



FOR RUDOLF STEINER EDUCATION LTD.

## SUPERVISION OF CHILDREN POLICY

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- B: Playground Duty – Safety Awareness List
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Date of review	Reviewed by:	Actions taken	Next review date
2013	College Exec	All sections updated. Taken to Board <b>Ratified</b>	
April 2016	College Representatives	Suggested changes were made during a PD day. No further action.	
December 2017	Education Manager College Chair College of Teachers	Incorporated the changes suggested by College reps in April 2016. Updated reference to Staff Code of Conduct. Incorporated reference to EM position to reflect current procedures. Made reference to related documents.	In 5 years or as needed

## Rationale

The purpose of supervision is to safeguard the welfare of all students through the promotion of a safe and supportive environment. This policy covers supervision for on-site and off-site activities.

The Education Manager in conjunction with the College of Teachers are responsible for the development, implementation and evaluation of supervision within the school which promotes the safety and wellbeing of students.

Staff are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.

Ensuring safe practices around sun protection, bicycle safety (on and off-site) and bus safety, forms part of the supervising teachers' responsibilities. (See *Attachments F: Bus Safety, G: Bicycle Safety and H: Sun Protection*)

### 1. Supervision of Students (please refer to Mumbulla School's *Staff Code of Conduct Sections 5 and 6* for further details)

- 2.1 Staff have a duty of care to protect the wellbeing of all students both on campus and off campus. The level of care required (for example, the extent of supervision provided) needs to be in accordance with the maturity and self reliance of the students in question. Risks associated with the activity being undertaken need to be assessed and addressed before the activity is undertaken.
- 2.2 The effective management of identified risks will require closer supervision and increased care for younger and less mature students. Adequate training and instruction of staff are key factors in controlling and managing risks.
- 2.3 Staff will effectively implement school policies and programs for child protection and student welfare.

### 2. Factors Affecting Supervision

Staff will take into account the following factors when supervising students:

- The type and nature of the activity being undertaken, eg. type of lesson, sports activity or excursion/camp
- The equipment, physical conditions (including the site), buildings and playground area
- The age, maturity, ability, diversity of needs and number of students
- Climatic/environmental conditions
- The ratio of teachers and supervising adults to that of children
- Emergency situations, eg. flood, bushfire.
- Other aspects including potential hazards, eg. building work in progress, vehicle movement within the grounds, school fences.

### 3. On-Site Supervision

On-site supervision is provided by teachers, specialists and teaching assistants and from time to time, Admin staff. These staff are rostered onto playground duty for morning and afternoon bus duties, before school and first and second lunchtimes. (See *Attachment A: Duties* and *Attachment B: Playground Duty Safety Awareness List*).

#### 4.1 Duration

Direct supervision will be provided by staff at the following times:

- Morning bus duty                      8:45am – 9.00am
- First lunch                                11:20 – 11:50am
- Second lunch                             1:20 – 1:50pm
- Afternoon bus duty                      3.00 – 3:20pm

## 4.2 Organisation

Supervision will be organised to ensure that:

- A staff member is available to give help to students as required
- The students have been instructed to seek the help of staff on duty when required
- The activities of students are those which minimise the possibility of personal injury or damage to the grounds, buildings or property.

## 4.3 Staff Responsibilities

Staff will provide effective supervision of students:

- During the teaching/learning process
- When rostered on to Playground or Bus duty
- During activities within the school grounds and buildings
- When students are participating in school excursions or camps, sporting activities and other activities organised by the school.

## 4.4 On-Site Risk Management

**4.4.1** On-site risk assessment is undertaken by the WH&S group at their monthly meetings. Any supervision issues arising from the risk assessment of the buildings and grounds are brought to the attention of the Education Manager who informs the College of Teachers at their weekly meetings.

**4.4.2** Staff on playground or bus duty are encouraged to report any WH&S risks observed to the WH&S group via notification to the Front Office staff, Education Manager, Business Manager and/or by documenting it in the B&G Caretakers Maintenance Book.

