



# Engadine West PS Playground Supervision Procedures

Engadine West Public School staff provide proactive close supervision for students during play times in the playground. Teachers are expected to be ready to commence their duty at the start of their rostered time. Teachers do not leave their playground duty until they are relieved by another teacher. Students are responsible for their own behaviour and safe conduct. The school has communicated clear expectations for playground behaviour that are explicitly taught through our Positive Behaviour for Learning (PBL) program. All teachers are provided with first aid kits that are carried on duty. Asthma/Epipen bags are located at central points in the playground for ease of access during play times (appendix A). Teachers will ensure that there is no rubbish left in their duty area. If there is an accident in the playground, it is the teacher on duty's responsibility to complete an accident report.

## PLAYGROUND B: YANA BUDJARI – YANA BUDJARI EAST/YANA BUDJARI WEST

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- At the start of play all students wanting to go to area B sit in designated stage lines and wait for both teachers who are on duty to release them, a few at a time, to go and play. This is to avoid a dangerous charge through the breezeway.
- Access via the breezeway only; side entrances, basement out of bounds.
- Keep students away from temporary fences.
- Students can sit under trees as a passive play area when it is safe to do so.
- Selected areas will be sectioned off for sport training during the year.
- Large ball games are allowed at recess and lunch only. No large balls in the morning.
- Students are responsible for their own equipment/toys.
- No food or drink on the back oval.
- Students must wear a hat at all times. No hat - students sit on silver seats or timber garden edging in the shade or play in the shade in areas C and D.
- Sports equipment from the sports storeroom will be provided at the beginning of lunch in the grey boxes in front of F Block. Equipment is to be returned to the grey boxes at the pack up bell.
- Supervising teachers are to include a check on the sports shed and sports storeroom during their playground duty.
- Pack up bell rings at 2.12pm.
- Teachers on second half lunch duty ensure that all equipment is taken and stored correctly before leaving their duty.
- While the temporary fencing is in place - if a ball goes over the temporary fencing on the eastern and southern borders and remains on the flat surface inside the gutter, the teacher on duty may send **one** student to retrieve the ball if it is safe to do so. If the ball is past the gutter, the teacher may retrieve the ball at the completion of their duty if it is safe to do so. If there are contractors on site, the area inside the fence is out of bounds for everyone (teachers included). The site manager will need to be contacted by the general assistant (GA) to retrieve a ball in the fenced area. If the ball is not retrieved following a recess or lunch duty then the teacher on duty will ask the GA to retrieve the ball and return it to the classroom of the student who owns the ball. The same expectations apply to teachers conducting PE and sport lessons.

## PLAYGROUND C TOP (Northern End Of C): includes canteen, sand pit, Stage 1 toilets and handball courts

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- Tennis ball type balls to be used on handball courts and wall targets carefully.
- Artificial grass is a no running area. No bull-rush type games.
- The sand pit remains closed at recess.
- The teacher on first half lunch duty on Playground C Top will supervise the students folding back the sandpit cover.
- The pack up bell rings at 2.12pm.

- The teacher on Playground C TOP will supervise students putting away the sandpit toys and covering the sandpit.
- No large ball games in this area unless on the basketball court.
- No large balls before school.
- Care is to be taken when throwing balls at wall targets (no branding games).
- No playing in toilet areas.
- Basement area is out of bounds.
- Behind toilets and classrooms is out of bounds.
- No ball games in the breezeway. Passive play only.
- No running in Playgrounds C and D.
- Stay inside the fenced areas.
- If a ball goes out of bounds students are to ask a teacher for permission to retrieve it.
- Bike rack is out of bounds.

**PLAYGROUND C COLA / D TOILETS (Southern End of C) : includes basement toilets, basketball COLA, artificial grass, playground D toilets up to the red line.**

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- Monitor the toilet areas closely.
- Behind the toilets is out of bounds.
- The pack up bell rings at 2.12pm.
- Keep students clear of the fences.
- No climbing trees or playing near the gate.
- No access along the path behind Block K and the water tank.
- No going past the red out of bounds lines on the asphalt in playground D during lunch times. Entry to and from the canteen is past the sandpit. (This is not applicable during the Term 1 trial of altered playground supervision.)

**PLAYGROUND D : includes K-2 COLA, toilets, hall COLA and artificial grass**

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- Open morning and recess
- Monitor the toilet areas closely.
- Behind the toilets is out of bounds.
- The pack up bell rings at 2.12pm.
- Keep students clear of the fences.
- No climbing trees or playing near the gate.
- No access along the path behind Block K and the water tank.
- No going past the red out of bounds lines on the asphalt in playground D during lunch times. Entry to and from the canteen is past the sandpit. (This is not applicable during the Term 1 trial of altered playground supervision.)

