

Primary Playground Policy

Rationale

This policy is devised to ensure the safety and well-being of students in outdoors and shade settings at designated times during the course of the school day.

Aims

- to provide a safe environment for students to eat and play during break periods
- to effect crowd control in congested settings
- to promote respect for the school grounds
- to fulfill duty of care through supervision in outdoors or shade settings
- to support non-contact sports, anti-bullying policy and sun-safe legislation in outdoors or shade setting

Playground Policy – Primary Procedures

* Note the requirement of specified teachers to collect a walkie talkie from the PWR for safety reasons. Operate on channel 33.

Organisation

1.0 Times

1.1	Morning Duty	8:30 am – 8.55 am	Infants Playground Oval / Bitumen, Equipment Balconies (move to ovals at 8.45am)
1.2	Recess Duty with the exception of Friday 10.40 – 11.00 combined staff m/tea	11:00 am – 11:17 am	Canteen (move to Infants at 11.10am) Infants Playground Bitumen / Equipment Oval
1.3	First Lunch Duty	1:15 pm – 1:45 pm	Canteen (1:30 – 2:00) Infants Playground K-1 Year 2, 3 & 4 seats Near BBQ Area Year 5 & 6 seats near oval

Silver seats eating areas. Students who finish eating and have contributed to the cleanliness of the playground may move to play / canteen areas.

1.4	Second Lunch Duty	1:45 pm – 2:10 pm	Infants Playground K, 1 & 2 (K & 1 stays on playground) (2 wanders around cluster) 2-6 Ovals 2- 6 Bitumen/Equipment K – 6 Time Out
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At this time the 3 / 4 teachers monitors bitumen / equipment and 5 / 6 monitors oval.

1.5	Bus Duty	3:15 pm – Departure of all students
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* Note Year K & 1 have the designated Gwydir Street Playground

2.0 Staff Allocation

Staff allocation is on a rostered basis as devised by the Assistant Principal or Executive Delegate.

2.1	Morning Duty	3 Staff Members on Duty
2.2	Recess Duty	4 Staff Members on Duty
2.3	First Lunch Duty	4 Staff Members on Duty

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| 2.4 | Second Lunch Duty | (including time out)
5 Staff Members on Duty |
| 2.5 | Bus Duty | Full School Arrangements
as per afternoon Duty Roster |

3.0 Exceptions

- 3.1 All variations to the rostered arrangements will be approved by the Principal / Assistant Principal / or executive delegate.
- 3.2 Extended break periods will include support of rostered teachers as allocated by the Assistant Principal / delegate.
- 3.3 Wet weather or grounds deemed unsuitable for students (see appendix)
- 3.4 Lunch or Recess Meetings in Classrooms with teacher direction and supervision.

Areas of Responsibility

1.0 Morning Duty

1.1 General

Most students arrive at school at 8:30 am. Early arrivals assemble under the blue shade cloth until dismissed by the Primary Duty teacher. (In the event of wet weather early arrivals to wait in bus shelter.)

Once students are dismissed, they move to verandahs, leave their bags, place lunch orders in tubs and move straight to supervised play areas. No student is allowed to stay at or return to the verandah areas after putting their bags away.

Year K – 1 students move to Infant's Playground.

Year 2 – 6 students move to Primary play areas.

1.2 Staff Member 3

Balcony – is responsible for:

- Supervising of students putting their bags on the verandahs, lunch orders in tubs and directing them to the correct play areas.
- Making sure no students are near or in the classrooms.
- At 8:45am when the majority of students have arrived at school, proceed to the main primary area to assist staff member 2

1.3 Staff Member 1 – is to collect walkie talkie from PWR
Infant's Playground - is responsible for:

- Patrolling the equipment and grassed areas.
- Checking that students are wearing school hats
- Maintaining order and respectful behaviour
- Ensuring that contact sports are restricted
- Checking that all students are moving to class when the bell has gone

1.4 Staff Member 2 – is to collect walkie talkie from PWR
Blanket Cover of Oval, Bitumen, Equipment and Soccer Field

– is responsible for:

- Patrolling all the areas mentioned.
- Checking that students are wearing school hats
- Maintaining order and respectful behaviour
- Ensuring that contact sports are restricted
- Checking that all students are moving to class when the bell has gone

1.5 Each grade has sports equipment. This is available at the discretion of class teachers but usually reserved for recess and lunch breaks.

2.0 Recess

2.1 Staff Member 1
Canteen Duty – is responsible for:

- Prompt arrival at 11:00am (10:40 Friday)
- Supervision of queues
- Checking that students are wearing school hats
- Maintaining order and respectful behaviour
- Arranging student support for Canteen staff if required
- Checking litter
- Completing the duty period by assisting in the Infant's Playground if the Canteen area is not occupied
- When the student group becomes minimal proceed to the Infants playground to assist.

