Mary MacKillop Memorial School

“This is what God asks of you only this
To act justly,
To love tenderly,
And walk humbly with your God”

Micah 6:8

Playground Supervision
MISSION STATEMENT
At Mary MacKillop Memorial School we, the parents, students and staff are committed to continuing the vision of our founders, Mary MacKillop and Julian Tenison Woods. We value and endeavour to provide an education of excellence and care in a family environment, being accessible to all while upholding the Catholic tradition based on the

SCHOOL RULES
The Mary MacKillop School Rules are:
1. Be Safe
2. Be Respectful
3. Be Responsible
When these are implemented they look like
   a) Children playing and behave in a way that will not harass, harm or endanger themselves or others.
   b) Children using the school grounds in a thoughtful and caring manner.
   c) Children playing and eating appropriately in designated areas.
   d) Children sharing space, equipment and facilities equitably.
   e) Children respecting and following staff members’ directions.

SCHOOL YARD MANAGEMENT POLICY
1. RATIONALE
We believe that:
   1.1 the yard should be a safe and enjoyable place in which students can play.
   1.2 for those students who place the safety and enjoyment of yard play at risk, a consistent method of dealing with infringements to School rules is required.
   1.3 teachers, parents and students are responsible for knowing the School rules and procedures.

Therefore we expect:
   1.4 that students will play appropriately in designated areas.
   1.5 that there will be appropriate CONSEQUENCES for people's actions.
   1.6 that people will play/behave in a way that will not harm or endanger themselves or others.
that students will share space, equipment and facilities equitably.

that students will be SUPERVISED at all times.

that there will be CONSISTENCY in the approach to yard management issues.

that students will respect and follow staff members' reasonable instructions.

that members of our School community will be supportive of and show consideration for the needs of others.

that people will use the School grounds in a thoughtful and caring manner.

that classroom management practices complement yard management practices.

that we will recognize and respond to appropriate behaviour.

that people involved in Mary MacKillop Memorial School -associated activities will respect the established School Yard Management Policy, and operate within it.

2. **CONSEQUENCES FOR APPROPRIATE BEHAVIOUR**

Examples include:

2.1 congratulations by teacher on Yard Duty.

2.2 note sent to classroom teacher/senior staff outlining appropriate behaviour that was witnessed, and or a stick given for the Sticker Book.

2.3 Classroom Teachers or Principal may follow up with own positive consequences, e.g. privileges, congratulated at assembly.

2.4 on the spot awards e.g. Gold for cooperative play or Green for Environmental Care.

3. **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR**

3.1 **TIME OUT:** Student will go to Time Out, sitting in the lunch area, or near the staff room, if she/he does not follow School Rules.

3.2 For serious issue the student will be sent to the Principal.

3.3 If a student breaks a School rule before or after school they sit near the staff room at the next break i.e. Recess.

3.4 **IT IS THE STUDENTS RESPONSIBILITY TO GO TO THE TIME OUT LOCATION**

3.5 Principal will monitor Time Out with the class teacher.
4. **RESPONSIBILITIES OF THE YARD DUTY TEACHER**

4.1 To endeavour to defuse problems which seem to be brewing.

4.2 To be CONSISTENT when enforcing School rules.

4.3 To not threaten students with punishments/consequences for inappropriate behaviour.

4.4 To not debate factual information with students.

4.5 To not ask Why? questions of students (either state what was observed and the appropriate consequence or ask, "What are you doing?" "What School rule is that?").

4.6 To inform students, who behave inappropriately, that they must go to the Time Out.

4.8 Follow up with the class teacher regarding the issue and if necessary inform the Principal of the incident. (If the incident seems to have further ramification about behaviour or student safety.)

4.9 All cases of bullying need to be reported to the Principal.

**GENERAL NOTES ON YARD DUTY AT ALL TIMES**

1. Duty teachers are expected to wear their name tags and a hat.

   **Duty Package consists of a pouch containing:**
   
   a. Emergency Card
   b. Plastic gloves
   c. First aid – pressure pad/bandaids/tissues/swabs
   d. Pencil and note pad

2. To prevent voice strain the teacher should have a whistle while on Yard Duty, to gain the attention of children who are some distance from the teacher.