**MORNING DUTY**

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- Before 9.00am Years K-1 sit on seats in Playground D and stay seated until released to play by the teacher on duty.
- Before 9.00am Years 2-6 sit on silver seats in Playground C and stay seated until released to play by the teacher on duty.
- Students will be released to Playground B Monday to Thursday by the teacher on duty.
- Playground B is closed on Friday mornings due to sport set-up.
- All students wait for the supervising teacher to dismiss them to play at 9.00am.
- Friday PSSA students remain on silver seats in Playground a C until called by the sport teacher.
- If wet before 9.00am students Years K-1 assemble under hall COLA; Years 2-6 assemble under playground area C COLA After 9.00am students wait for their teachers to take them to their classrooms.
- If wet at 9.00am all teachers are required on duty in classrooms following the ringing of the wet weather bell.

## RECESS DUTY

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- No big ball games Playgrounds C or D unless on the basketball court.
- No food on Yana Budjari.
- Students can play on Yana Budjari after they have eaten recess.

## LUNCH DUTY

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- First 10 minutes is eating time; students stay seated in their classrooms.
- Two students are to return the lunch basket to the canteen before the end of eating time.
- Students wait in the breezeway in designated stage lines before proceeding to Playground B with the duty teachers..
- Two teachers are on duty out on Yana Budjari. They need to circulate to supervise all students.

## WET WEATHER DUTY

Four bells in the morning, four bells at recess and four bells at the end of eating time at lunch. Teachers stay in classrooms and share duties with their buddy class/teacher. Teachers may supervise their own class and buddy class outside if the weather clears. RFF and support teachers, see the RFF roster for their shared roles.

## CANTEEN EXPECTATIONS

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- Years K-2 and Years 3-6 line up in separate lines at the bottom of the steps.
- Only proceed to a window when it is free.
- Only two students at a window at a time.
- Follow directions from teachers, parents and student canteen monitors.
- If not buying, stay away. No closer than the sand pit.
- When food is purchased, move back into the playground.

## ENTRANCE/EXIT GATES

- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- Ridge Road gate (via the Care Centre)
- Buckle Avenue gate (via the main school entrance and driveway behind the canteen)
- Woronora Road gate (via Playground C)
- NO vehicle access through the staff car park 8.50am- 3.40pm

## SPECIAL ARRANGEMENTS TERM 1

At the start of Term 1, Kindergarten students are learning about the playground. Kindergarten students play in Playground D, without Years 1-6. As a result, the playground roster may be modified in the following manner for the first three weeks of the school year:

- It is expected that staff supervising the C section of the playground assist in keeping non Kindergarten students out of Playground D.

Kindergarten students may be integrated into the playground at the discretion of the Kindergarten teachers. They will not be permitted access to Playgrounds C and B until the Kindergarten teachers have determined they are ready. This will be communicated to the whole school once the decision has been made.

## **PLAYGROUND B YANA BUDJARI CLOSURE**

If Playground B is closed due to special events or it is too wet for students, the students play on Playground C and teachers rostered on Playground B complete their duty on Playground C. It is necessary for teachers to be proactive in their supervision and enforce the *walk only* rule on the asphalt.

## **SHELTERING/EVACUATION**

Teachers on duty supervise students into the hall for sheltering or evacuation points for evacuation and await instructions. If the hazard is in the hall the wardens will communicate danger to teachers on duty and direct students to another building.

## **PROCEDURE WHEN TEACHERS CAN NOT COVER AN ASSIGNED PLAYGROUND DUTY DUE TO OTHER COMMITMENTS**

It is the teacher's duty of care to ensure that their rostered playground duty is covered.