## 4. Off-site Supervision

Supervision for excursions and camps is the supervising teacher's responsibility and is articulated in the Mumbulla School *Excursion Policy*. (see *Attachment C: Excerpt from the Excursion policy*)

### 5.1 Off-Site Risk Management

Risk assessment for off-site activities will be carried out before any off-site activity is undertaken. Risk management strategies for off-site supervision include:

- Signed parent permission for local area excursions via the Local Area consent form. This is distributed annually to parents and covers all local area excursions around the Bega township where children and teachers are walking. Local area excursions require advance notice to parents before the activity takes place. (See *Attachment D: General Consent Form – Local Area Excursions*.)
- Risk assessments are completed by the Educational Administrator and reviewed by the supervising teacher in conjunction with the Education Manager. All aspects of risk management are reviewed before the excursion or camp is undertaken in accordance with the school's risk assessment proforma. (See *Attachment E: Risk Assessment proforma*)
- Parents are informed via information to parents attached to permission notes and via the weekly bulletin of all relevant aspects of the excursion or camp. Input and feedback is invited from parents.
- Meetings are held for overnight camps to brief participating parents on their roles and responsibilities.

### To be read in conjunction with these related documents:

*Excursion Policy and Procedures*

*First and Medical Policy and Procedures*

*Staff Code of Conduct*

*Social Welfare and Behaviour Management Policy and Procedures*

*Anti-Bullying Policy and Procedures*

**ATTACHMENT A**  
**STATEMENT OF DUTIES**  
**Excerpt from the *Induction Handbook for New Teachers***

**Information for relief Teachers**

Duties will be allocated according to which teacher you are relieving. However, you may also be asked to do an extra duty if needed. There is a list in the kitchen with up to date duties on it. Generally, relief teachers will not do Kinder duty or afternoon bus duty.

**Times & procedures**

Note: All staff are to wear a fluorescent vest for all duties except bus duties. These are kept in the kitchen, library and Class 5 room.

**Bus duty** **8:45am-9am**

- Welcoming children off the morning bus ensuring that children do not walk across the cul-de-sac but around it

**Before school playground duty**

- Supervising safe use of upper playground equipment

**Lunch** **11-11:20am**

- Children must sit down in their classrooms or on their verandah or other designated eating area to eat their lunch. Ensure all rubbish is put in the correct bin
- Some classes have children who are anaphylactic to certain foods. These classes have specific eating procedures which relief staff will be made aware of by the class teacher and/or assistant
- Make sure children have their hat and shoes on before going out to eat or play.

**First lunch duties** **11:10-11:20am (eating with class teacher supervision – no bell)**  
**11:20-11:50am (bell for outside play)**  
**Kinder 11.25-11.50am**

- A top duty teacher responsible for ringing bell
- Duties are allocated as follows:
  - The duty teacher at the picnic table always carries a first aid bumbag
  - A duty teacher 'roves' in the upper and lower amphitheatre areas
  - A duty teacher 'roves' in the upper playground
  - A duty teacher is on oval carries a bumbag
- "No hat – Sit in the Shade" applies in Terms 1 & 4. Any spare hats are kept in the office or outside classrooms
- Please move around and remain aware of potential problem areas
- Helping children to start a game can help reduce potential problems
- Children are not to be inside the classrooms or the library if a teacher is not present
- Children are not to race around between buildings
- Out of bounds areas are:
  - Over the fence
  - At the front of the school
  - In the cul-de-sac
  - Between craft room, walkway to playgroup, behind chook shed
- Some children need special care or supervision in the playground. Please ask the other teacher on duty to point these children out to you

- Teacher Assistants are assigned to supervise children with special needs
- Children wait at top of oval stairs until oval duty teacher arrives – oval duty teacher must collect first aid bum bag from library first
- A 5 minute warning bell for oval is rung from the library by the librarian. On non-library days it is the responsibility of the oval teacher to send a child
- Sports equipment must be returned promptly when the bell rings

**Second lunch 1:20-1.50      1.20-1:30pm eating      1.30-1.50 outside play**

- Refer to first lunch duties

**Bus duty      3:10-3:30pm**

**Refer to attachment F – Bus Safety**

- Bus routine changes are passed on by the Front Office to all classes before the end of the day
- 2<sup>nd</sup> bus duty teacher walks children from the buslines across the cul de sac to the bus
- All children must sit on the bus logs until their bus comes.
- Duty teachers to call out name of bus as it arrives and see the children safely across the cul-de-sac. Check off children as they board. In case of a missing child: check with peers and/or office, send a runner
- Children not catching a bus must remain on the school grounds away from the buslines until they are picked up. Kindergarten children wait with the Kindergarten teachers.

