

WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409

Student Supervision Policy

Date: August 2018

1. Rationale

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

2. Aims

2.1 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.

2.2 This policy applies to all teaching and non-teaching staff at Williamstown North Primary School, including education support staff, casual relief teachers and visiting teachers. For teachers that do not work full time, duties are assigned on a pro-rata basis.

2.3 School staff are responsible for following reasonable and lawful instructions for supervision of students from the Principal/Assistant Principals from 8.45am to 3.45pm.

2.4 The playground is divided into four areas where staff are on duty for supervision as stipulated below.

2.5 On days of extreme weather, staff are rostered on to supervise the students inside for recess and/or the lunch break.

2.6 Areas of the Yard

- **Area A:** The Junior playground at the front of the school on Melbourne Road, including the play equipment and 'green' playing areas.
 - In Term One an additional teacher is allocated to Area A for student supervision for Recess and Lunch breaks.
- **Area B Green Field:** The playing field at the back of the school, along Freyer St and Burgoyne Lane,
- **Area B Play Equipment:** The large play equipment zone surrounding the large oak tree at the back of the school, along Burgoyne Lane and including the asphalt area and basketball court in front.
- **Area C:** Seating area in front of the Canteen and small area in front of Room 25, the basketball court and 'Tasmania' (artificial turf area), walkway from Room 26 to 33 and the peppercorn tree area between Room 33 and the two storey building.

