

PLAYGROUND SUPPORT AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Ashwood School.

PURPOSE

To ensure school staff understand their supervision and playground support responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Ashwood School, including teacher assistant staff, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and playground support in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Ashwood School's grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Ashwood School outside of these hours. Families are encouraged to contact the Principal or nominee for more information about the after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Ashwood School outside of these hours. Families will be encouraged to contact Ashwood School for more information about the NDIS Social Club after school care to our school community.

Playground Support duty

All staff at Ashwood School are expected to assist with playground support supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the playground support roster on a regular basis. At Ashwood School, school staff will be designated a specific duty area to supervise.

Details of the roster are communicated to teachers at staff meetings, emails and on the staffroom noticeboard.

For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate:

- written parent/guardian requests for students under 18

Playground support zones

The designated playground support areas for our school in 2022 are as below:

Zone	Area
Zone 1	Courtyard and toilet areas
Zone 2	Sandpit
Zone 3	Secondary Playground/ Oval

Zone 4	Primary Playground/ Oval
Zone 5	Basketball Court
Zone 6	<p>Front Of School</p> <ul style="list-style-type: none"> ● AM before school <ul style="list-style-type: none"> ○ Gate 1 ● PM after school <ul style="list-style-type: none"> ○ Gate 1 ● Student Transport Supervisors AM and PM ● Bus Support Staff and student independent travel staff
Zone 7	<p>The following areas have supervised activities throughout the week (refer to Playground Support Roster)</p> <p>Secondary Recreation Room, Cricket pitch Primary Support in the yard, Library, Performing Arts, Visual Arts, Digital Technology Room, Gymnasium and Fitness Rooms. These activities may change throughout the year and depend on student interest.</p>

Playground support equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on playground support. Safety/hi-vis vests are provided to each permanent teacher. Casual relief staff can collect a vest from the front office strong room.

Playground support responsibilities

- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in (excluding drop off and collection periods)
- ensure students remain in their designated department areas
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural expectations and implement appropriate responses for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass.

If being relieved of their playground support shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct playground support at the designated time, they should contact the Assistant Principal or front office with as much notice as possible prior to the relevant playground support shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave playground support during the allocated time, they should contact the Assistant Principal or front office but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for playground support, the staff member currently on duty should send a message to the office/call Assistant Principal, and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising playground support staff member if they require assistance during recess or lunchtime.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Department Coordinator or front office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps and excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

Ashwood School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on playground support, in the classroom or during school activities.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the

safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter
- Made available in hard copy from the school office upon request.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2025
Approved by	Principal, Karen Overall
Next scheduled review date	February 2026

