



Play Support and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the administration office.

Purpose

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

Definition

Play is defined as a time where students are supported by adults to play freely as part of their school day by providing them with sufficient time and space to interact with others and the environment.

Play Support refers to what is determined by the Department of Education and Training as Yard Duty.

Rationale

Playing contributes to children's health, wellbeing, happiness and learning. As educators, we can make a very positive contribution to children's lives by valuing their urge and desire to play and providing for a broad range of play opportunities within the school's playground. The school recognises that children will naturally create and or seek out challenging situations; while making the most of their play some children may have accidents, get dirty, wet or upset.

Most importantly playing contributes to children's ability to thrive and survive. The school recognises that any potential risk of harm to children needs to be balanced with the potential for good that may come from the children taking part in a particular form of play. The school will do its best to avoid children coming to serious physical or emotional harm by carefully managing the play opportunities that we provide. Adult's attitude towards and understanding of children's play behaviours will have a significant effect on the quality of the play opportunities offered within and outside the school. The school will seek out training opportunities and support research among its staff so that they are confident to facilitate children's freely chosen, self-directed play.

Providing opportunities in which children can explore, adapt and be inspired to play in many different ways is extremely beneficial (this includes the use of traditional playground

equipment, open spaces and the use of loose parts, natural elements, sport, fixed equipment, creative and imaginative, cultural and social play).

Scope

This policy applies to all teaching and non-teaching staff at Aitken Creek Primary School, including education support 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 yard duty 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 school: School grounds are supervised from 8.50am each morning until 9.00am.

After school: School grounds are supervised from the end of the school day at 3.10pm until 3.20pm.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity.

Families will be informed of supervision arrangements via the normal school communication procedures. Communication will:

- advise of the supervision arrangements before and after school
- request that the parent/ carer make alternate arrangements, if supervision beyond the school arrangements are required

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts

- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Families are encouraged to contact Craigieburn West YMCA on (03) 8371 0500 or refer to the [website](#) for more information about the before and after school care facilities available to our school community.

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

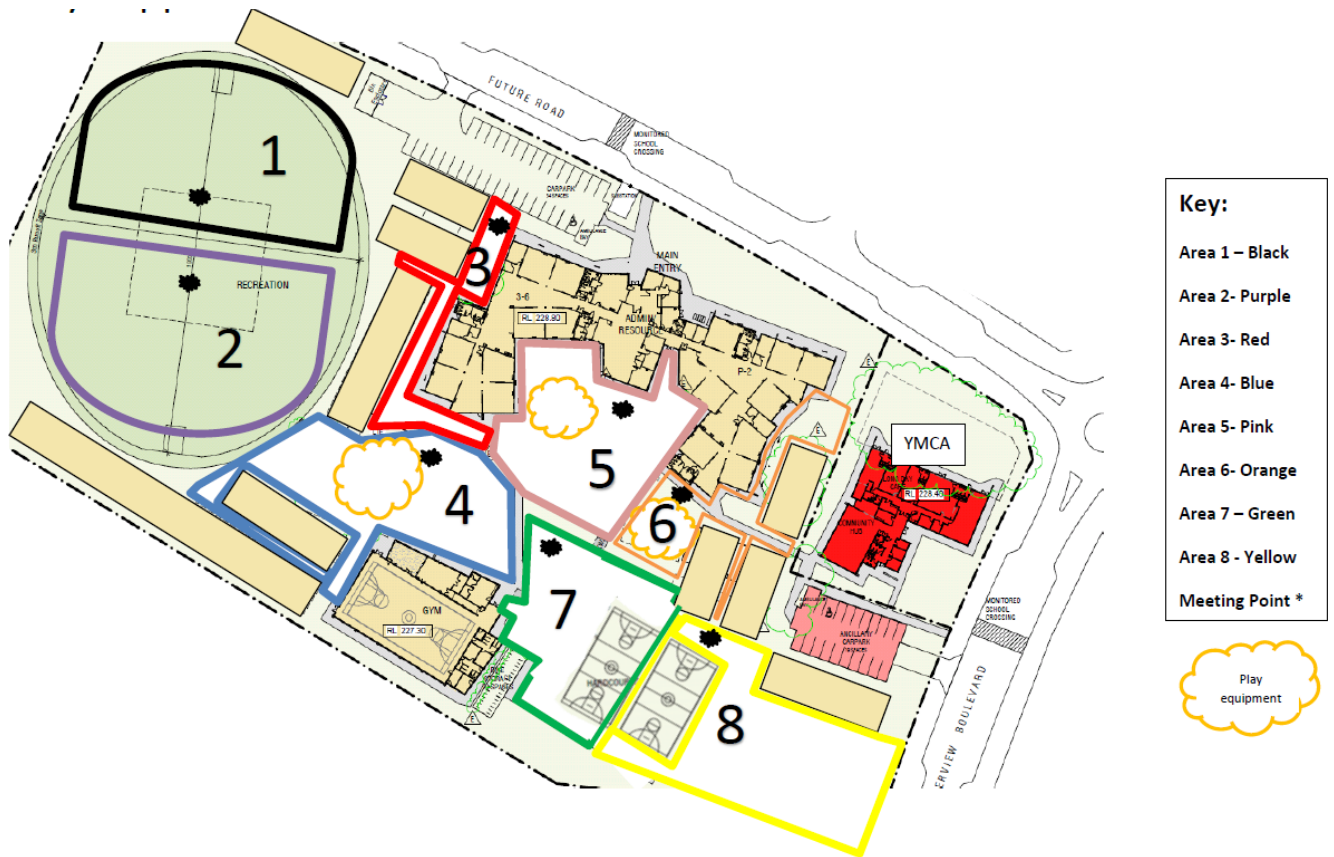
Play support

All staff at Aitken Creek Primary School are expected to assist with play support supervision and will be included in the play support roster.

The daily organiser is responsible for preparing and communicating the play support roster on a regular basis. At Aitken Creek Primary School, school staff will be designated a specific play support area to supervise.

The designated play support areas for our school as at Term 1, 2024) are Area 1 - 8

Play support map



School staff must wear a provided safety/hi-vis vest whilst on play support duty. Safety/hi-vis vests will be stored in the tubs at the office. Staff must also carry with them on play support a first aid bag, which can also be found in the tubs at the office.

Staff who are rostered for play support duty must remain in the designated area until they are replaced by a relieving teacher or the music concludes at the end of snack or lunch and students have lined up at their grades.

During play support, supervising staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's *Student Engagement and Wellbeing* 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 yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct play support at the designated time, they must contact the daily organiser or administration office with as much notice as possible prior to the relevant play support shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave play support during the allocated time, they must contact the daily organiser or administration office, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for play support, the staff member currently on duty must send a message to the office or call daily organiser and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising play support staff member.

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 must first contact the PLC Learning Specialist for assistance or neighbouring teacher. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving or arrange for a neighbouring teacher to supervise their class.

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

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

Aitken Creek Primary School will also ensure appropriate supervision of students participating in online learning environments while on school site.

Parents are responsible for the appropriate supervision of students accessing online content at home.

Student requiring additional 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 yard duty, in the classroom or during school activities.

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 and staff training
- Included in staff handbook/manual

- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

Review cycle

Policy last reviewed	December 2024
Approved by	Principal
Next scheduled review date	December 2026

This policy will also be updated if significant changes are made to school grounds that require a revision of Aitken Creek Primary School's Play Support and Supervision Policy.