



# Engadine West PS Playground Supervision Procedures

Engadine West Public School staff provide proactive close supervision for students during play. 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: BACK GRASS – BE BACK EAST/BW BACK WEST**

- 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 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 balls in the morning.
- Our playground PBL expectations are Be Safe, Be Respectful, Be a Learner.
- 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
- Sports equipment from the sports storeroom will be provided at the beginning of lunch in the grey boxes. 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.

## **PLAYGROUND C: C TOP & C COLA (includes fake grass passive play area)**

- Tennis ball type balls to be used on handball courts and wall targets carefully.
- Fake 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 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/D: KINDERGARTEN PLAYGROUND**

- Monitor the toilet area 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 during lunch times or recess. Entry to and from the canteen is past the sandpit.

## **MORNING DUTY**

- 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**

- No big ball games Playgrounds C or D unless on the basketball court.
- No food on Playground B.
- Students can play on Playground B after they have eaten recess.

## **LUNCH DUTY**

- 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 back grass with the duty teachers..
- Two teachers are on duty out on Playground B. 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. 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**

- 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**

- Ridge Road gate (via the Care Centre)
- Buckle Ave gate (via the main school entrance and driveway behind the canteen)
- Woronora Rd gate (via Playground C)
- NO vehicle access through the staff carpark 8.50am- 3.40pm

## **SPECIAL ARRANGEMENTS TERM 1**

At the start of Term 1, Kindergarten students and teachers are involved in BEST START assessments, and 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:

- Playground D is CLOSED at RECESS during Week 1.
- Playground D is CLOSED at LUNCH during Week 1.
- Some staff may have one additional duty during the first weeks of the school year.
- It is expected that staff supervising the C COLA section of the playground assist in keeping non Kindergarten students out of Playground D once Kindergarten students start school.

Kindergarten students may be integrated into the playground at the discretion of the Kindergarten teachers. They will not be permitted access to Playground 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 BACK OVAL 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

