

# PASSFIELD PARK SCHOOL

*My best is the best.*

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## CARE AND PLAYGROUND SUPERVISION POLICY

# 2005

## DUTY OF CARE

The duty of care owed by the Department through its staff to students arises directly from the special relationship between teachers and students. It derives from the fact that students up to the age of 15 years are required by law to attend school and parents are required by law to send them to school.

The duty of care is a **duty to take reasonable measures** to protect students against risks of injury which reasonably could have been foreseen. The duty of care has been expressed by the courts as requiring teachers to take such measures as in all the circumstances are reasonable to prevent injury to the student. **The duty is not to ensure that there is no injury but to take reasonable care to prevent injury which could reasonably have been foreseen.**

This duty of care will arise whenever a teacher/student relationship exists. In the instance of playground supervision, the following apply regarding this duty of care:

- A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's care from risk of harm that the teacher should have reasonably foreseen. This requires not only protection from known hazards, but also protection from those that could foreseeably arise and against which preventative measures could have been taken.
- A higher standard of care is required for younger students and those with disabilities. Generally speaking, the less experienced the student, the higher the standard of care the Courts will expect to be exercised.
- The School Principal is responsible for making and administering arrangements for adequate playground supervision. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, be protected from harm.
- A teacher's duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties e.g if a teacher walks through the school grounds or buildings and becomes aware of a situation that is putting students at risk, the duty of care would require taking reasonable steps to rectify the situation.

## PLAYGROUND POLICY

For the playground to be a happy and safe environment, it is most important that:

- Staff rostered for duty are in their area of supervision at or just before the listed time.
- Staff make contact with the person to be replaced on duty.
- Staff know the playground rules and intervention strategies and be prepared to enforce them.
- Teachers collect their classes promptly from the playground after the bell rings.

## SCHOOL PLAYGROUND RULES

1. Be kind and friendly
2. Play safely
3. Stay in the correct area
4. Always do as you are told
5. Use good manners

## PLAYGROUND INTERVENTION STRATEGIES

It is most important that all personnel are actively patrolling the playground and giving praise to those students who are obeying the rules.

### Intervention is necessary if the student:

- exhibits behaviour that may lead to breaking a rule.
- breaks a rule.
- displays inappropriate behaviour.

### Intervention Strategies

- Give praise to correct behaviour
- Direct to an appropriate activity
- State correct behaviour
- Give a 'low key' punishment, i.e.
  - removal of toy or privilege
  - time out (red door) five minutes or more in exceptional circumstances.
- Remove child from playground - Principal directs punishment.
- If a child is unable to be removed from the playground and is becoming violent, ring bell immediately. All teachers must remove their classes from the playground so that the offending child may be dealt with.

## **Recording of Incidents in the Playground**

- Behaviour reports (available from the office) are to be completed for all serious infringements of playground rules. These will be recorded and used to develop Behaviour Management Plans.
- Serious incidents involving violence towards students or staff need to be recorded on an Incident Report form available from the office.

## **Behaviour Management Programs**

- All staff must be aware of individual Behaviour Management Programs and be active in implementing strategies.
- Behaviour Management Plans should be reviewed at staff meetings on a regular basis to ensure staff are aware of new programs and changes to existing ones. A copy of Behaviour Management Programs are kept in a folder in the staffroom.

## **Professional Assault Response Training**

This intervention is necessary if a child is going to cause harm to himself, other children or staff members.

## **Restraint Procedures**

- Physically direct child away from situation. If necessary call for assistance to implement restraint and notify class teacher;
- Child to time out room;
- Notify Principal.

## PLAYGROUND DUTY TIMES

Morning	8:45am	-	9:00am (Warning bell 8:55am)
Lunch	11:00am	-	11:20am
	11:20pm	-	11:40am (Warning bell 11:35am)
Afternoon Tea	1:20pm	-	1:40pm
	1:40pm	-	2:00pm (Warning bell 1:55pm)
Taxi Duty	2:55pm until last child leaves Assistant Principal or nominated staff member.		

## Playground Duty Supervision

**Morning Duty** 8:45 - 9:00am  
All students in main playground.

### Lunch Duty

**Lunch 1** 11:00 – 11:20am

All students sit and eat for the first ten minutes (except Pink class)  
High school students in high school recreation area and bike track area.

**Lunch 2** 11:20 – 11:40am

As for Lunch 1.

### Afternoon Tea Duty

**Afternoon Tea 1** 1:20 – 1:40pm

All students sit and eat for the first ten minutes (except Pink class)

**Afternoon Tea 2** 1:40 – 2:00pm

**Home** 2:55pm

Supervise students walking to appropriate waiting areas.

## OUT OF BOUNDS AREAS

- Toilets
- All classrooms and buildings
- Behind buildings, obscured areas
- Ramps
- Red lines and stop signs mark boundaries
- Garden area
- Staffroom
- Office

## ACCIDENTS

- Send for help using a sensible child or teachers' aide - stay with victim.
- In event of runaway child, send aide or sensible child back for help.
- All staff involved must complete an *Accident to School Student* form available from Administrative office.

## WET WEATHER PROCEDURE

Morning	All teachers to classrooms.
Lunch and Afternoon Tea	Shared supervision with adjoining class.

**PASSFIELD PARK SCHOOL**  
**Care and Playground Supervision Policy**  
**2003**  
Updated  
May 2003  
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