ST CHARBEL’S COLLEGE
Supervision and Playground Duty Policy

Policy

It is crucial that every staff member actively provides for the protection, safety and welfare of students. Ensuring the protection, safety and welfare of each student helps create the foundation for an effective learning environment.

Professional duty of care requires that staff exercise due diligence to ensure the safety and security of students under their supervision. Duty of care extends to the wide range of responsibilities of teachers. This means teachers must actively supervise students:

- During timetabled classes.
- In and around class rooms and corridors, vigilantly ensuring students move in an orderly fashion between classes, enforcing “no running or pushing” and the safe use of playground areas.
- At any time when the teacher is moving through any area of the school’s buildings or grounds.
- During rostered duties including playground duty
- During extra curricula activities when students required to be on school grounds outside normal class times or when students are participating in any approved school activity outside school grounds.

Definitions

Supervision: effective supervision involves enforcing the school’s safety regulations and using professional judgment to foresee and to attend to reasonably foreseeable risks to students’ safety.

Related Policies

- Excursion Policy
- Risk management Policy
- Prescribed Medicines Policy
- First Aid Policy
Supervision and Playground Duty Policy

- First Aid Procedures for Playground Duty
- OHS Policy
- Code of Conduct
- Anti Bullying Policy
- Sports Policy

**Procedures Specific to Playground Duty**

All teachers are assigned to playground duties. New teachers and relief staff will be informed of arrangements before being assigned duties. Teachers must be punctual to duties and should move around their duty area constantly. Teachers supervising younger students must be aware that the ability to remember instructions and/or anticipate consequences is not as developed as with older students, consequently a higher degree of care is required.

**Supervision Policy**

All serious incidents occurring during recreation, supervised activities or class time must be recorded and communicated to the appropriate Coordinator, where necessary to the relevant Deputy Principal and to the parents/caregivers.

All accidents to students and staff occurring during recreation, supervised activities or class time must be reported in accordance with the school’s Accident Procedures, see also First Aid Policy.

Primary teachers will reinforce the “no hat play in the shade” rule at all times. It is strongly recommended that teachers on duty outside the classroom wear a hat.

If a teacher fails to present for a duty, a student or other staff member must be sent to find a replacement. The students must, under no circumstances, be left without a teacher on duty.

Teachers are responsible for:

- Dealing with any known unsatisfactory behaviour of students including that which has occurred as students come and go between school and home.
- Protecting the safety of students as they leave school by providing supervision from any perceived risks.
- Performing supervision duty diligently by constantly and vigilantly moving around and observing the supervised area
- Supervising students when boarding buses during school hours and after school.
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- Supervising children who have been required to remain after school for sports training or other events (choir practice, etc). This supervision should last until the students have been advised to leave either the school precincts or other approved coaching venues.

- While teachers and students often benefit from informal social contacts when supervising, attention should not be devoted to just a small group of students. In determining the level of supervision expected from each teacher, the college must consider several points:
  - The age of the children
  - Their interests and capabilities
  - The type of activity being supervised.

Whole School Responsibility

It is the responsibility of the Principal with the assistance of the staff members involved in activities to ensure that the school provides a safe environment for work and recreational purposes. This includes development of clear guidelines for:

- Use of equipment
- Ensuring adequate staffing provisions
- Monitoring of the condition of all facilities
- Consideration of any potential dangers.

The College, as a collegial team has responsibility for:

- Ensuring that adequate supervision is provided.
- Determining the number of teachers engaged in supervision at any time.
- Ensuring that children are under supervision throughout the whole school day, including all recess periods.

The College will send formal correspondence to parents at the start of each year with reminders through the College newsletters to remind parents of school hours and supervision times.
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Primary Map of Playground Supervision Areas

<table>
<thead>
<tr>
<th>TOILET BLOCK</th>
<th>GREEN COURT</th>
<th>GREEN COURT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>UNDER-COVER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAGE</td>
<td>Area 2</td>
<td>Area 3</td>
</tr>
<tr>
<td>Area 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Secondary Map of Playground Supervision Areas

St Charbel’s College Secondary Duty Areas

Blue – Area A – Canteen & New Basketball court
Yellow Area C – Old Basketball court, Toilets & Upper Yard
Red Area D – Library Undercroft, Fountain to Old building
Green Area B – Lower yard from Primary school, to Admin building & front of school.