins and lunch boxes to be put away

Staff:

* Be on time for duty
* Oaklands Central School has a no share food policy
* Check that each student has something to eat
* All Primary students remain seated until their lunch has been eaten or until 1:05pm (no playing) exceptions are to wash hands and go to the toilet
* Remind K - 2 to go to the toilet and wash hands after eating
* Remind students to wash their hands after eating
* Remind students to ensure all equipment has been placed away
* No students are allowed in classrooms
* Any uneaten lunch is to be placed back into school bags and taken home to parents
* Check that the area is free of rubbish

**Lunch 2: (1:15 - 1:39)**

Students:

* All students to go out the back play area (Area 3)
* Students only allowed in the open area of the oval, NOT in the shrub area
* Any students not finished lunch are to finish eating while sitting at the table in the shade
* Students are to remain seated in the shade of the “Hang Out” area until a teacher arrives to supervise their play
* Play equipment is to be used as per guidelines
* All shed areas are out of bounds
* Students are not to return to their bags or classrooms
* No tackling games
* All sporting equipment is to be returned to the sports boxes

**Hang Out Rules**

* No Primary students allowed
* This is a quiet area
* Appropriate language to be used
* No swinging on hammocks
* No ball games
* Keep the area clean and tidy

Staff:

* Be on time for duty
* Students to remain seated in the shade until a teacher arrives to supervise their play
* Remind students that equipment must be placed away
* No students are allowed in classrooms
* Do not allow students to return to the classroom
* Ensure all students have left Area 3 before you leave area

**3:00 Duty (3:00 – 3:25)**

Students:

* Place bags under the COLA in lines and move to Area 3 - NO back oval
* Students are to remain seated in the shade of the ‘Hang Out” area until a teacher arrives to supervise their play
* Play equipment is available and to be used according to guidelines
* All shed areas are out of bounds
* On wet days students will use Area 1
* No students are allowed in classrooms
* No tackling games
* All equipment is to be packed up – including sandpit toys
* Bike/scooter/skateboard riders to leave via the ‘hall gate’
* Students are not allowed to ride in school grounds

Staff:

* Be on time to duty
* Keep students seated in the shade until a teacher arrives to supervise their play
* Remind students to put all equipment away
* No students are allowed in classrooms, or on verandas unless under the supervision of another teacher
* Do not allow students to return to the their bags
* Ensure all students have left Area 3 before you leave the area
* At 3:20 gather students under COLA for final messages and hand out any outstanding notes
* Supervise and assist students onto busses and into cars
* Supervise and assist students who need to cross the road
* Return the ‘step’ used by students who access the bus to the K - 1 room
* Return the school zone flags to the front office
* Ensure all students have been collected before leaving

Students who do not comply with playground rules, who act unsafely or ignore instructions from a teacher should:

1. Be given a verbal reminder by the teacher
2. If the instruction continues to be ignored or the students behavior requires then
   1. Seat on an isolation seat for a short time
   2. Have the student pick up papers
3. If student behavior continues to be unacceptable then send the student to the AP, HT or Principal for further action.
4. Note: If students do not put play equipment (such as balls) away at the end of breaks, the equipment will be confiscated.

