



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Playground Supervision procedure

One teacher is 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.

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

Any incidents or developments in the playgroup will be noted. Any serious accidents or behavioural incidents will be reported by the teacher in the Accident book or Incident file which are kept in the office.

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 class teacher with them will direct them to the office to sit or they will walk around with the duty teacher. 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 noted on the day book sheet if it affects other classes).

In the event of an injury:

If a child is hurt during play time to such a degree that they cannot continue playing, then the duty teacher/ first responder will take the child to the office and apply first aid as necessary and request the office staff to call home for the child to be collected if considered necessary, or if there is a possible head injury. In a case where the injury means the child should not be moved, then the duty teacher 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. If the injury is caused by behaviour issues then an incident form will also be completed.

The child will remain quiet, stay in the class to be collected, according to the severity of the injury or if it is a head injury

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

Signed: Designation:

Dated: ____/____/____ Review Date: ____/____/____