

## ***Kincumber Public School Policy***

### **CARE AND SUPERVISION OF STUDENTS POLICY**

***"Principals and teachers have a responsibility for the protection, welfare and safety of students in school grounds when the school is open."***

***"Parents (inclusive of guardians and legal guardians), caregivers, students, transport providers, police and members of the public have a role to play in ensuring the protection and welfare of students in travelling to and from schools."*** Memorandum 98/139 (S.122)

At Kincumber Public School, playground supervision will be carried out according to the following guidelines, and with reference to other school policies/procedures as noted:

#### **1. Responsibilities**

##### **1. Principal Responsibilities**

- Making and administering arrangements for adequate playground supervision.

##### **2. Teacher Responsibilities**

- Carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from harm. This duty of care arises whenever there is a teacher/student relationship and not just when the teacher is assigned supervision duties.

##### **3. Parent Responsibilities**

- Promoting appropriate behaviour and safety of students in travelling to and from school and while at school.

##### **4. Student Responsibilities**

- Behaving in appropriate ways and to ensure both their own safety and that of other students.

#### **2. School Supervision Plan**

##### **1. School Hours**

- The school formally accepts the presence of students at 8.20am and until they safely depart the school after normal classes finish at 2.40pm.

##### **2. Assigned Playground Duties and Times**

###### **Morning Duty:**

8.20 – 8.50 - One teacher in COLA area

###### **Lunch Duty:**

11.00am – 11.30am – Three teachers across COLA, ovals and equipment  
Librarian on duty Monday – Thursday in the library

###### **Recess Duty:**

1.00pm – 1.25pm - Three teachers across COLA, ovals and equipment

**Afternoon Dismissal:** 2.40pm - two teachers on school bus lines.

### **3. Afternoon Dismissal Procedures**

- Students are not dismissed before 2.40pm They then proceed to bus lines or exit points.
- Bikes are walked to perimeter of school grounds.
- Any children who remains after the bell or misses the bus reports to the office.
- In the first two weeks of Term 1, kindergarten children are collected at canteen seats at 2.30 by parents – thereafter at 2.40pm
- Kindergarten children are accompanied by the teacher to the canteen seats – the teacher waits with the children until they are all collected by parents, carers, older siblings and after school care staff.
- Kindergarten bus students are collected by older siblings or buddies and accompanied to bus lines then onto bus.
- If parents are late arriving, children are accompanied or sent to the office, contact with parent or carer is made and office staff, executive or class teacher supervise child until parent arrives.

### **4. Out of Bounds Areas – see attached site map**

### **5. Morning, Lunch and Recess Assembly Routines**

- Classes line up in designated area at 8.50am bell.
- Classes line up in designated area at the conclusion of recess and lunch breaks

### **6. Duty Procedures**

- Teachers on infants and primary duties wear a fluoro safety vest to identify themselves as the duty teacher. These are kept in playground bags in rooms.
- Teachers should take their playground bag with them to duty.
- Teachers on oval duties have responsibility for fixed playground equipment as part of their supervision.
- Teachers must be punctual to assigned duties and mobile at all times.
- Teachers must attend to student concerns and follow them up appropriately and within a reasonable time frame.
- In the absence of any rule or policy, known or otherwise, teachers must take reasonable steps to reduce risks to the safety and welfare of students.

### **7. Wet Weather Procedures – see separate document**