

Playground Procedure

Yeoval Central School prides itself on its safe school environment. Our playgrounds encourage social interaction, creative play and physical activity.

Playground duty areas:

Time	Area	Sentral>Documents>School Policies>School Map.pdf
Sunrise 8-8:55am	Shed	<ul style="list-style-type: none"> 2 days per week for secondary students
Before school 8:30-8:55am	Middle	<ul style="list-style-type: none"> Mon-Fri lock the bus bay gate
Recess 11-11:30am	Middle	<ul style="list-style-type: none"> Mon-Thur
	Lower	<ul style="list-style-type: none"> 5 minutes before the bell: Lower duty teacher to send students for a drink and start moving towards classes Friday recess has an alternative roster, Middle open only Sunrise 1 day per week
Primary eating 1:15-1:30pm	COLA	<ul style="list-style-type: none"> Mon-Thur (Friday is SRE) Students to remain seated on the seats under the trees
Lunch 1:30-2pm	Middle	<ul style="list-style-type: none"> Mon-Fri
	Lower	<ul style="list-style-type: none"> 5 minutes before the bell: Lower duty teacher to send students for a drink and start moving towards classes
Bus 3-3:30pm	Middle (list provided by office)	<ul style="list-style-type: none"> Mon-Fri Primary students are permitted to leave if they walk home at 3pm Parent/caregivers are encouraged to park in Crown St to minimise crossing roads Primary students are permitted to leave once the teacher has sighted their parent/caregiver The remainder of primary students can play around the COLA until 3:10pm when the teacher lines them up to walk to bus bay prior to 3:15pm when the secondary students are dismissed Primary students sit along the garden seats, secondary along the wall Students are permitted on the bus after 3:15pm and ONLY when it has come to a complete stop <ul style="list-style-type: none"> Call the bus name Secondary can walk on Primary line up and can walk on once secondary have entered the bus lock the bus bay gate

Wet Weather - The Business Manager will decide whether to engage the Wet Weather duty and let staff know via Sentral, depending on the weather conditions.

Middle	Lower
<ul style="list-style-type: none"> COLA Shelter shed Bus bay Library (Seniors only) 	<ul style="list-style-type: none"> Hall

Lockdown/Evacuation procedures

Please check these prior to playground duty in the event of an emergency during breaks.

Duties are allocated based on the number of fulltime equivalent staff. There are 31 duties to cover over the week. Primary staff are allocated 'Primary eating' as part of period 4. This is not an allocated duty.

The school has a **"No Hat No Play"** policy during Term 1 and Term 4. Teachers should wear hats when on duty during these times as good role models. Students without hats must remain under shade cover:

- Primary: COLA
- Secondary: bus bay

The school supplies play equipment (except handballs) to limit the number of games on the grounds. Ball games, other than handball can only be played on the Lower playground and on the playground south of the weather shed.

Guidelines for playground duty:

- arrive on time and supervise the area at all times
- use your mobile phones in an emergency only
- be aware of the out of bounds areas
- each student should know who is on duty through active supervision and conversations
- at any time, students or staff requires assistance, a responsible student should be sent with an **E card** to the office.
- if a student is injured, use your emergency care training to assess how to act. Call 000 in an emergency, then send the **E card**. Teachers are to report any injuries to the office and complete the 'Accident to school student/visitor' form after the event
- 'before school' or 'bus' duty must lock the gate
- encourage students to use the bin for litter
- **Primary students (K-6)** are:
 - to use the 'fixties' during recess and lunch
 - to swing from the monkey bars using their hands from underneath only
 - to sit separate to 7-12 students when sitting and talking
- **Secondary students (7-12)** are permitted:
 - to use their mobile phones and devices on the playground. Please refer to the Mobile Phone Procedure. Teachers are expected to actively supervise students when on their device.
 - to use the yarning circle at recess and lunch
- **Seniors (11-12)** are permitted:
 - to use the library during recess and lunch when the School Counsellor is not on site
- **Students (3-12)** are permitted:
 - to play games together on the Lower playground

Teachers on duty must report any students who are in breach our Behaviour Management Procedure to the class teacher, following the policy and recording on Sentral. Significant incidents should be reported to the executive immediately for further investigation – students not permitted in active play are to be supervised directly by the duty teacher, not on the verandahs etc. Good communication between staff enables us to provide a safer environment for our students. Teachers are encouraged to inform those on duty of issues that may need special attention. Yeoval Central School has a 'hands off' policy at all times. Students are to interact with each other at all times without contact.

Reviewed by Executive, P&C and SRC November 2018 To be reviewed 2020.