



## Playground Duty and Break Supervision Policy

***This policy addresses issues in relation to:***  
*Safe and Supportive Environment – Student Welfare 3.6.2*

***(See also Policy on Duty of Care)***

### Purpose

The Playground Duty and Break Supervision policy provides clear guidelines for all students, staff and parents about the expectations of the behaviour of students and of the supervision requirements of staff.

### Aims

The playground Duty and Break supervision policy aims to:

- 1) Ensure the school provides a safe playground environment
- 2) Ensure that all students are given the right to be heard
- 3) Ensure that supervision is consistent by all members of staff

### School Values

The school values are encouraged to be demonstrated on the school playground. These values are actively taught as part of the school wide PBIS programme:

- Respect
- Ownership
- Achievement
- Resilience
- Safety

### Arriving to school

- **8.00am:** Staff supervision of playground begins. Students may enter the school grounds and prepare for the school day. No games or playing is permitted in the morning.
- **8.25am:** Students may go to bathroom before the bell and proceed to classes.
- **8:30am:** Students are expected to be in designated areas. K-6 in classrooms.

**Before School:**

- Playground supervision by duty staff commences at 8.00am.
- Students are to move to the Lower Concrete Area.
- No playing is permitted before school.
- No active supervision of students is provided before 8.00am. Students are not to arrive earlier than this time for safety reasons. It is the parents' responsibility and duty of care to ensure students do not come to school before this time.

**Recess/ Lunch:**

Teachers on duty will:

- Collect and carry first aid bag on duty (K-6)
- Wear a High Visibility Vest
- be in the playground promptly at the beginning of recess / lunch and morning duty
- not carry hot drinks on duty
- not use mobile phone whilst on duty
- move around the designated area and be alert and vigilant in supervision
- ensure that students' behaviour is safe, sensible, fair and consistent with school expectations and rules
- intervene if potentially dangerous or unsafe behaviour is observed
- hand out PBIS playground tokens
- take preventative steps if any safety issue is identified, eg water spill
- follow up on incidents reported by students
- ensure that students who require first aid assistance receive it as soon as practicable
- when relevant complete incident report: Injury reports to be submitted to school nurse, behaviour incident requiring follow up documented on Sentral
- not leave the playground until relieved on duty or until all students have left to go to class.

Students will:

- wear a hat
- be seated whilst eating
- place all rubbish in bin before playing
- demonstrate school values: ROARS
- play in designated areas
- report any issues of concern to teacher on duty
- follow school rules: eg keep hands and feet to yourself, no running, only handball games allowed
- At the conclusion of break, students to cease games and begin assembling in designated areas

*Recess is not a major play period*

**Wet Weather:**

- In the event of inclement weather, students are to remain in the classroom / corridor or designated area(s).

**End of the Day: 3:25pm (Primary)**

- Students are dismissed. Regulations regarding crossing the roads apply.
- 3:25pm – 3:45pm - Supervision by rostered staff

*Students are to be collected promptly by parents/ caregivers at dismissal time. Students are not to be left at school waiting for siblings who may have afterschool classes / detention. There is no supervision after 3.45pm*

**Procedure**

- The Head of Campus will make staff aware of their duty roster times at the beginning of each term or earlier if changes occur*
- Staff receive a copy of current duty rosters*
- Duty rosters are also to be communicated to staff via noticeboards in staffrooms*

**Revision History**

| Version | Policy Date  | Review date of policy | Notes                                                                                                              |
|---------|--------------|-----------------------|--------------------------------------------------------------------------------------------------------------------|
| 1.0     | January 2025 | January 2027          | <i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i> |



## ACKNOWLEDGEMENT

I \_\_\_\_\_ have read, understood and agree to comply with the terms of this  
Playground duty and Break supervision Policy.

\_\_\_\_\_  
Signed

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Dated