

ST JOSEPH'S SCHOOL PLAYGROUND SUPERVISION PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus; is part of a life long process leading to a full and rewarding life. Our students will feel secure in an environment that reflects Christian values.

PURPOSES

1. To ensure that all students feel safe, secure and happy in the playground.
2. To ensure that all teachers are aware of the school's procedures and requirements of playground supervision.
3. To establish a sense of pride and care for the environment.
4. To ensure students have adequate opportunity for sun protection in the middle of the day.

GUIDELINES

1. The Principal is responsible for establishing a duty roster.
2. All teaching staff will participate in playground duties unless other arrangements are made.
3. Inform students and parents of behaviour expectation when necessary.
4. Papatuanuku duty starts at 1:00 pm and runs until 1:00 pm the next day.
Ranganui duty starts at 12.30pm and runs until 12:30 pm the next day.
5. After school, all teachers are rostered weekly to supervise the school crossing and to check students onto the school bus.
6. Supervision duties entail checking and ensuring that all aspects of playground activities are of a safe nature and all students are in appropriate areas.
7. "Buddy" teachers are to be 'on call' should the duty teacher be attending any emergency/accident etc.
8. Supervision of lunch includes ensuring that all litter is removed by each group of students prior to departing. At 1:25 pm the class rostered for that day is responsible to ensure the playground is litter free.

9. Students will remain seated for morning tea for at least 10 minutes and 15 minutes at lunchtime.
10. Duty Teacher is to ensure that the appropriate procedure for sunhats is followed.
11. Duty Teachers are responsible for attending to any minor accidents and injuries to students while on duty and put a record on HERO:Medical Room
12. An Accident Report on HERO must be completed in cases of serious or potentially serious injury.
13. On wet days all teachers supervise their own class for the eating time. The remaining time is to be shared between wet day duty buddies.
14. Teachers on duty will issue “Good Playground Behaviour” slips as appropriate. These will be placed in the box in the foyer for mention at Friday Assembly and go into a draw for a video voucher.
15. Students are not permitted to leave the school grounds without authorisation. Students must report back to the teacher who gave authorisation to leave the grounds. Apart from going home for lunch, two students should go together.
16. Out of Bounds areas are along the side of Room 4 and 5, beyond the brick fence by the Library and around the Hall.
17. Sports equipment is not for use before the bell rings before school or lunch time. Sandpit toys and sports equipment are to be locked away in a secure shed at the end of each break.
18. If a ball goes over a fence, students must wait until the neighbour throws it back.
19. If students arrive before 8.30 am, they must wait quietly by the Hall and Room 3 until the bell rings. If it is wet, they may be allowed in earlier.

20. Students must have respect for other people's self esteem, games, space, clothing and possessions.
21. There will be no supervision available after school finishes (sports practices excluded).

CONCLUSION

Through an established set of procedures the staff of this school will take precautions necessary i.e. those of a prudent parent, to avoid the risk of injury or harm to the health and welfare of the students.

Procedure Reviewed: December 2022

Next Review Date: 2023

ST JOSEPH'S SCHOOL

PLAYGROUND SUPERVISION – Appendix 1

CONSEQUENCES appropriate to the occasion will be selected from the following:

- Withdrawal to the “chilly bin”
- Discussion with senior teacher and/or class teacher. Notify parents
- Detention e.g. letter of apology, community work
- Withdrawal of privileges
- Individual Behaviour Plan (See Positive Behaviour Management and Restorative Practice Procedure)
- Report to Principal
- Support Services called in
- Restitution (with goodwill of parents)

PLAYGROUND RULES

1. Have respect for others and their property
2. Value other people, their work and their opinions
3. Solve conflict using the Peer Mediation/Restorative process
4. Disputes involving physical violence are taken to the duty teacher and not the peer mediators for follow up
5. Any disputes involving Room 7 or Room 8 students will also be taken directly to the duty teacher who will inform the class teacher
6. Value the school environment and move around it sensibly
7. Look after playground equipment
8. Be Sunsmart
9. Treat everyone as you would like to be treated yourself