

St Paul's Catholic Primary School Albion Park



SUPERVISION POLICY

St Paul's Catholic Primary School – Supervision Policy

St Paul's Catholic Primary School is committed to providing a safe and caring environment that fosters respect and dignity for all members of the school community. The staff has a responsibility to provide direct supervision for all students when they are in the classrooms on the playground and when they are on any out of school educational experiences so that they feel safe and secure. Staff are to note while the procedures outlined below are specific to direct supervision while you are on duty there are times when this could also be indirect.

INCIDENTAL SUPERVISION

There is a need for ongoing informal visual surveillance of playground/ school areas within view, even if you are not officially rostered on a supervision duty, with a view to preventing or minimizing student injury.

DIRECT SUPERVISION – Playground and Excursions

- All teachers on playground duty are to be punctual, not leaving your area of supervision until the replacement teacher arrives. (Morning assembly, Lunch and Recess)
- Continually familiarise yourselves with the day-to-day playground changes.
- Ensure all students are aware of the 'OUT OF BOUNDS' areas and supervision of these areas should be frequent.
- It is important for the teacher on duty to keep active by moving around the area that is to be supervised.
- Supervise all games and immediately intervene when games / behaviour becomes potentially dangerous.
- Refrain from general conversations with parents, students and colleagues.
- If attending to a playground issue maintain supervision of the other students in your care.
- Follow all procedures to address inappropriate behaviours i.e. completing Student Worksheet (Restorative Justice practices)
- Immediately investigate all dangerous playground activity, record and report to Stage coordinator if necessary.
- Teachers on playground duty are not to participate in student games.
- Toilets, both Infants and Primary should be monitored for safety and potential unacceptable behaviour.

Out of School Education Activity

While on out of school educational activities, 'duty of care' for all students is a priority.

1. Teachers must have signed permission to take students out of the school and where necessary a 'risk assessment' needs to be done
2. Parents must be informed of the nature of the activity including travel and supervision
3. Supervise all students in your class / group.
4. Attend to any accidents / all inappropriate behaviour or incidents and report this in writing completing all documentation on returning to school.

Playground Equipment

1. All equipment that is used by teachers needs to be checked for potential accidents
2. Teachers must supervise all structured games and activities
3. Supervising teacher is to intervene immediately if any potential unsafe play or use of equipment is observed



School Rules

Love God by showing:

Respect for self

Respect for others

Respect for the environment

This will look like

At St. Paul's Catholic Primary School Albion Park we show our Love for

God by:

- being active learners and allowing others to learn
- playing safely and cooperatively in view of teacher
- respecting the rights and property of others
- speaking positively to and about others
- taking pride in our school environment
- wearing the correct school uniform

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**The procedures that are outlined below are specifically for playground supervision.
Playground Responsibilities 2010**

MORNING DUTY

| Area | Student Responsibility | Teacher Responsibility |
|------------------------------------|--|---|
| Front Playground 8:30 – 8:52 am | No Hat no Play | 8:30 a.m. Teacher on duty |
| | Hand ball games | Be active by moving around the area being supervised |
| | Play safely, No running games. | Supervise 'Out of Bounds" areas <ul style="list-style-type: none"> • steps and railings • areas outside classrooms • areas outside the hall • sloped, grassed area outside the hall • around the corners of the buildings • playing around in the toilets |
| | Take permission from the teacher on duty to leave the playground | Watch for potential unacceptable behaviour |
| | Report all behaviour incidents to the teacher on duty | Intervene in inappropriate behaviour immediately, using Affective Questioning (Restorative practices Tag) and record any playground incidents |
| | Put school bags in the assigned area | Attend to accidents immediately |
| | Stop all games on the first bell | Send to the office for additional help when necessary |
| | Collect school bags and forward to class lines | Ensure all games have ceased and children go to their class lines |
| | No leaving the playground after the first bell | Class teachers to be on the front playground before the second bell |

| Area | Student Responsibility | Teacher Responsibility |
|---|---|---|
| Quiet Area 10:55 am – 11:35 am 1:45 pm – 2:15 pm | Students are to sit under the covered areas | Duty teacher to supervise students – 11:05 –11:35 SSO's to assist |
| | Students are not allowed any ball games or running. | Keep active by moving around the areas to be supervised i.e. <ul style="list-style-type: none"> – Infants, admin and Yr.5 covered walkways – outside the library – Primary and Infants bathrooms – Canteen area – Grassed area |
| | Students are not allowed in the "Out of Bounds" areas. These are: <ul style="list-style-type: none"> – The steps near the Shelter shed – All the railings – The steps leading to the Infants bathroom – The steps near the Yr. 3 room – The brick walls near the Yrs. 1 & 2 rooms, also the brick walls outside the Yr. 5 rooms and Quiet area near the stairs – The area near the Kindergarten rooms | Duty teacher to record continual disregard for rules in the Incident folder |
| 11:05 am – 11:25 am 1:45 pm – 2:00 pm | Students to line up to be served at the Canteen at Lunch / Recess time | Duty teacher to be assisted by Stage 3 students to supervise |
| | Students to sit and eat. When they have finished, they take permission from the teacher on duty in the Quiet area if they wish to go to the Top oval | Each teacher supervises their class eating their lunch until the second bell, unless mutually arranged. |

