



Lucas Gardens School

Celebrating Ability Through High Expectations

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Playground Supervision Procedure

Rationale

The school must provide supervision for students at all times during the school day, in accordance with mandatory duty of care. The presence of teachers and school learning support officers (SLSO) in the playground is essential for the safety and well-being of all students. Playgrounds must be safe places where students' physical, emotional and social development is encouraged. Playgrounds are environments where risks are minimised and provisions are made for a range of student activity and students additional needs, including complex medical conditions. Supervision needs to be timely and proactive and suit the needs of the individual student's activities during play periods and the physical area of the playground.

Bell Times

Recess:

- 10.40-11.15 am which includes 5 minutes transition time from 10.45am
- Is supervised by two teaching staff with one SLSO to assist with activities.

Lunch:

- First half 12.55-1.10 pm which includes 5 minutes movement time from 12.55 pm
- Second half 1.10-1.30 pm which includes 5 minutes movement time from 1.25 pm
- Is supervised by two teaching staff and two SLSOs to assist with activities (each half).

Transition Times

All staff are to assist with the movement of all students during transition times, excluding the teacher or teachers who are supervising the playground or their classrooms.

Guidelines

- Teachers are to be proactive and diligent in their approach to playground supervision
- SLSOs are to interact with students to promote play and social skills
- The Playground Supervisor is the most experienced or senior teacher of duty. They are identified by a Hi-Vis vest and are responsible for each child's emergency response plans and medication.
- When on an excursion please ensure AP in charge of duty rosters is notified
- Staff who are on playground duty should ensure they arrive on time
- Classroom staff are required to pass on any relevant information about students as appropriate to the staff rostered on duty. For example: if students are crying, have recent medical alert/concerns, or daily behaviour concerns
- In order to ensure duty of care staff are not to have hot drinks, food or handbags whilst on duty

- When transitioning to and from playground duty, the Playground Supervisor is to remain in the duty area and all other staff will assist with the movement of students to their classrooms or playground, if needed the teacher will remain in the classroom and the SLSO continues to support the transition of students
- RFF and additional teachers will open the Liberty Swing during recess as per playground duty roster
- Mobile phones are not to be used for personal use whilst on duty
- APs on duty must have their mobile phones on them to be used in case of emergencies
- While on duty if a student needs toileting, the teacher is to request one of the SLSOs to assist the student. If there is a need for a two person change, an executive is to be called to assist on the playground to release both SLSOs
- The Playground Supervisor will negotiate who is to stay in the playground during transition times
- The Executive Staff will determine whether recess and/or lunch is to be held inside or outside on the playground.

Areas of Supervision

Morning supervision

- From 8.45 am two executive staff members, with one supervising the Multi Purpose Space (MPS) and all SLSOs are to supervise students on the students arrival
- Parents/carers are welcome to stay in the playground or MPS until the school bell.

Basketball Court - Recess Time

- Emergency plans are located in Homebase 3 along with the Hi-Vis vest
- Playground Supervisor to retrieve emergency plans, student individual medication bags and wear Hi-Vis vest at all times
- Teachers on duty should ensure gates are closed
- Teachers on duty must actively supervise all students by moving around the play area
- SLSO to assist with student participation in activities
- Bikes may be used in the Basketball Court. Student to wear helmets when on the bikes or scooters.

Swing Area (Liberty swing and trampoline area) - Lunch Time

- Teacher on duty should ensure gates are closed
- Teachers on duty must actively supervise all students by moving around the play area
- SLSO to assist with student participation in activities, such as swings and trampoline
- Staff on duty must ensure they are on playground duty on time
- Follow duress procedures in the event of an emergency
- A quick handover by the teachers should occur if needed, to ensure relevant information is passed on from the teacher on the 1st duty to the teacher on 2nd half duty
- Remain in the swing area to supervise all students until they are collected by their SLSO or teacher for transition. DO NOT let students past the gate unless they are handed over to another staff member

Deck (under Kaffir Plum Tree) - Lunch Time

- Emergency plans are located in Homebase 3 along with the Hi-Vis vest
- Playground Supervisor to retrieve emergency plans, student individual medication bags and wear Hi-Vis vest at all times
- Teachers on duty must actively supervise all students by moving around the play area

- SLSO to assist with student participation in activities, such as dress ups, bubbles etc.
- Staff on duty must ensure they are on playground duty on time
- Follow duress procedures in the event of an emergency
- A quick handover by the teachers should occur if needed, to ensure relevant information is passed on from the teacher on the 1st duty to the teacher on the 2nd duty.

Sensory Garden (Interactive equipment area) - Lunch Time

- Emergency plans are located in Homebase 3 along with the Hi-Vis vest
- Playground Supervisor to retrieve emergency plans, student individual medication bags and wear Hi-Vis vest at all times
- Teachers on duty must actively supervise all students by moving around the play area
- SLSO to assist with student participation in activities, such as dress ups, bubbles, etc.
- Staff on duty must ensure they are on playground duty on time
- Follow duress procedures in the event of an emergency
- A quick handover by teachers should occur if need, to ensure relevant information is passed on from the teacher on the 1st duty to the teacher on 2nd half duty.

Wet/Hot Weather

It is important that students are in the fresh air during recess and lunch breaks. Wet and hot weather contingency arrangements will be decided by an executive staff member and all staff will be informed via PA or phone, prior to the commencement of duty. The following applies:

- Emergency plans and Hi-Vis vest are located in the MPS
- Wet/Hot weather contingency plans, if required, will see students supervised in the MPS
- It is the responsibility of the staff on duty to ensure that all indoor play areas are tidy and clean at the end of each session
- Ensure age appropriate music/DVDs are played during these times for all students to enjoy
- Activity boxes can also be used during playtime, however, they will need to be returned to the laundry at the end of the day.

Accidents and Illness

- All staff should be aware of individual student health care needs
- In the case of an accident, illness or medical emergency staff should:
 - Follow the duress procedures
 - If in the MPS, inform the office immediately of the emergency
 - Remain calm and follow all directions as indicated in the duress procedure
- All injuries must be recorded in the injury register.

Volunteers and Visitors

- Due to WHS policy and duty of care practices, at no time are volunteers and or visitors to be left unattended on the playground with students
- All parents, carers, volunteers and visitors should report to the school office and sign the visitor's book before accessing and participating in playground areas
- Any unfamiliar people must be directed to the office.

Changes to Rosters

- It is the teacher's and SLSO's responsibility to notify the executive managing duty rosters if changes need to be made. Please limit the number of changes as this can cause disruptions and confusion and may cause a potential risk to supervision of students
- The executive staff managing duty rosters will organise the roster when teachers and SLOS's are on leave.

Playground Socialisation Program

SLSO Roles and Responsibilities

- Check roster for appointed time
- Always be on time
- Transport students safely to playground and position in sociable groups
- Be aware of sun and wind when positioning students
- Be aware of students that are a WHS risk and position appropriately
- Give individual student medication bags to Playground Supervisor (Hi-Vis vest)
- Communicate with colleagues
- Swing Area Duty: Assist students to participate in activities on the swings and trampoline. Be aware of the trampoline weight limit of 100kgs and limit the number of students on the trampoline at one time to keep within this limit. Encourage communication using activity cards located in the Swing Area
- Deck and Sensory Garden Duty: Retrieve activity boxes and assist students to participate and communicate during activities. Encourage communication using activity cards, located in each activity box
- Circulate when necessary and ensure that students are engaged and happy
- Be involved with students both in conversation and activity
- Alert the supervising teacher if there are any concerns.

Jenny Zagas

PRINCIPAL

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