



PAPAKAIO SCHOOL



Playground Supervision 507

GUIDELINES

1. The principal will organise a duty roster at the commencement of each school.
2. The Roster is to be displayed in the staffroom.
3. All teaching staff will in rotation do playground and bus duty, before school, intervals and after school.
4. Duties are to coincide with the arrival and departure of the bus transport. Walkers and cyclists should not arrive before 8.30 am (unless in consultation with principal).
5. Supervision duties entail checking and ensuring that all aspects of playground activities are of a safe nature.
6. Supervision of lunch entails ensures that all litter is removed by each group of pupils prior to departing.
7. Teachers are responsible for attending to any accidents and injuries to pupils while on duty. The procedures for dealing with these are detailed in the health and safety policy.
8. Duty teachers are responsible for the safety of pupils during recreation/play. Hazardous activities are to be stopped immediately.
9. On wet days (indoor activity) all teachers are expected to share supervision of each others classrooms throughout lunch hours.
10. Bus Duty involves supervision of the departure of all pupils.
11. Teachers on duty will deal with any disruptive behaviour in the playground in the first instance and report such to the principal.
12. It is expected that the Duty teacher will rove to all play areas.
13. The Duty Teacher is responsible to see children return to class as soon as the bell rings and that the playground is tidy and litter free.
14. The Duty Teacher is responsible for administering first-aid and recording any significant injuries.
15. The Duty Teacher is responsible for informing class teachers if any of their children are behaving in a way that gives concern.

Reviewed August 2016