3. Develop in children a pride in keeping the school free of refuse, e.g. paper, food scraps, etc. Ensure that all refuse is picked up and put in a bin. No food/drink is to be taken onto the ovals.

4. Students or visiting children on the playground are directly under supervision of Mary MacKillop Memorial School Staff while the teacher is on yard are on duty. Should a teacher have disciplinary problems in the yard with particular individuals that the teacher is unable to handle themself, the Principal should be notified.

5. Teachers must ensure that the area is safe for children.
6. If there are any problems with areas requiring repair (grounds, buildings, etc.) remove the children from the area and advise the Principal immediately.

7. Teachers need to arrive promptly for playground supervision – Teachers are legally in control of the children and therefore legally responsible for them. Teachers are to remain on duty until the area is clear.

8. Teachers must be active not stationary as during supervision.

9. Teachers need to be aware of the isolated nature of the toilets and regularly scan the area for safety.

10. If a teacher has a meeting to attend, is feeling unwell or for any other reason can’t do duty, it is the teacher’s responsibility to inform the teacher who is the substitute for that duty.

FIRST AID AND EMERGENCY:

1. In the case of a minor accident in the yard. If a bandaid is needed supply the bandaid from the ‘duty pack’. If an icepack is required send the child accompanied by another student to the staff room for first aid attention.

2. In the case of serious accident a student is sent to the office for the Principal or first-aid office to come to the playground to assist.
   a) The Principal will contact the parents
   b) The First-aid office will instruct a member of staff to contact medical aid etc.
   c) The teacher completes the accident report later that day.

WEATHER SAFETY

5.1 Extreme weather conditions (heat, lightning, rain) – The teacher on duty makes the decision in regard to leaving the playing area.

5.2 Hot Weather: In very hot weather, 36° C +, the teacher in discussion with the Principal will make a decision on where the children can play. It is advisable to consider taking the students to the drama room and have the air-conditioned particularly for younger students.

BEFORE SCHOOL - 8:30am – 8:45 am

MORNING RECESS - 11:00am – 11.40am

AFTERNOON RECESS 1:10pm – 1:50pm
ASPHALT PLAY AREA
1. Low level activity equipment e.g. balls, tennis bats may be used in this area.
2. During winter months and particularly in wet weather the asphalt is no running area.

UPPER PLAYGROUND EQUIPMENT AREA
1. The area bound by the playground boarder is a no-running area.
2. All equipment is to be use according to the equipment design.
3. Report any items requiring maintenance to Principal.
4. Flying Fox is to be only use by children Year 3 up who are able to reach the handle while their feet are on the platform.
5. Sand pit may be used by any students but preference is given to Reception and Year 1 students.
6. Sandpit area is out of bound when wet.
7. Children may play under trees but are not to climb them.

LOWER PLAYGROUND EQUIPMENT AREA
1. The area bound by the playground boarder is a no-running area.
2. All equipment is to be use according to the equipment design.
3. The high climbing frames may be used by any student from Year 2 –Year 7
4. Report any items requiring maintenance to Principal.

OVAL AREA
1. Goalpost protectors are to be on post before any football games.
2. Before school and during wet weather the teacher on duty needs to check the oval and make a decision on the dryness surface and suitability for play.
3. Ensure that children are engaging in appropriate games and activities.
4. **NO food or drinks on any ovals.**
5. No tackling games allowed.

**AFTER SCHOOL - 3:15pm - 3.30pm**

BUS DUTY
All after school duties commence at 3:15pm. At 3:30pm when the
CROSSING AREA

In the mornings form 8:20am – 9:00am the ‘Children Crossing’ flags are out. No teacher is on duty at this time.

A teacher will be on duty at the pedestrian crossing from 3:15pm – 3:30pm or when the last child leaves.

Before the duty put the ‘Children Crossing’ flags out and at the conclusion of the duty bring the flags in.

CAUTION: EARLY MINUTES FOR PLAY ETC.
MEANS NO SUPERVISION - YOU ARE RESPONSIBLE!

It is essential that all children have internalised school rules, this is a class teacher’s responsibility.

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