

## **PLAYGROUND ORGANISATION POLICY**

### **AIM**

To standardise all duty routines and provide consistency of procedures from students.

### **ORGANISATION**

All Staff must be consistent in their interpretation of behaviour and movement around the school.

Staff will be appointed to supervise the various Duty Areas as set out below:

- Teachers must be prompt when commencing a period of rostered duty and must not leave the area unless there is a major emergency e.g. A student may require assistance in a situation involving a custody dispute One of the school executive must be notified if such situations occur.
- While on duty, teachers will move around all parts of the rostered area and will pay particular attention to the fixed equipment areas.
- In terms one and four, staff will enforce the school's "play in the shade" policy, and students without an appropriate hat must sit under the trees or in the shade area.

These areas will constitute duty areas:

#### **Before School: 8.50 - 9.15am**

- (a) Main quadrangle and fixed equipment.
- (b) Infants quadrangle, fixed equipment and shade area.

#### **Recess 10.45 - 11.10am**

- (a) Main quadrangle, fixed equipment and cricket nets.
- (b) Infants quadrangle, fixed equipment and shade area.
- (c) Residence grass area and old carpark.

#### **Lunch 1.10pm - 2.00pm**

- (a) Main quadrangle, fixed equipment and cricket nets.
- (b) Infants quadrangle, fixed equipment and shade area.
- (c) Residence grass area and old carpark - 2<sup>nd</sup> half only.
- (d) Library (Wed - Fri) 2<sup>nd</sup> half only.
- (e) Cricket nets - 2<sup>nd</sup> half only (part of duty area (a)).

## PROCEDURES

- All children are to sit in their respective areas and until 10.55 at recess and until 1.20pm at lunch. A bell will be rung at these times.
- Areas are to be clean of all rubbish before any play is to commence and before lines are formed for the canteen and sports shed at lunch.
- At recess children may buy from the canteen immediately. At lunch time they may buy at 1.20pm.
- At 1.20pm when the bell has rung, Students form 2 lines - 1 for borrowing sports equipment and one for buying at the canteen. When ready, these forward to their respective locations.
- A bell is to be rang 2 minutes before Students return to class, i.e. at 11.08 and 1.58pm. At this time they should visit toilets and have a drink if required.
- A roster for use will be devised allowing primary usage during the first half of each lunch time. Infants will have use of the equipment at all other times.
- Hard cricket balls will only be used in the Cricket Nets, under direct staff supervision. At other times (when no staff supervision) tennis balls will be used in nets. Cricket will only be played on main quadrangle area. Max. 2 games (2<sup>nd</sup> half of lunch).
- All school equipment used by pupils before school and during the lunch break must be used appropriately and returned. Teachers on duty are to check that this is done.
- No running or ball games are permitted before the 8.50am bell.
- Students found out of bounds or using an area or equipment incorrectly must be reprimanded. Persistent offenders are to be referred to the Principal.
- Playing or loitering is not permitted in toilet areas.
- Students may enter and remain in rooms only with their teacher's permission, and if the teacher is in the room or nearby to accept responsibility for them.
- The Hall will be used only when a Teacher is present or special permission has been given by the Principal.
- Students are to be encouraged (by the Teacher on duty) to keep the various areas free of litter. Games should not be allowed to continue if an area is untidy.
- Students waiting to enter classrooms should do so in two quiet lines. Bags should be kept in a neat and orderly fashion. Hallways must be kept free of bags.

- Vehicles are not to enter or leave school playground during Recess and Lunchtime, as signs designate.
- Students are not permitted to run around corners, along paths or through crowded areas. When moving along paths or through doors or on stairs, students must keep to the left.

### **WET WEATHER SUPERVISION**

Wet weather duty is a burden to all Staff. Their safety and welfare of our Students must override the inconvenience to individual staff.

Students wait on verandahs or other sheltered areas until the 8.50am bell.

Wet weather routines will be activated by the Assistant Principal in charge of the playground roster when rain is falling or the weather conditions are such as to make the outdoor lunch area unsuitable. Primary children to the Hall, Infants to the sheltered area.

**Primary** - Children to sit quietly in the hall. At lunch time food is to be eaten until 1.20pm when a video will be shown.

**Infants** - Children to sit under the shelter area to eat. For the second half of lunch duty, Students return to their rooms. All infants Teachers without a first half duty are to perform supervision.

No drinks are allowed on the Hall Floor. The area must be left clean.

Whilst on a rostered playground duty Teachers will:

- (a) Have in their possession the duty bag and walkie talkie.
- (a) Be available to deal with complaints and treat the information seriously, even if to you as an adult, it seems insignificant. All complaints should be followed up on the spot or as soon as possible.
- (a) Record any incident precisely - on stickers from duty bag and sent to Office at the end of duty.
- (a) Teachers should communicate with all children in an acceptable manner at all times. Shouting is not encouraged. You do not need to prove who is in charge.

All Staff must be familiar with those sections of the School Student Welfare Policy (Revised May 1998) which relate to students injury and illness.

These specific procedures must be applied in all cases of injury or illness.

- (1) When a serious injury is sustained in the playground or another part of the School, the student should not be moved until the designated First Aid person or Principal is called to assist.
  
- (1) Minor scratches and abrasions should not be referred to the First Aid person but should be attended to by the Teacher on playground duty. First Aid bags should be carried by the Teacher on duty. Extra Band-Aids, plastic gloves and disinfectant are always available at the Office for use by the Teacher on playground duty.
  
- (1) Open wounds may need to be treated and bandaged and these Students should be asked to wait until the Teacher on playground duty is able to assist or refer them to follow-up all injury referrals to ascertain that first aid treatment has been undertaken and is appropriate.

All incidents must be reported on an accident report form.