



# **St. Joseph's Primary School Numurkah**

## **On Site Supervision Policy**

**May 2016**

### **Our Commitment to Child Safety**

- **All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.**

### **Policy Statements**

#### **Basic Beliefs:**

- **That our School Community nurtures the development of the whole child**
- **Our School is built on respect and an appreciation of individual differences**
- **Each child at St. Joseph's Primary School has the right to feel safe at all times.**
- **"Never see a need without doing something about it." (Mary MacKillop)**

#### **Aims and Objectives:**

- **To supervise the students in a safe manner.**
- **To carefully supervise the conduct of pupils in the school ground.**
- **That all teachers are to be first aid trained.**
- **That all teachers be familiar with and accept their responsibilities in relation to their duty of care for the students of St. Joseph's.**

## **Organisation:**

- **Each teacher is expected to do yard duty. Part time teachers do pro rata duty. Yard duties include bus line and front gate.**
- **A playground duty roster, under the direction of the Vice supervision at the end of the school day.**
- **A duty roster will be distributed to each teacher and posted on the staffroom notice board prior to the commencement of the school year. Changes are made when deemed necessary.**
- **Teachers need to be prompt for their duty and the second set of duty teachers are to stay on the yard as students' line up for class.**
- **It is the first yard duty teacher's responsibility to collect the high-visibility vest and first aid bag from near the staffroom.**
- **Duty teachers wear an orange vest (when on oval duty) and a green vest when on courtyard duty. All teachers will carry a First Aid bag.**
- **In case of injury the yard duty person is to deal with minor injuries, seek assistance where necessary or refer the child to the staff member responsible for first aid duties in the staffroom. Duty teacher is to remain on duty. The accident book and the work cover folder is to be kept up to date by the on duty teacher.**
- **If a teacher requires extra assistance, a child may be sent to the back door of the staffroom with an 'Assistance Required' card. Staff members are asked to respond immediately.**
- **Continually move around the playing areas to ensure that all children are safe and abiding by the school rules. Teachers are asked to alert children to rubbish, peels, etc. that have been dropped, and place these in the bin.**

- In the case of minor infringement of playground rules students are requested to walk with the duty teacher. For more serious infringements students are seat near the staffroom .For a major infringement, The Principal or Vice Principal will deal with the matter. In the case of a student refusing to go to the office the teacher will send a card to the office requesting assistance. If there is a dangerous or potentially dangerous situation the teacher will send a red card to the staffroom.
- All major behavior infringements need to be recorded on the PBIS Referral form that is housed in the staffroom.

#### **Areas of duty:**

- Students are asked to arrive at school at 8.30am. If this is not an option they are invited to use The Before School Hours Care Program that runs each school day. The first Duty doesn't commence until 8.30am.
- Area 1 takes in the court yard, COLA, basketball and netball courts.
- Area 2 takes in the school oval and the adventure playground.

#### **Duty Times:**

**Before School – 8.30 a.m.**

**Morning Recess – 11.00am to 11.15am and 11.15am to 11.25am**

**Lunchtime – 1.40pm to 1.56pm and 1.56 pm to 2.15pm.**

**Alternative lunchtime program: 1.56 p.m. to 2.10 p.m. (In the school library runs on Tuesday, Wednesday, Thursday.)**

**After School Duty – 3.15 – 3.30**

**If students cannot be collected by 3.30 they are encouraged to go to the After School Care Program.**

**\*If there is a wet day duty program the students remain in their classrooms and are supervised by their class teachers as set out in the Staff Handbook.**

#### **Please note:**

- the toilet areas are out of bounds areas for playing
- Students will not be inside without teacher supervision

## **Evaluation: Expectations and Procedures**

**This policy will be reviewed regularly to make sure all students are supervised in a safe manner.**

**Refer to**

**\*PBIS Protocol**

**\*PBIS Behaviour / Consequences Flow Chart**

**Ratified by the School Board on 16/06/2016**