



**BURROWES STATE SCHOOL**

# **Playground Duty Policy**

***PRIDE @ Burrowes***

**P**ersistence  
**R**esilience  
**I**ntegrity  
**D**etermination  
**E**mpathy

Updated June 2023

## Purpose

The purpose of a Playground Duty Policy is to ensure the safety of all staff and students, encompassing Before & After School Duty, Playground Duties and Eating Duties. The development of the Playground Duty Policy aligns to the School's Student Code of Conduct and Department of Education's Staff Mandatory Training. The Playground Duty Policy supports staff to ensure that roles and responsibilities are clear and consistent, regardless of the member of staff reporting to duty at any given time or place. The policy will enable Staff and Students to ensure that all school rules are followed, with a consistent approach to student reminders, redirection, or removal from an area using our whole school behaviour strategy incorporating:

- I am Safe!
- I am Respectful!
- I am Responsible!
- I am a Learner!

At Burrowes State School all staff play a role in ensuring active supervision is maintained, allowing students to experience play with their peers.

***PLAY is how children explore discover, fail and succeed, socialise, flourish and thrive.***

*(Sahlberg & Doyle)*



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During Term 4, 2022, BSS Head of Behaviour (student engagement) shared whole school behaviour data and provided detailed feedback from the data, identifying areas across the school day that required higher intervention from support staff. As Burrowes State School student population grows amendments to the Playground Duty Policy have been aligned with LCC Meetings when required.

Equipped with the data and Positive Behaviour for Learning Sector Knowledgeable Other's, staff collaborated with their colleagues in each Sector to establish non-negotiables while on Duty. The overall agreed upon non-negotiable in all three sectors was the expectation that all staff will work together to abide by the below Roles and Responsibilities when on Duty, encompassing all times and locations/zones.

### Before & After School Duty

Burrowes State School require Staff to be on active duty in Zones where students are frequent before and after school. The identified need is to ensure student early arrivals (no students are permitted onsite before 8:00am) are following school rules and beginning their day with success. After school hours staff are required on duty to monitor gates, Council Bus pick-up, Community After School Care pick-up and high traffic areas. Staff are assigned to a Zone (Gate) to ensure the safety of students as they exit the school grounds.

Before & After School Roles and Responsibilities include:

- Staff Roaming – ensuring students are seated in correct areas. Re-directing if not in the correct areas. Students should be seated outside their classroom awaiting the Classroom Teacher to allow them inside, unless they have been instructed otherwise by Year Level Deputy Principal.
- Ensure students are following whole school rules while waiting to begin the school day
- Gates to open at 8am
- Staff on Duty greet students entering the gates with a positive welcome to help start their day
- Students enter the school grounds safely – walking and responding to staff greetings
- Breakfast Club – Encourage students to attend before 8:20am, allowing students adequate time to finish eating and be ready to enter a day of learning in their classroom
- Teachers should collect students on time and bring them into the classroom.

Before School Areas that staff are required to cover duty include (areas are subject to change dependent on Ed Qld directives):

- Prep Area
- Prep Gate
- Rover – whole school
- Tuckshop Area / Toilet Block

- Support Hub
- Front Office Gate
- ICT / Library
- Hall Gate

After School Zones that staff are required to cover duty include:

- Prep Gate
- Front Gate
- Hall / Side Gate

## Eating Duty

Burrowes State School require Staff to cover duty areas during eating times for two breaks a day.

Eating break times are:

10:40 – 11:00 – First Eating Break – Assigned eating area (covered by Staff on Duty Timetable).

1:20pm – 1:30pm – Second Eating Break – Assigned eating area (covered by Staff on Duty Timetable).

Areas that Staff are required to attend Duty during First Break Eating include:

- Prep A and B Verandah – 1 staff member
- Prep C and D Verandah – 1 staff member
- Year 1E and 1 F – B Block eating area – 1 staff member
- Top under cover area - Year 1 and Year 4 – 3 staff members
- Tuckshop area – Year 2 and Year 3 – 2 staff members
- F Block (South Side) eating area – Year 5 – 1 staff member
- F Block (North Side) eating area – Year 6 – 1 staff member

After collaboration with staff across the school, non-negotiable requirements whilst on Eating Duty were decided. The expectation is that all staff will work together to abide by the below Roles and Responsibilities when on Eating Duty.

Eating Duty Roles and Responsibilities include:

- Students are to be seated
- Encourage a calming environment
- Send students to get drinks / go to the toilet with lanyards on
- Check in on students e.g. Are you ok? What did you do at playtime? Etc.
- Check in if student has food
- Eating must stop when the bell rings (give students a reminder 5 minutes before bell rings)
- Rubbish to be placed in the bin

- All eating areas to be left clean and tidy before students return to class
- Actively Supervise – walk around
- Praise positive behaviours
- Encourage eating not playing and loud conversation

## Playground Duty

Burrowes State School Staff are to attend Playground Duties during one of the two play times, as timetabled each week. Playground Areas or Locations that Staff are required to attend for duty, are Zones of Supervision. Zones of Supervision can be located on the attached Playground Duty Map. Within each Zone there are a number of Staff allocated to adequately cover the area in the Zone of Supervision.