2.2 Staff Member 2 – to collect walkie talkie from PWR
Infants Playground – is responsible for:

- Ensuring that food is consumed whilst the students are sitting down
- Ensuring that contact sports are restricted
- Ensuring that students not wearing hats are seated in designated areas.
- Ensuring that litter is picked up
- Encouraging respectful and responsible behaviour
- Staying mobile
- Overseeing student movement off the Infants Playground

2.3 Staff Member 3

Bitumen, Equipment – is responsible for:

- Ensuring that food is consumed whilst the students are sitting down
- Ensuring that contact sports are restricted
- Ensuring that students not wearing hats are seated in designated areas. (BBQ area)
- Ensuring that litter is picked up
- Encouraging respectful and responsible behaviour
- Ensuring the Bitumen area is suitable used for basketball, netball and handball
- Staying mobile
- Supporting Oval Staff
- Overseeing student movement off the bitumen and equipment
- Referring all visitors to the school office

2.4 Staff Member 4 – to collect walkie talkie from PWR

Oval – is responsible for:

- Ensuring that food is consumed whilst the students are sitting down
- Ensuring that contact sports are restricted
- Ensuring that students not wearing hats are seated in designated areas.
- Ensuring that litter is picked up
- Encouraging respectful and responsible behaviour
- Staying mobile
- Supporting Equipment / Bitumen Staff
- Overseeing student movement off the oval
- Ensuring that students not wearing hats are seated in designated area (BBQ area)

3.0 **First Half Lunch**

3.1 Staff Member 1

Canteen – is responsible for:

- Prompt arrival at the Canteen at 1:25pm
- Not letting students come into the Canteen until 1:30pm
- All duties as per Recess
- Staff Member remains at Canteen area until 1:55pm.

3.2 Staff Member 2 - is to collect walkie talkie from PWR

Infants Playground – is responsible for:

- Ensuring that students are sitting down whilst eating until 1:30pm
- Ensuring that all litter is in the bin
- Monitoring the amount of students going to the Canteen at one time
- Ensuring that students are wearing hats or seated in shade areas
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Staying mobile
- Ensuring that contact sport is restricted
- Ensuring students do not access the canteen before 1:30 pm (with the exception of Slush Puppies)

3.3 Staff Member 3

Year 3 /4 Eating Area then to Bitumen and Equipment.

- is responsible for

- Ensuring that students are sitting down whilst eating until 1:30pm
- Ensuring that all litter is in the bin and eating area is clean before allowing students to go and play.
- Monitoring the amount of students going to the Canteen at one time
- Ensuring that students are wearing hats or seated in shade areas (BBQ area)
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Staying mobile between Equipment and Bitumen once the students have finished eating.
- Roving between bitumen/equipment area when main eating and cleaning is finalized.

3.4 Staff Member 4 – to collect walkie talkie from PWR

Year 5 / 6 - is responsible for

- Ensuring that students are sitting down whilst eating until 1:30pm
- Ensuring that all litter is in the bin and eating area is clean before allowing students to play
- Monitoring the amount of students going to the Canteen at one time
- Ensuring that students are wearing hats or seated in shade areas (BBQ area)
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Staying mobile around the oval once the students have finished eating.
- Remaining on oval area until changeover at 1:45 pm

4.0 Second Half Lunch

4.1 Staff Member 1 – Infants Playground – is responsible for:

- Ensuring that students are sitting down while they are still eating.
- Not allowing food onto the play areas
- Ensuring that all litter goes into the bin
- Ensuring that students are wearing hats or seated in shade areas
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Staying mobile around the equipment and grassed areas
- Ensuring that contact sport is restricted
- Overseeing student movement off the oval

4.2 Staff Member 2 – Infants Playground - is responsible for:

- Constant roaming around the cluster block
- Ensuring all students are moving between these areas for the purpose of tuckshop and toilet only
- Ensuring no one is on verandahs
- Ensuring K-2 students are not playing in the toilet areas

4.3 Staff Member 4- Ovals – is responsible for:

- Ensuring that students are sitting down while they are still eating.
- Not allowing food on the oval.
- Ensuring that all litter goes into the bin
- Ensuring that students are wearing hats or seated in shade areas
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Staying mobile around the oval once the students have finished eating.
- Supporting other duty Staff
- Overseeing student movement off the oval
- Returning walkie talkie to PWR

4.4 Staff Member 3- Bitumen/Equipment – is responsible for:

- Ensuring that no students have food in these areas
- Not allowing food on the bitumen.
- Ensuring that all litter goes into the bin
- Ensuring that students are wearing hats or seated in shade areas (BBQ area)
- Encouraging students to demonstrate respectful and responsible behaviour to Staff and to each other
- Staying mobile around the bitumen/equipment once the students have finished eating
- Ensuring that students play games appropriate to the area
- Supporting other duty Staff
- Overseeing student movement off the bitumen/equipment
- Referring Visitors to the Office

4.5 Staff Member 5- Time Out / Executive Staff - is responsible for:

- Supervising students who are on Time Out

5.0 Bus Duty

Full Staff Arrangement – separate documents

Last review Oct 08 Next review Oct 09