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| | At the conclusion of Lunch students are to be seated outside their classrooms. | At the conclusion of Lunch. Teachers to take responsibility for their class |
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RECESS and LUNCH

| Area | Student Responsibility | Teacher Responsibility |
|---|---|---|
| Top Oval 10:55 am – 11:05 am | Students to sit in their areas and eat their lunch | Class teacher to supervise for 10 minutes |
| <u>LUNCH</u> 11:05 am – 11:35 am K, 1, 2 & 3 | Students line up in the Quiet Area outside the Year 3 rooms to be taken to the top oval | Duty teacher takes the students to the top oval via the Shelter shed |
| <u>RECESS</u> 1:45 pm – 2:10 pm Years 4, 5 and 6 | Students to wait in the Quiet area for the supervising teachers to take them up to the top oval | Top oval teachers on Primary duty to take the students to the top oval via the Shelter shed. |
| Primary nearest the top gate in specific areas (to the right) | Once the students have decided to use the top oval they are to remain there. They must not leave this area unless it is to carry out Bin duty. | Teachers to supervise students in their areas, ensuring the top gates are locked after usage. |
| Infants to the west end of the top oval | Students to play in their areas and keep away from the 'out of bounds areas' <ul style="list-style-type: none"> - Areas near the Goat fence - Near the trees separating St. Joseph's and St Paul's - The east end of the top oval where the Goat fence and St Paul's fence meet. - Near the cemetery At the end of Lunch and Recess when the teacher blows the whistle STOP ALL PLAY and follow directions. | Supervising teachers to be active by moving around the areas including 'out of bounds areas' Teachers on playground duty are not to participate in student games. Blow the whistle and ask students to line up. Bring all students to the Quiet area to be dispersed. |
| Bathrooms | Students are not allowed to play in the bathrooms | Teacher on duty to supervise |

| PEACE ROOM – Year 4/ Resource room | Student Responsibility | Teacher Responsibility |
|---------------------------------------|---|---|
| 1:45 pm – 2:10 pm | Student to go to the room at the specified time. Student to remain on task to be completed for the entire time | Teacher to supervise the student/s who have been sent to the R.J. room Follow all procedures to address inappropriate behaviours i.e. completing Student Worksheet (Restorative Justice practices) |