Zones of Supervision include:

### Yellow Zone

- Prep Area
- 3 x Staff Members

### Green Zone

- Top Undercover Area (All undercover spaces – around toilet block & behind in the small undercover space), Year 1 - 2 Equipment & Sandpit, Year 3 Equipment & Junior Grassed Area
- 3 x Staff Members

### Blue Zone

- Tuckshop Area, Toilet Block, Rover – Around G Block to J Block
- 2 x Staff Members

### Orange Zone

- Courts, Small Undercover Area, F Block & Front of Modular 4 & 5
- 2 x Staff Members

### Purple Zone

- Oval & Surrounds
- 2 x Staff Members

**Red Zone** – Staff assigned must remain in the set areas of the Red Zones

- First Aid – 1 x Staff Member
- Playground Program - 1 x Staff Member

- Reflection Room - 1 x Staff Member

### **Pink Zone**

- Lunch Clubs, Pick of the Crop, Nature Play, Sport Challenges, Computer Labs, Library, Choir, Student Council

### **Computer Lab (G Block) – 1<sup>st</sup> Play Break only**

Monday – Year 3

Tuesday – Year 5

Wednesday – Year 6

Thursday – Year 4

Friday – Year 2

### **Library (Resource Centre) – Both Play Breaks**

Monday, Tuesday, Thursday, Friday 1<sup>st</sup> Play Break – Year 4 - 6

Monday, Tuesday, Thursday, Friday 2<sup>nd</sup> Play Break – Year 1 - 3

Wednesday 1<sup>st</sup> and 2<sup>nd</sup> Play Break – ICT Club (invite only)

### **Choir (Music Room) – 1<sup>st</sup> Play Break**

Monday 1<sup>st</sup> Play Break – Junior Choir

Thursday 1<sup>st</sup> Play Break – Senior Choir

### **Student Council – Class representatives only**

Monday 1<sup>st</sup> Play Break – Year 3 – 6

Thursday 1<sup>st</sup> Break – Year 3 – 6

### **Yoga Club**

Monday 1<sup>st</sup> Break – Room D1

Friday 1<sup>st</sup> Break – Room D4

### **Skipping Club**

Monday 1<sup>st</sup> Break – Green Zone

Thursday 1<sup>st</sup> Break – green Zone

### **Courts – Both Play Breaks**

Monday – Year 5 & 6

Tuesday – Year 3 & 4

Wednesday – Year 2

Thursday – Year 5 & 6

Friday – Year 3 & 4

### **Pick of The Crop**

Lee to advise breaks available

## **Nature Play**

Neil to advise breaks available

### **Play breaks:**

10:20am – 10:40am – 1<sup>st</sup> Play Break

1:00pm – 1:20pm – 2<sup>nd</sup> Play Break

After collaboration with staff across the school, non-negotiable requirements whilst on Playground Duty were decided. The expectation is that all staff will work together to abide by the below Roles and Responsibilities when on Playground Duty.

Playground Duty Roles and Responsibilities include:

- Playground Zone Staff are required to rotate each week to a new area in the Zone
- Playground Zone Staff are required to roam the full coloured area as per the map, ensuring observation of students in Out of Bounds Areas are redirected to the correct area of play.
- Tuckshop Purchases – Year 1, 2 & 3 are to move to Top Under covered Area to eat
- Tuckshop Purchases – Year 4, 5 & 6 are to stay in the Tuckshop Area to eat
- Be on time to your Duty Area
- Active Supervision – move around your allocated Zone Space, interacting positively with students whilst maintaining active movement and observation of all students in the area, and support colleagues when required
- Engage with students – while maintaining Active Supervision
- Mobile Phones are permitted on duty for emergency purposes only (e.g. calling office, admin or 000)
- Stay in the area for the duration of your duty
- Stay until all students have left the area (at the end of duty)
- Students refusing to leave, call for support
- Manage Minor Behaviours, e.g. redirections or sit out for 5 minutes
- Reinforce Behaviour Expectations (Positive Praise)
- Send students without hats to undercover areas to play
- Wear a hat and bring your folder – ensure your folder is adequately equipped with Band-Aids, gloves, slips, etc.
- Active Supervision – required to move around the nominated areas whilst engaging with students and monitoring all students within the area
- Walk and Talk – move around whilst talking with students

- Encourage the use of High 5 Strategy
- Support Conflict resolution with students
- Don't walk past the behaviours – Behaviours we ignore are behaviours we condone
- If a staff member does not report for duty send a student to the office to advise
- Any concerns relating to Staff Members please report concerns to the Line Manager for the member of staff

\*If a Staff Member cannot attend a duty due to Excursion, Professional Development, etc. they are to find a replacement (swap) for their duty area and inform their Line Manager & Carrie via email at least 1 week prior to the first duty swap day.

