

## Playground Duty and Break Supervision Policy

***This policy addresses issues in relation to:***  
*Safe and Supportive Environment – Student Welfare 3.6.2*

***(See also Policy on Duty of Care)***

Duty of care responsibility particularly applies to playground areas and the following procedures should be followed:

- Staff members must ensure they arrive promptly for playground duty
- Students should be seated to eat their recess and lunch
- Only when they have finished and only after rubbish has been placed in a bin may they be released for play. (Recess is not a major play period)

Staff are to actively supervise the playground keeping in view the majority of pupils. Sitting or chatting with a colleague may contravene duty of care standards.

- **8.00am:** Staff supervision of playground begins
- **8:20am:** - All staff on site
- Students to cease games, wash hands, go to bathroom and proceed to classes
- **8:30am:** Students are expected to be in designated areas

### **Before School:**

- Playground supervision by duty staff commences at 8.00am. No active supervision of students is provided before this time. Students are not arrive earlier than this time for safety reasons. It is the parents' responsibility to ensure students do not come to school before this time.

### **Recess:**

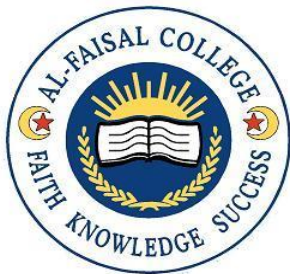
- Teachers on duty will be in the playground promptly at the beginning of recess
- At the conclusion of recess, students to cease games and begin assembling in designated areas

### **Lunch:**

- Teachers on duty will be in the playground promptly at the beginning of lunch
- Students are to be seated in designated areas for lunch
- At the conclusion of lunch, students line up in designated areas ready to return to class

### **Wet Weather:**

- In the event of inclement weather, students are to remain in the classroom

**End of the Day: 3:25pm (Primary), 3.35pm (Secondary)**

- Students are dismissed. Regulations regarding crossing the roads apply
- 3:25pm – 3:45pm - Supervision by rostered staff

**Procedure**

- a. The Head of College - Campbelltown, Secondary Coordinator or Welfare Advisors will make staff aware of their duty roster times at the beginning of each term or earlier if changes occur*
- b. Staff receive a copy of current duty rosters in pigeon holes*
- c. Duty rosters are also to be communicated to staff via noticeboards in staffrooms*

Date of Policy:  
January 2018

Proposed review date of  
policy: January 2020  
*or earlier where amendments in  
legislation require immediate policy  
reviews*