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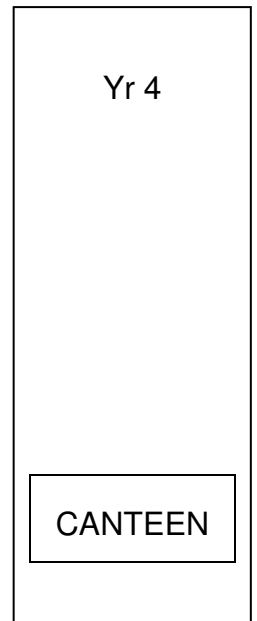
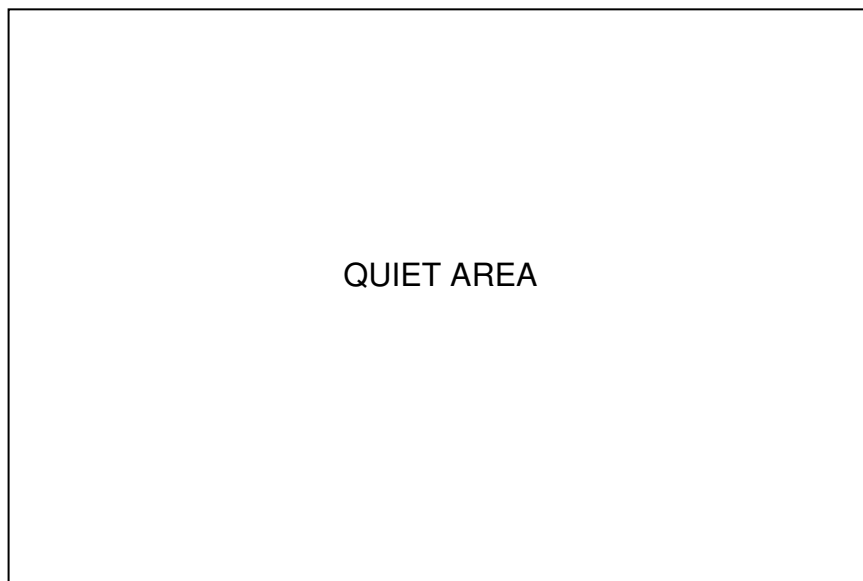
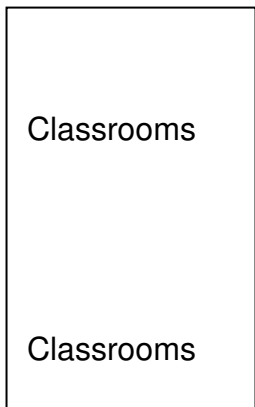
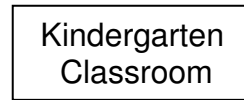
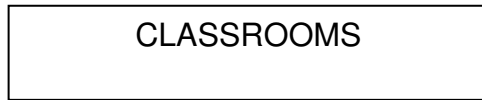
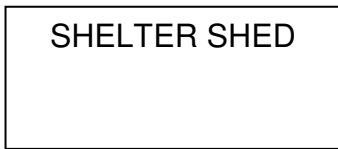
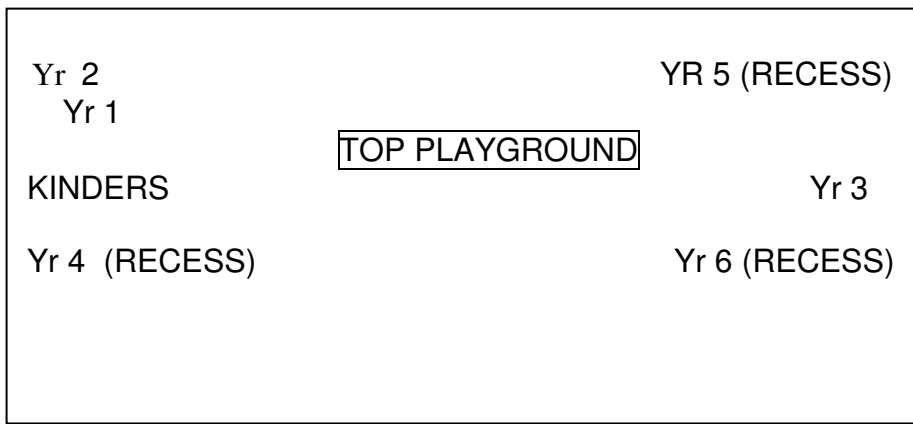
AFTER SCHOOL RESPONSIBILITIES

| Area | Student Responsibility | Teacher Responsibility |
|---|---|--|
| <p>3:15 pm – 4:00 pm</p> <p>Top Gate 3:15 pm – 3:30 pm</p> | <p>At 3:15 p.m. when the final bell rings</p> <p>Students who use the top gate are to wait for the teacher on duty.</p> | <p>Teachers take their class to the front playground and disperse them.</p> <p>Top Gate teacher to supervise those students who are collected by their parents / carers.</p> <p>Lock the gate at 3:30 p.m. any student /s remaining to be brought to the administration area</p> |
| Waiters | Students to wait for their lift home by sitting in the designated area | <p>Teacher / s on Bus duty to instruct the Waiters to sit outside the Year 5 classrooms.</p> <p>Teachers on bus duty to supervise these students,</p> <p>At 3:30p.m. if students are not collected. They are to be sent to the Office</p> |
| Bus Duty | Bus students to sit in their bus lines | <p>One teacher puts the students on the bus when it arrives, ensuring that the student /s are seated on the bus</p> <p>The second teacher supervises the other students waiting on their bus lines.</p> <p>When all students have been put on the bus the teacher locks the front gate.</p> <p>Any students remaining in the playground are brought to the office.</p> |

WET WEATHER

| Area | Student Responsibility | Teacher Responsibility |
|---|--|---|
| <p>8:30 am</p> <p>8:45 am</p> <p>10:55 am – 11:35 am 1:45 pm – 2:15 pm</p> <p>3:15 pm</p> | <p>Students to sit in front of the Yr 5 rooms No Games</p> <p>Students to be put together as a grade and instructed to eat for 10 minutes</p> <p>Students to sit and wait outside the Yr. 5 classrooms and hall area</p> | <p>Teacher on duty to supervise students and make the announcement at 8:45 or earlier asking all teachers to come and collect their students</p> <p>Class teachers to collect their students and walk them to class</p> <p>Class teachers to supervise the students for half of the Lunch or Recess time (shared duty)</p> <p>Class teacher to take the students to the front of the school building where the students wait for their Parents or the bus.</p> <p>The teachers on Bus duty to accompany the students to their bus</p> <p>Any students remaining in the playground after the last bus are brought to the office.</p> |

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Playground Incidents

| Date | Name | Class | Incident | Referred to Peace Room | Teacher's Name |
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