**ATTACHMENT B  
PLAYGROUND DUTY  
SAFETY AWARENESS LIST**

1. Before Playtime
  - Check children are eating sitting down in their area until bell at 11:20am
  - Hats on
  - Shoes on
  
2. Safe cubbies:
  - Cubbies to be on perimeters only
  - No naily or splintered wood
  - Nothing heavy to be used as roofing
  - No climbing on cubby roofs
  - No use of cubby materials for unsafe purposes (eg chasing with poles)
  - No taking of palings off fences
  - No glass of any kind
  
3. Other areas:
  - Check there are no bits of wood/rocks/bricks lying out in the open as trip hazards
  - Make sure gardening tools are not left out and are put away in the right place.
  - Safe play on Castle – no running, no chasing, one at a time on pole, no rocking
  - Check softfall is around the pole (rake if needed).
  - Sandpit- have a look to see nothing dangerous has been left there. Rake if necessary.
  
4. Ball Games
  - Touch football only – no tackling, no holding
  - Make sure children are using correct field
  - Supervise retrieval of balls from out of bounds (next door/roads)
  - Avoid children using rocks, bricks, lumps of wood as goals or wickets, use appropriate equipment
  - High impact games are only to be played on the 2 fields and slope below demountable.
  
5. Tree climbing.

These are the only trees allowed to be climbed and only to yellow line painted on trunk:

  - Up to the first branch of the A-frame tree
  - Liquid amber if you can get up unaided
  - Tree on eastern boundary of oval
  
6. Report anything broken or unsafe to Front Office
  - Front office staff to please contact Teacher on duty to complete Incident Report for any injuries that require this
  - Remind children about Lost Property and make sure they put away items AT ONCE.
  
7. Field Allocation
  - Classes 4, 5 & 6 may use the Road Field and/or the Castle Field at first play.
  - At second play, Classes 1, 2 & 3 may use the Castle Field and Classes 4, 5 & 6 may use Road Field.
  - Swings – Classes 1-3 at first lunch, classes 4-6 at second lunch.

**HELP CHILDREN BE AWARE OF SAFETY OF SELF AND OTHERS.**

**ATTACHMENT C**  
**Excerpts taken from**  
***EXCURSIONS AND CAMPS POLICY***

All teachers participating in an excursion must accept the responsibility for students under their care for the duration of an educational excursion.

Written permission must always be obtained from the parent/carer before a student can participate in an educational excursion. If parents do not permit the participation of a student in an educational excursion the school will make alternative within-school arrangements for supervision for the duration of the excursion.

Provision must be made for the following to be included on information and/or consent forms where swimming or water activities are planned:

1. Details about any swimming or water activities planned, including information about the facilities to be used.
2. Provision for the parents to indicate whether:
  - Their child has permission to participate in the water activities.
  - Their child is a strong, average, poor or non-swimmer.
  - Special requirements are necessary for their child to participate in swimming or water activities ie. Need to use floatation devices.
  - They will provide floatation devices.

**Private Car travel**

In some circumstances travel may be by private motor vehicles. The transporting of students in the cars of staff members, parents, caregivers, volunteers and other students may only occur under the following conditions:

- a) written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained
- b) the driver is licensed and, if issued with a provisional licence, complies with any relevant peer passenger conditions
- c) the vehicle is registered
- d) the number of passengers in the vehicle does not exceed the number of seatbelts. Class 1 and 2 should take note of the child restraint rules for children under 8 years old.
- e) current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle.

Students participating in an educational excursion should, in general, not be permitted to engage in additional or alternative activities which were not originally scheduled in the program and for which parental approval would normally have been necessary (eg. horse riding, water activities).

Where a particular excursion activity requires special equipment or apparel (eg. hard hats) this must be used. Under no circumstances may safety requirements be compromised.

The teacher organising the excursion is responsible for:

1. Ensuring appropriate first aid kit and safety gear is accompanying excursion
2. Collecting information from parents and preparing an "Excursion roll" with the names of all children attending the excursion, together with any relevant information, which might affect the child during the excursion eg. travel sickness, disabilities, special diet, health considerations. For overnight excursions, the name of a contact person for each child, together with a telephone number, should be obtained and included on the Excursion roll.