SEP and Behaviour Support Staff, are scheduled onto duties at different breaks each week by their Line Managers.

The number of duties allocated to Staff is dependent on many factors, however, aims to be equitable in relation to the amount of time that Staff are on duty. If a Staff Member is unable to adequately perform any given duty in the school at any given time, they must present a Medical Certificate along with a Work Safe Certificate completed by their GP/Specialist and present it to the WHS Rehab Officer, BM (Karen J).

### Wet Weather Duty

The Burrowes State School Wet Weather Timetable aims to ensure all staff are meeting their Duty of Care whilst maintaining the regular breaks they are entitled to. The current Wet Weather Timetable attempts to encompass the needs of all Staff and Students, whilst aligning with current Workplace Health and Safety guidelines.

Wet Weather timetables encourage staff to negotiate their breaks with their allocated Wet Weather Teaching Buddy. Wet Weather Buddies organise how the Duty is going to be broken up over the whole Play & Eating Break. Duties can be negotiated between staff provided someone is at the designated location for the duration of eating / play for students. This timetable is active for both breaks in a day.

#### **An example (Classroom Teachers):**

1<sup>st</sup> Break (including play and eating) = 45 minutes

Classes: 4C & 4D



Wet Weather Buddies: Casey & Priscilla

Negotiated between Buddies – Priscilla remains in class with 4CD from 10:30am – 10:52am (22 minutes). Casey returns and remains with 4CD from 10:53am – 11:15am (22 minutes).

2<sup>nd</sup> Break (play time only) = 20minutes

Classes: 4C & 4D

Wet Weather Buddies: Casey & Priscilla

Negotiated between Buddies – Casey remains in class with 4CD from 1:15pm – 1:27pm (12 minutes). Priscilla returns and remains with 4CD from 1:28pm – 1:40pm (12 minutes).

**Please note that the above is only an example of an arrangement that can be made. With prolonged periods of rain, some staff may choose to re-negotiate or come up with alternative options.**

Specialist Teachers, Support Staff, Teacher Aides, etc. are assigned to duties around some of the commonly used outdoor spaces to help monitor students moving to the bathroom, bubblers, office or to one of our support spaces i.e. PBL, SEP, Regulation Room, etc.

Non-Classroom Teachers are to monitor the space on the timetable for the duration of the Play Break. As per regular Duty expectations, staff are expected to scan and monitor students moving around the school and support where required. Support staff on duty in roaming undercover areas during wet weather are only on duty for the duration of the Play Break and not the Eating Break. Teachers monitoring students out of class during Eating Breaks as per every practice.

An example of the 2023 Sem 1 Wet Weather Timetable is included below.

Wet Weather Timetable Term 1, 2022	
<small>Staff are to organise with their wet weather buddy, how the Duty is going to be broken up over the whole Play &amp; Eating Break. Duties can be negotiated between staff provided someone is at the designated location for the duration of eating / play for students. This timetable is subject for both breaks in a day.</small>	
Year Level	Teacher
Prep A	Kat
Prep B	Nicola
Prep C	Kira
Prep D	Stacy
PE	Dani / Jarina
Year 5A	Mack
Year 5B	Yanni
Year 5C	Kathleen
Year 5D	Wynneley
Year 5A	Haye
Year 5B	Sarahtha
Year 5C	Melissa
Year 5D	Brandon
Year 5E	Cherie
Year 5F	Paige
Year 5B	Katrina
Year 5C	Jared
Year 2/3A	Emily / Gaynor (Tues)
Year 5E	Ula
Year 5B	Laure E (M, T) / Gaynor (W, Th, F)
Year 5D	Ami
Year 5C	Casey
Year 4D	Priscilla
Year 4A	Ula
Year 4/5A	Bridget
Year 4A	Mika
Year 5B	Dawn
Year 5C	Laura
Year 4D	Melissa
Year 5B	Adna
Year 5C	Melissa
Year 6A	Paige / Tamya
SEP Duty	Linda Langwater, Erin Moore, Reta Pullan, Linda Rosenberg, Katie Nelwell, Angela Boddington, Angie Bepko
Roaming Around Undercover Area near Tuckshop	Annette First Play Break Tracy – Second Play Break
Roaming in Top Undercover Area & near Toilet Block	Emma – First Play Break Maureen – Second Play Break
Roaming around the Resource Centre & Office Area	Ashleigh – First Play Break Julie – Second Play Break
Roaming around Senior & Middle School Toilet Block	Rose – First Play Break Deb – Second Play Break