

# Playground Supervision

At West Park School:

- A duty timetable is organised and displayed in the staffroom.
- There are three teachers on playground duty during morning tea and lunch.
- There is a teacher on bike duty as per timetable during lunch.
- The duty teacher has a clearly designated area to supervise. The areas have been designated so as to make the duty teacher visible to students and to place the majority of area to be supervised within his/ her line of sight.
- The **duty areas** are as follows:
  - i. **Area 1:** Bottom playground/ netball court.  
**Area 1 (WET WEATHER):** Rooms 11-17
  - ii. **Area 2:** Top Field + area outside Rooms 11-15  
**Area 2 (WET WEATHER):** Rooms 7-10 + Hall
  - iii. **Area 3:** Junior Playground + area behind Rooms 1-6  
**Area 3 (WET WEATHER):** Rooms 1-6 + Library
- All teaching staff are involved in playground and/or road patrol duties.
- All duty teachers wear 'high visibility' vests and carry the first aid 'bum bag'. High visibility vests are hanging up in the staffroom with the 'bum bags'.
- In fairness to other staff members, it is obligatory that each teacher bears their responsibility in full.
- Duty teachers acknowledge that at lunchtime it is a sound practice to check with the second half duty teacher at change over.
- Teachers are responsible for swapping duties when away on school trips and in informing staff of changes by recording it on the staffroom whiteboard.
- During wet days the teachers on duty decide whether a wet weather bell should be rung.
- When teachers are on duty they are expected to:
  - move around their designated area being visible and proactive
  - look out for positive behaviours and acknowledge those behaviours with 'Green GOTCHA' tickets
  - listen to and deal with student concerns
  - assist anyone who hurts themselves. If they need to go to the medical room ensure they take a yellow card. Yellow cards are stored in the bum bags. If the injury is severe, the duty teacher should stay with the child and send the help card (pinned to the vests) to the school office or staffroom.
  - Take immediate action in the event of an accident, with first aid staff taking over as soon as possible to enable the duty teacher to remain on supervisory duty.
  - Report to the caretaker any hazards identified
  - Monitor student behaviour to ensure the safety and well-being of all students

**Reviewed: DECEMBER 2020**