



Here at Sacred Heart, we firmly believe all students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Policy Statements

Aims and Objectives:

- To supervise the students in a safe manner.
- To carefully supervise the conduct of pupils in the school ground.
- That all teachers are to be first aid trained.
- That all teachers be familiar with and accept their responsibilities in relation to their duty of care for the students of Sacred Heart.

Organisation:

- Each teacher is expected to do yard duty. Part time teachers do pro rata duty. Yard duties include bus line and Parish Car park and Hunter St gate.
- A duty roster will be distributed to each teacher and posted on the staffroom notice board prior to the commencement of the school year. Changes are made when deemed necessary.
- Teachers need to be prompt for their duty and the second set of duty teachers are to stay on the yard as students' line up for class.
- It is the teacher's responsibility to wear a high-visibility vest and have a first aid bag.
- In case of injury the yard duty person is to deal with minor injuries, seek assistance where necessary or refer the child to the staff in the staffroom. Duty teacher is to remain on duty. The accident book and the work cover folder is to be kept up to date by the on duty teacher. Incident is to be recorded on SIMON and registered with WORKCOVER if needed.
- If a teacher requires extra assistance, a child may be sent to staffroom with an 'Red' card. Staff members are asked to respond immediately.

- Continually move around the playing areas to ensure that all children are safe and abiding by the school rules. Teachers are asked to alert children to rubbish, peels, etc. that have been dropped, and place these in the bin.
- In the case of minor infringement of playground rules students are requested to walk with the duty teacher. For more serious infringements students are seat near the staffroom. For a major infringement, the Principal or Deputy Principal will deal with the matter. In the case of a student refusing to go to the office the teacher will send a card to the office requesting assistance. If there is a dangerous or potentially dangerous situation the teacher will send a red card to the staffroom.
- All behavior infringements need to be recorded on the student profile on SIMON behavior tracking.

Areas of duty:

- Students are asked to arrive at school at 8:30am. If this is not an option they are invited to use the Before School Hours Care Program that runs each school day. The first Duty doesn't commence until 8:30am.
- Area 1 oval supervision.
- Area 2 playground super vision.
- Area 3 quadrangle supervision.

Duty Times:

Before School – 8.30 a.m.

Morning Recess – 11.00am to 11.20am and 11.20am to 11.40am

Lunchtime – 1.40pm to 2:00pm and 2:00 pm to 2.20pm.

After School Duty – 3.20 – 3.30

Students not collected by 3:30pm remain in the foyer or the reception office.

If students cannot be collected by 3.45pm they are encouraged to go to the After School Care Program.

*If there is a wet day duty program the students remain in their classrooms and are supervised by their class teachers as set out in the Staff Handbook.

Please note:

- the toilet areas are out of bounds areas for playing
- Students will not be inside without teacher supervision

Evaluation: Expectations and Procedures

This policy will be reviewed annually in line with the Staff handbook at the first staff meeting of the school year.

Refer to

*PBIS Protocol

*PBIS Behaviour / Consequences Flow Chart

Child Safety is a priority at Sacred Heart and all Child Safe policies and procedures are required to be adhered to, to ensure all children are safe when attending off site activities.

Policy reviewed July 2020