3. Ensuring all children attending have a properly signed permission slip.



**ATTACHMENT D  
GENERAL CONSENT FORM – LOCAL AREA EXCURSIONS**

I **do / do not** give Mumbulla School permission for my child \_\_\_\_\_  
to participate in excursions around the Bega township for 2008. These excursions include:

- regular walks to the park for Classes 1, 2 & 3
- concerts, performances and workshops during the year at the Town Hall, Showground Pavilion, the Scout Hall or other venues TBA
- regular swimming programs at the Bega Pool in Terms 1 & 4 and at other times TBA
- visits to art galleries, the Museum or other places of cultural interest.

Prior notice of the excursion will be given in the Bulletin or through Class notes. At this time, parents will be able to request more information, offer to walk with the class or request that their child does not accompany the class.

For all local area excursions covered by this Consent form, the class will be walking accompanied by the Class teacher. A support parent or staff member may be asked to accompany them when necessary.

Parent / Carer's Signature

Date

\_\_\_\_\_

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**ATTACHMENT E  
RISK MANAGEMENT PROFORMA**

<b>1. SEVERITY</b> How severely could it hurt someone or how ill could it make someone?	<b>2. LIKELIHOOD</b> How likely is it to be that bad?			
	<b>Very likely</b> Could happen Any time	<b>Likely</b> Could happen some time	<b>Unlikely</b> Could happen, but very rarely	<b>Very unlikely</b> Could happen, but probably never will
Kill or cause permanent disability or ill health	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
Long term illness or serious injury	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Medical attention and several days off work	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
First aid needed	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	The numbers show you how important it is to do something: <b>1</b> top priority: do something immediately <b>6</b> low priority: do something when possible			

## **ATTACHMENT F BUS SAFETY**

### **Supervision of Children at the Afternoon Bus Stop**

Many of the school's students are dependent on the school bus for transport to and from school.

- At the end of the school day all children catching the bus home must go immediately to the waiting area. Kindergarten, 1 and 2 teachers hand over the children to the bus duty teachers
- The children are expected to remain seated and behave in an orderly manner as they wait for their bus to arrive
- As buses arrive children will walk across the cul-de-sac supervised by a teacher to their bus
- The children must not approach the bus until the bus has stopped and the driver has opened the door. Children must wait until advised by the teacher that they may approach the bus
- The children must not push in the bus line
- Any child not catching a bus is to wait for their parents on the northern side of the steps
- Children are not to leave the bus stop without informing the duty teacher
- The children must wear their hats while waiting for their bus
- Children are expected to be responsible with peels and wrappers at the bus stop
- Unless otherwise notified by parents by phone, letter or note, children who regularly catch the bus will be put on their normal bus by the teachers on duty.

### **The Duty Teachers**

- Two teachers each afternoon and one teacher in the morning is rostered on duty to supervise the school bus travellers
- One teacher will collect the daily bus list and safety equipment from the office in the afternoon
- The duty teacher will inform individual children of any messages regarding their travel
- The duty teachers must ensure that the children wait in a safe and orderly manner
- Any child crossing the street at the crossing without a parent must be escorted by the school crossing attendant
- The duty teachers are expected to avoid becoming involved in conversations at this time and parents are asked to respect this
- Any Kindergarten child not catching the bus will be supervised by the Kindergarten teacher

## **ATTACHMENT G BICYCLE SAFETY**

The Roads and Traffic Authority recommends that young children do not ride on busy roads...

“...It can be dangerous because motorists have difficulty in seeing them. It is better to ride on cycle paths or quiet streets. If students have to cross a busy road, then they should get off their bike and walk it across a pedestrian crossing or a section of the road where visibility is good in both directions.”

### **The Responsibilities Of Cyclists Under The Law**

1. A bicycle is not a toy. Under the law it is a road vehicle. So as a cyclist, students must obey the road rules just like other vehicles that use the road.
2. Cyclists must not ride on the footpath unless it is a designated cycle path. Otherwise it is illegal.
3. All cyclists, regardless of age, must wear an Australian Standards Approved bicycle helmet whenever they ride (the RTA recommends that primary school children wear a helmet with a hard shell).
4. All bikes must be fitted with at least one working brake, but it's obviously better to have a brake on each wheel.
5. The law requires a bicycle to be fitted with a bell or a horn to serve as a warning device.

