

ACTIVE SUPERVISION

RATIONALE:-

Active yard supervision is an essential element in a staff member's duty of care. Staff on active supervision must provide a safe and secure environment in the Ashby Primary School playground and yard.

GUIDELINES:-

- To provide a safe and secure environment in the Ashby Primary School yard during recess and lunchtime.
- To provide a safe and secure environment in the Ashby Primary School yard prior to, and after school.

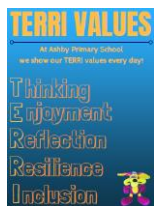
IMPLEMENTATION:-

- A staff member will be on active supervision from 8:40am - 8:55am before school.
- A staff member will be on active supervision from 3:20pm – 3:35pm after school.
- Staff members will be on active supervision from 10:45am – 11:15am during morning recess.
- Staff members will be on active supervision from 12:55pm – 1:25pm at lunchtime.
- Staff members will be on First Aid Duty 10:45am – 11:15am during morning recess.
- Staff members will be on First Aid Duty 12:55pm – 1:25pm at lunchtime.
- Active supervision times will be changed as appropriate if the school timetable changes. For example, if the end time of school changes for the last day of term, the active supervision time will also change, but must be of the same duration.
- One staff member will be on supervision around the school grounds before and after school.
- Two staff members will be on supervision in the playground during recess and lunchtime. One staff member will be at the front of the school, and one staff member at the back of the school.
- Ashby Primary School staff members on active supervision will carry a basic First Aid kit and wear high visibility vests.
- Staff on active supervision will treat all minor injuries not requiring first aid treatment with the kit they are carrying. I.e. monitoring and assessing injuries, using Band-Aids to cover minor scrapes and cuts, etc.
- Supervision of the First Aid room will be included on the daily active supervision roster. Any students in the First Aid room will be supervised by an Ashby Primary School staff member at all times.
- Active supervision staff will be determined through the formation of an active supervision roster which will be published in the staff room. A copy of the active supervision roster will be provided to each staff member and a copy will be included in the Casual Relief Staff member (CRT) folders.
- Any changes to the local active supervision agreement must be through consultation and all staff notified.
- The active supervision period may be split as appropriate between more than one staff member. This will be clearly timetabled in the active supervision roster and there must be at least one staff member on supervision in the designated area for the duration of the active supervision period.
- Staff who are rostered on for the first part of a recess or lunch break, are to remain on active supervision until they are replaced by the staff member following them on the roster.
- The active supervision roster will be reviewed each term and as needed to accommodate excursions and out of routine events.
- During extreme weather conditions, supervision staff members will supervise students working in their classrooms. Those staff rostered to cover the front of the school will supervise the portable classrooms. The staff member rostered to the back of the school will supervise the main building.
- Active supervision staff will use the Chronicle module of Compass to record incidents that occur.
- The school will make arrangements to cover staff members who are on camp or full day excursions. For shorter excursions or absences, the supervision staff member should organize a 'swap' so that the supervision is covered.

- If a child is sick/injured in the yard the supervising staff member is not able to treat on the spot, they will send the child to the First Aid room (Sick Bay) where the staff member on First Aid duty will be asked to attend to the child.
- All injuries treated in the sick bay are to be added to the First Aid template via the Chronicle Module on Compass.
- If a child in the playground is demonstrating unsafe/unfair behaviour –
 - On the first instance the child is given a warning;
 - On the second instance the child is asked to have time out and will walk with the active supervision staff member. A restorative conversation focusing upon expected behaviors, linking back to the school values, will take place.
 - On the third instance or for a serious incident the child is removed from the yard (taken into the school building) and the incident entered onto the Chronicle Module of Compass.
 - For serious offences and ongoing misbehavior, the first two steps may be bypassed and parents will be notified.
- If a staff member on active supervision requires assistance from another staff member, (tending to an injured child, for example) the active supervision staff member is to give a Red Card to a reliable student and ask that student to take the Red Card to the administration office / staffroom, providing details and requesting assistance immediately.

APPENDICES

See below



EVALUATION:-

This policy will be reviewed as part of the school’s four year review cycle or more often if needed due to changes in regulations or circumstances.

CERTIFICATION

The policy was ratified at the School Council meeting held at Ashby Primary School on the August 20, 2019 and will be reviewed in 2023.



Expectations within the school grounds.

- Bikes and scooters are to be walked in the school yard (unless part of a designated learning program, eg. Bike Ed)
- Playgrounds are shared between P to 6
- Pre-school children can use the playground equipment before or after school with parent/ carer supervision and they must follow the expected behaviours associated with playgrounds
- Students to slide down slides, and climb up steps/ climbing frames to ensure the safety of other using the equipment
- Students have dedicated time to eat in the classroom and should not be taking food or lunch boxes out into the yard
- If students are finishing a snack, they are to place all rubbish in the bins provided
- Equipment at play times must be used for its purpose only (eg. skipping ropes used for skipping games only)
- Students are to respect plants and trees; no damage to be done (removing leaves or bark etc.)
- In term 1 and 4 if students don't have hats, they are required to be undercover (wooden stage at the front of the school or sheltered area near hall entrance)
- Students may return to the building to get a jumper or hat after first asking the yard duty staff member.
- Students are not to re-enter school building to return a jumper that has been taken off or to collect a toy or additional food

Oval/Basketball court/netball court

- All ball sports are to be non-contact
- We are inclusive all students have the opportunity to use a space and every effort should be taken to provide inclusive opportunities, whether allowing students to join their game or sharing the playing area
- All sports equipment is to be returned to the sports bins at the end of play times
- Resource Cleanliness/Resect
 - Dungeon resources are for PE lessons and Sport use. They are not to be left in classroom sport collections.
 - Assigned students will collect and return all sporting equipment to sports bins at the conclusion of each break

<p>TERRI students have the right to:</p> <ol style="list-style-type: none"> 1. Feel safe and respected 2. Engage in appropriate learning experiences 3. Learn 4. Be included 	<p>TERRI student responsibilities are:</p> <ol style="list-style-type: none"> 1. To behave in a safe and respectful manner 2. To actively participate in teaching and learning experiences or being prepared and organised 3. To 'Strive to Excel' 4. To include others and be inclusive of all
<p>TERRI staff have the right to:</p> <ol style="list-style-type: none"> 1. Feel safe and respected 2. Teach 3. Be included 4. Have a work / life balance 	<p>TERRI staff responsibilities are:</p> <ol style="list-style-type: none"> 1. To act in a safe and respectful manner 2. To plan and explicitly teach an engaging curriculum 3. To actively participate and support what is happening in the school 4. To be prepared and organised
<p>TERRI community members have the right to:</p> <ol style="list-style-type: none"> 1. Feel safe and respected 2. Be informed about their child's wellbeing and learning 3. Know what is happening in the school 4. Be included 	<p>TERRI community responsibilities are:</p> <ol style="list-style-type: none"> 1. To act in a safe and respectful manner 2. To provide relevant information to assist their child's learning 3. To support what is happening in the school 4. To engage in the school community