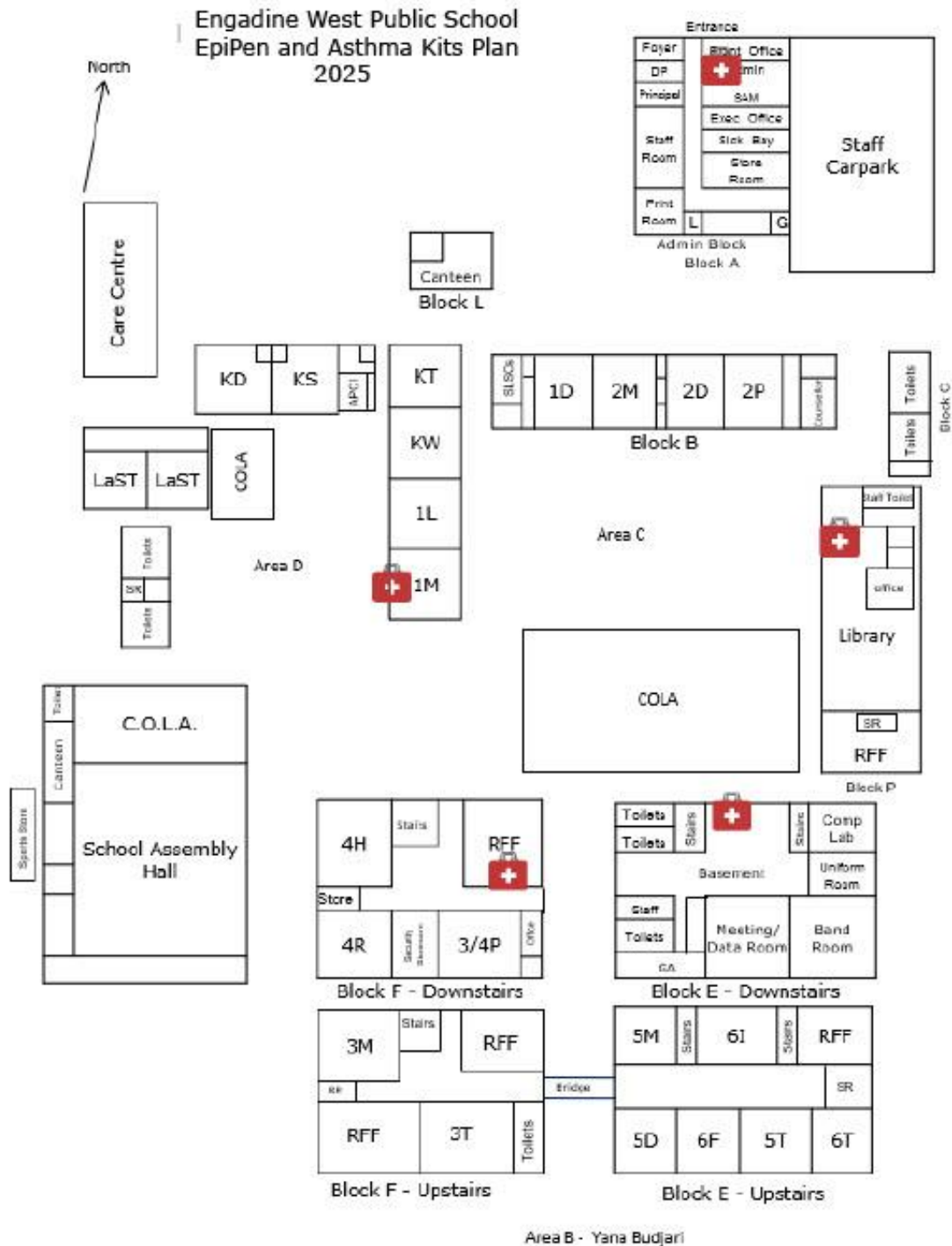
- The school leadership team and event coordinators are to consider the impact and implications to school routines and systems. They should ensure that they have worked through a change of routine and noted swaps made to duties. Events should not go ahead if they significantly impact school routines and wellbeing.
- Members of the school leadership team are not expected to automatically cover playground duties.
- Teachers should try to be supportive when asked by colleagues for duty swaps.
- The deputy principal responsible for casual bookings is not expected to cover a permanent teacher's playground duty with available casual teachers, as that cannot be planned and is usually not possible. Pre-planning by the teacher requiring cover should be in place to cover their playground duty by arranging a swap with a colleague.
- If an entire stage is absent from the playground on an excursion, pre-planning may recommend that a playground be closed due to reduced student numbers. This is at the discretion of the principal/delegate.

If a teacher needs to have their playground duty covered, with planning/forward notice, the process is:

1. Swap duties with a colleague.
2. Note the swap on the daily changes board.
3. Note the swap on the change of routine.
4. Inform their assistant principal.
5. Inform the deputy principal in charge of casual bookings.

If teachers note that a colleague is not present for a playground duty they are to phone the office. The office will inform a member of the school leadership team who will resolve the issue.

## APPENDIX A



School Office Telephone 9520 8134