Mumbulla School wishes to take a pro-active role in the safety of all children at our school – both cyclists and pedestrian. Accordingly, the school recommends the following:

1. Only students in Years 4–6 be allowed to ride their bikes to school without adult supervision.
2. Students do not ride along the footpaths outside shops in the town area.
3. All riders must wear an Australian Standards Approved helmet.
4. All bikes must have at least one working brake and be fitted with a bell or a horn.
5. Riders should travel along an identified safe route.
6. Children riding their bikes to school must cross at the designated school crossing, in this case, the crossing blister opposite the car park. They must walk their bikes across the crossing and onto the school grounds.
7. Children must not ride their bikes on the school grounds.
8. The following information be distributed to parents:

### **HELMETS**

To be effective a helmet has to be well fitting and has to be used! Helmets should be worn when cycling, skateboarding, rollerblading, roller skating and using micro-scooters.

- **Helmet Fit**
  - Measure the child's head before purchasing in order to select the correct size.
  - The helmet should fit firmly on the head with the chinstrap securely fastened.

- Do the push test once fastened. If the helmet can be pushed back and forwards, then it won't protect the front or the back of the head in a fall. The helmet is too big.

### THE BIKE

- **Make sure the bike fits:** A bike that is too big or small is a safety hazard. How to check: have your child sit on his/her bike; at least the toes should touch the ground on both sides.
- **Do equipment spot checks:** Parents should ensure their child's bicycle is equipped with safety devices such as lights (AS3562), reflectors (AS2142) and a bell or horn. Helmets should be approved for safety with an Australian Standards (AS2063) certification.
- **Be a role model:** Set a good example when cycling with your children and wear a helmet too - it is required by law!
- **Make bikes Safer:** Buy safe bicycles, with spoke guards & chain guards; Ensure a bike lamp is used at dusk or at night; Fit safety devices to bicycles such as reflectors and safety flags.

### TIPS FOR SAFE CYCLING

- **Ensure Supervised Riding:** Children under age ten should cycle with responsible adults. Most children in that age group do not have the skills to cycle safely without supervision and on road.
- **Learn the rules of the Road:** Make sure children are taught the rules of the road for safe cycling practices before they are allowed to ride by themselves.
- **Know the dangers of the driveway:** Children should know the driveway is dangerous and can pose a safety risk. They should always stop before entering the road, scan by looking in all directions, listen & think about if it is safe to cross the road. Do not encourage children to ride their bikes in the driveway.
- **Wear bright coloured clothing:** Cyclists should wear bright coloured clothing or use a visibility vest so they stand out and are easy to see.
- **For young cyclists,** a footpath or shared path is the best place to cycle, unless a No Bicycles sign is on display. The *Road Traffic Code 2000* allows children under 12 to ride on footpaths, but remember that driveways are dangerous.
- **Children should avoid riding on busy streets and riding at night**
- **Help children understand when it is safe to cross the road**
- **Teach children to walk their bikes when crossing the street, crosswalk or railway crossings**

## **ATTACHMENT H SUN PROTECTION**

Australia has the highest incidence of skin cancer in the world. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence.

Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer are, therefore, preventable.

Mumbulla School will encourage all members of the school community to take effective sun protection measures by promoting among students, staff and parents/carers:

1. Positive attitudes towards sun protection.
2. Lifestyle practices which help reduce the incidence of skin cancer.
3. Personal responsibility for and decision-making about sun protection.
4. Awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.

As part of general sun protection strategies:

1. All children must wear hats which protect the face, neck and ears whenever they are outside at school eg., sports, outdoor excursions and activities, regardless of season.
2. Children who do not have their hat with them will play in an area protected from the sun.
3. Children will be encouraged to use available areas of shade for outdoor play activities.
4. Outdoor activities will be held in areas of shade whenever possible.
5. Teachers will schedule outdoor activities before 10am and after 2pm (11am and 3pm daylight saving time) whenever possible.
6. Staff will be encouraged to act as role models by practising the appropriate behaviour themselves.

Mumbulla School will support this policy by:

1. Encouraging students to wear school hats that are appropriate and satisfy Cancer Council guidelines.
2. Making cheap, cotton, colourful hats available for sale in the school's office.
3. Ensuring that adequate shade is provided.
4. Providing more shelters and shade trees.
5. Providing SPF 15+ broad-spectrum, water-resistant sunscreen for student and staff use, whenever possible.
6. Scheduling longer play session earlier in the day (between 11.20 - 11.50am).