3. Implementation

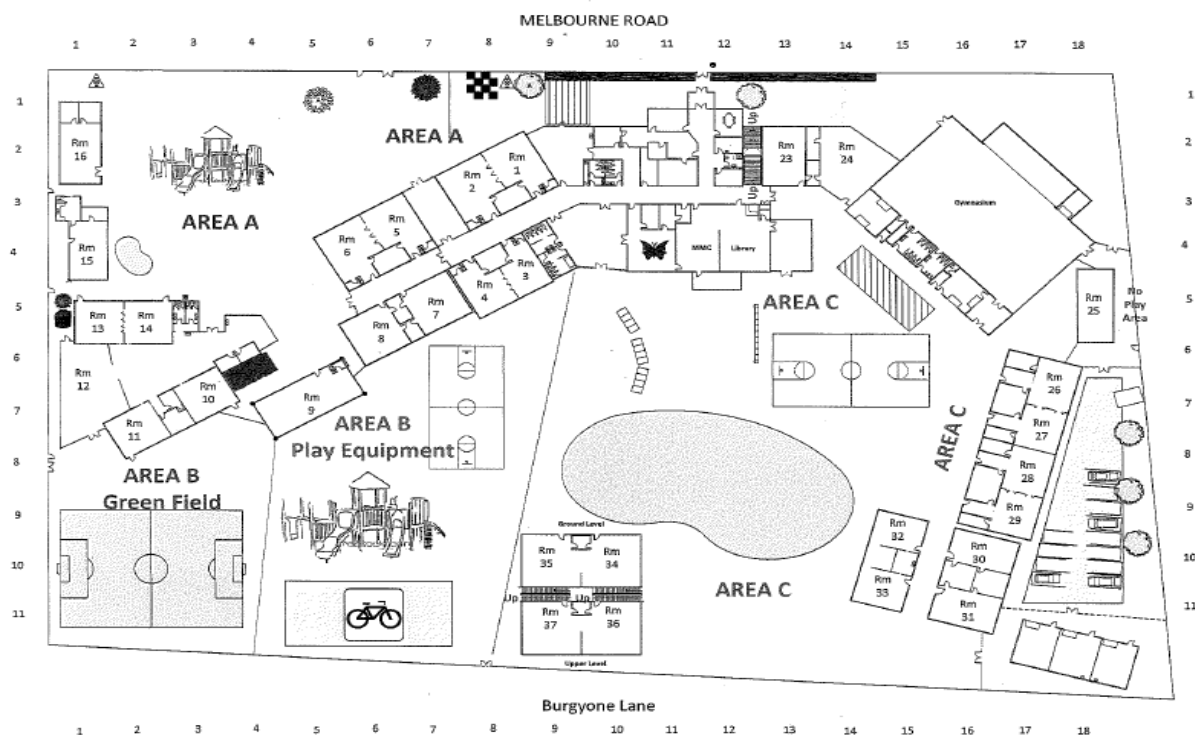
3.1 Before and After school

- Williamstown North Primary School's grounds are supervised by school staff from 8.45am until 9.00am and from 3.30 to 3.45pm. Outside of these hours, school staff will not be available to supervise students. This is communicated regularly to the school community in the school Newsletter.
- Parents and carers are requested not to send or bring their child/ren to school outside of these hours. Families are encouraged to contact the Principal/Assistant Principals on 93975722 or refer to https://www.oshclub.com.au/wp-content/uploads/2018/05/OSHClub_iParent-Portal_QRG_v1.0_without.pdf for more information about the Before and After School Care facilities available to our school community.
- If a student arrives at school early in the morning, well before the start of the school day the Principal/Assistant Principals will, as soon as practicable, follow up with the parent/carer to:
 - advise them of the time staff are on duty,
 - request that the parent/ carer make alternate arrangements (i.e. Oshclub).
 - If a student is not collected by 3.45pm the teacher/s on playground supervision will bring the student/s to the main office. The Principal/Assistant Principals or a member of the Administration team will either:
 - contact the parents/carers,
 - if a parent indicates they are running late, the student/s will be kept at the office until the parent/carer arrives,
 - phone the listed emergency contacts,
 - place the student in the out of school hours care program (if they are registered with Oshclub) or
 - 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.
- Any student/s remaining in the school grounds after 3.45pm with their parent/carer, are the responsibility of their parent/carer.
- School staff who are rostered on for Before or After school playground supervision must follow the processes outlined below.

3.2 Playground Supervision

- All staff at Williamstown North Primary School are expected to assist with playground supervision and will be allocated duty on a weekly roster.
- The Principal/Assistant Principals are responsible for preparing and communicating the playground supervision roster on a regular basis. At Williamstown North Primary School, staff will be designated specific playground areas to supervise.
- The designated playground supervision areas for our school for 2018 are identified and included in the school grounds map.

Area	Location
Area A	The Junior playground at the front of the school on Melbourne Road, including the play equipment and 'green' playing areas.
Area B - Equipment	The large play equipment surrounding the large oak tree at the back of the school, along Burgoyne Lane and including the asphalt area and basketball court in front.
Area B – Green Field	The large play equipment surrounding the eating tree at the back of the school, along Burgoyne Lane and including the asphalt area and basketball court in front.
Area C	Seating area in front of the Canteen and small area in front of Room 25, the basketball court and 'Tasmania' (artificial turf area), walkway from Room 26 to 33 and the peppercorn tree area between Room 33 and the two storey building



- School staff must wear their hi-visibility vest, provided by the school, whilst on playground supervision. Additional/spare hi-visibility vests are kept in each playground supervision bag.
- The bags are located on hooks beside the exit doors leading to each Area. The following items are in each bag. These are maintained by the school nurse in the Health Hub;
 - Mobile phone,

- Basic First Aid supplies,
 - Health Hub slip to record details of any injury,
 - A folder with procedures for Medical Emergencies,
 - Playground Supervision book to record minor incidents/behaviours,
 - Butterfly Room passes, and
 - A bag of tokens for student rewards.
- Staff who are rostered for playground supervision must remain in the designated area until they are replaced by the next teacher on duty.

3.3 During playground supervision, staff on duty must:

- methodically move around the designated area,
 - be alert and vigilant,
 - intervene immediately if potentially dangerous or inappropriate behaviour is observed in the playground,
 - encourage behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with our *Student Engagement and Wellbeing* policy,
 - ensure that students who require first aid assistance receive it as soon as practicable ,
 - log any incidents or near misses as appropriate in Playground Supervision Book. For any serious behaviour the Principal/Assistant Principals will log the details on Compass. If a child receives a serious injury, this will be recorded on Edusafe,
 - approach any adult in the playground that isn't wearing a Visitor's tag,
 - if being relieved of their playground duty 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 supervision period.
- If a staff member is unable to undertake their playground supervision according to the roster, they should contact the Principal/Assistant Principals with as much notice as possible, prior to the relevant playground supervision time, to ensure that alternative arrangements can be made.
 - If the supervising staff member needs to leave playground while on duty, they should contact the Principal/Assistant Principals by phone or by sending a student/s to the General office. Under no circumstances should a teacher leave their designated area until a relieving staff member has arrived.
 - If the relieving or next staff member does not arrive for playground supervision, the staff member currently on duty should either phone the general office on the phone in the playground supervision bag, or send a child to the general office requesting to be relieved. They are not to leave their designated area until a replacement teacher has arrived.
 - Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising staff member.
 - Where a child/ren requires a break from the playground they can be given a pass for the Butterfly room.
 - An extensive number of Lunchtime Activities are organised by the staff and Year 6 School Leaders. These activities provide a range of experiences to cater for the active, passive or creative preferences of child/ren.

3.4 Classroom

- The classroom teacher is responsible for the supervision of all students in their care during class.
- If a teacher needs to leave their classroom at any time during a lesson, they should first contact the Administration staff, Principal, Principal/Assistant Principals for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.
- Students must not be left unsupervised at any time.

3.5 School Activities, Camps and Excursions

- The Principal/Assistant Principals or leadership team are responsible for checking that the staff/student ratios for all school activities organised by staff meet the requirements as set by the Department of Education and Training (DET). Appropriate supervision will be planned for special school activities, camps and excursions and depending on the activities to be undertaken, the level of potential risk involved.

4. Evaluation and Review

- 4.1 This policy was developed on 19th July 2018 and is scheduled for review in 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Williamstown North Primary School's Playground Supervision Policy, or in line with DET updates.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

This Policy has been ratified by School Council August 2018