



School

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## Playground Supervision procedure

Two teachers or teacher plus teacher aide are on duty at break and lunch times. The duty roster is posted in the office, staffroom and also in each classroom, so that all children know who is on duty. Children will also be informed of this on their way out to play.

Both members of staff on duty will circulate around the whole playground regularly – from the classrooms on the top field, around through the forest, lower playground, courts, school toilets and back up the hill.

Any incidents or developments in the playground will be noted in the playground duty notebook which each teacher will carry around when they are on duty. Any serious accidents or incidents will be reported in the Accident or Incident book in the staff kitchen.

The member of staff on duty will be prompt to start duty. All children shall go outside in break times. If there is any question about whether the weather is unsuitable for outside play, the duty teacher will confirm with the other class teachers whether they are on outside duty or not. A teacher may always decide to stay inside with their class if they consider it appropriate.

If a child is on a Behaviour Management Plan consequence for the playtime the teacher with them will direct them to the office to sit. The child to be on detention will be written in the day book.

If the member of staff on duty notices any child infringing the basic rules of good behaviour at a mild level then the child(ren) will go to the office. If the behaviour is more serious eg hitting, taunting, vandalism, inappropriate play or failing to heed the warnings or instructions of the member of staff on duty then the Behaviour Management Procedure should be followed. Such incidents will be recorded in the incidents file and announced in the day book.

If a child is hurt during play time then one member of staff on duty will stay with the child and send someone down to fetch another staff member to take on the duty session while the injury is attended to. Any accidents will be reported in the school accident book and parents will be advised and given a copy of the accident report.

*Related Policies/ Procedures – Behaviour Management Procedure, Supervision of Children, First Aid*

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Signed: ..... Designation: .....

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_