

# Corrimal East Public School



## Care & Supervision Policy

### **Rationale:**

Corrimal East Public School has a legal duty of care to ensure the safety, protection and welfare of its students.

The duty of care requires staff to take such measures which are reasonable to prevent injury or risk of harm that could have been reasonably foreseen. This requires not only protection from known hazards but also protection from those that could foreseeably arise against which preventative measures could be taken.

A higher intensive level of care is required for younger students and those with disabilities.  
(*Teachers handbook p5-4*)

### **Implementation Procedures**

Formal playground supervision is required 30 minutes prior to the commencement of school and until all students safely depart at the end of the normal school day. All teachers will be rostered onto 'playground duty' and this roster will be clearly distributed to all staff members.

It is not only the rostered teachers who have duty of care. If any teacher notices any activity untoward which could endanger students or is in breach of the school rules they have a responsibility to respond appropriately.

### **Staff Responsibilities**

- All Teachers and School Learning Support Officers (SLSO) are to be on duty promptly at the appropriate time and place.
- Whilst on duty, teachers and SLSO's are to be actively performing their duty including constantly scanning the playground, walking around and vigilantly observing the students.
- If a teacher is going to be away on an excursion or an in-service it is that teacher's responsibility to complete a variation to school routine form.
- Teachers need to be visible to the students at all times.  
(Fluro vests are to be worn at all times while on duty).
- If assistance is required a student is sent to the office requesting help by sending either an 'Executive' card or an 'Emergency' card depending on the circumstance.
- If a critical incident or major accident occurs it is the responsibility of the duty teacher to inform the stage supervisor at the end of that break and complete any necessary documentation that is required.
- If first aid is required the child is to be sent to the office (with a sick bay card and two trusted buddies) or if not possible seek assistance with the emergency card.

### **Instructions to Students**

- All students will be made aware of the designated playground areas, K-3/4-6 toilets and areas which are out of bounds.
- Students need to be aware of what constitutes safe and unsafe play activities.
- Students need to be aware of procedures for seeking assistance and where the rostered teacher is likely to be found.
- Students in AU setting are to use the AU block toilets before dismissed for both play session.
- Students in Junior AU setting are to find the SLSO on duty if needing to use the playground toilets.

- Students in Junior AU class are to meet the SLSO on playground duty at the silver seat located on the school hall. Senior AU class are to meet the class teacher under the COLA (as per stage 2&3 CEPS organisation) at the end of every break. They are then to use the toilets in the AU block on their way back to class.
  
- **Casual Teaching staff-**  
The below expectation sheet will be located in the CEPS casual folder.
  
- **CEPS Toilet pass (class time)-**  
Each class will have three red toilet passes located in their classroom. When a student needs to visit the toilet during class time they will need to collect a toilet pass. All K-6 students will walk to and from the toilets with a buddy. K-3 & 4-6 toilet rules still apply during class time.  
Students in the AU setting are to use the toilets located in their block ONLY.

## CEPS toileting rules;

### Toilets Procedures -

1. K-3 students are to use the brick toilet block only.



2. 4-6 students are to use the separated Girls & Boys toilets on the side of block F & E blocks only.



3. **K-4 Rainbow** are to meet the SLSO on playground duty at the silver seat located on the school hall. **4-6 Silver** are to meet the class teacher under the COLA (as per stage 2&3 CEPS organisation) at the end of every break. They are then to use the toilets in the AU block on their way back to class.



*If needing to go to the toilet during normal break time, junior AU setting students are to inform the SLSO teacher on playground duty at all times.*

## **SLSO / Teacher duties-**

### ***Mornings; 8:30am-9:00am***

Teacher on duty to actively monitor the COLA opposite the tennis court, the cement area in front of E block and the smaller grassed area directly in front of E block, but not passed the cricket pitch.

*NB: Students are not to be playing in the sandpit area or the grassed area in front of the sandpit.*

### ***Recess; 11:00am-11:30am***

*11:00-11:10; K-6 eating together under COLA. AU classes eat recess on silver seat near hall.*

*NB: Once students are settled, one duty teacher is to monitor the toilets, to be located at the balancing beams.*

*11:10-11:20; Play*

- 1. Cement duty*
- 2. Fixed equipment*
- 3. Playground duty teacher*

During playtime, the 'playground duty teacher' is to reasonably monitor student access to the toilets.

*At the conclusion of recess (indicated by the playing of music) the playground duty teacher is to monitor access to the toilets by being at the balancing beams.*

AU SLSO is to meet K-4 rainbow at the silver seats at the end of playtime.

### ***Lunch eating; 1:15-2:00pm***

*1:15-1:30; Eating in classrooms*

*(See toilet pass explanation)*

### ***Lunch play; 1:30-2:00;***

*-Cement: to actively monitor the cement areas in front of the hall and E block.*

*-Eastern Playground: to actively monitor the bottom playground area.*

*-Western Playground: to actively monitor the top playground area. At the conclusion of lunch (indicated by the playing of music) the Western playground duty teacher is to monitor access to the toilets by being at the balancing beams.*

*-CEPS Space- to actively monitor the CEPS Space area. At the conclusion of lunch (indicated by the playing of music) the CEPS Space duty teacher will ensure all students have vacated all playing areas.*

*-Fixed Equipment: to actively monitor the fixed equipment. To lead the children (either K-2 or 3-6 [see Timetable]) to and from the fixed equipment area.*

AU SLSO is to meet K-4 rainbow at the silver seats at the end of playtime.

***Bede Darcey***

***Principal***

***July, 2014***

*Communicated & affirmed by CEPS P&C Association 12<sup>th</sup> August, 2014*

To be revised end of Term 4, 2014 or when necessary before hand