

CONTEXT/BELIEF STATEMENT

Duty of Care

Department for Education staff owe a duty to take reasonable care to protect those children and/or young people in their care and control from a reasonably foreseeable risk of harm. If harm results from a failure to exercise the required standard of care, a negligence claim may result. We at Prospect Primary are committed to ensure the wellbeing and safety of our students, staff and families as stated within the Department for Education *Duty of Care* policy.

RESPONSIBILITIES

Yard Duty Teachers' Responsibilities:

Teachers will:

- be cognizant with the yard duty roster and are responsible for keeping up to date with any changes
- be cognizant of bell times
- be on time for each duty knowing that duty of care falls on them for the duty that they are allocated against
- practice restorative practices when dealing with issues within the yard
- ensure issues that cannot be solved while on duty are communicated to leadership for follow up
- provide basic first aid to students, if more serious provide student with a pink slip to attend sick bay
- not let students out before the bell as there is no supervision
- ensure that students in their class are familiar with the yard rules.

Before school yard duty begins at 8:30am. There is no teacher on duty before then therefore students should not be in the yard. To ensure safety of students who arrive early, students are to remain with their parents or, if parents are not present, sit on the seat next to the courtyard gate where they are more visible.

Before school teacher will:

- be punctual and on duty at 8:30am
- check their designated area to ensure that areas are safe for play
- report any safety issues ASAP to leadership/front office
- be vigilant and move continuously around their area to ensure students are safe at play
- direct students to shelter (outside Rooms 10 & 11) if the weather is inclement
- unlock the toilets in their area.



*The Library is often a safe environment for our students with ASD or anxiety and gives them a wonderful opportunity to make new friends. Teachers are encouraged to socially engineer friendships between students and guide them to play appropriately.

Recess and Lunch time duties

- there is 1 teacher on yard duty in each designated area at recess time for 20 minutes (excluding the library)
- during lunch there are 2 yard duty sessions in each designated area, 1st lunch 1.00pm – 1.20pm then a change over of duty teacher, 2nd lunch 1.20pm – 1.40pm
- teachers are to be punctual at all times
- teachers must report any safety issues ASAP to Leadership/front office
- teachers are to be vigilant and move continuously around their area to ensure students are safe at play.

Oval (Area 1)

- students to play away from the fences
- yard duty teacher to give a five minute warning at end of play for students to make their way closer to their classes.

Junior Primary Oval / Nature Play (Area 2)

- students play on oval away from fences and the Dental Clinic

Junior Primary Asphalt Area (Area 3)

- students play on the playground and asphalt and away from fences
- students are encouraged to play with sticks and natural objects safely. Sticks only to be used in Stick World.

Primary Area (Area 4)

- students play on the asphalt areas and courtyard
- behind Hall/Gym, Tech Area, carparks are out of bounds
- only games **not involving running** can be played e.g. 4 square, skipping, hand tennis
- no chasey games or soccer / football
- basketball is to be played at recess and lunch
- a modified version of basketball can be played on half the court before school to ensure parents and students can access classes safely
- students are encouraged to play with sticks and natural objects safely. Sticks only to be used in the area north of the Braund Road gate.

Primary Nature Play (Area 5)

- students have access to area between primary building and childcare centre
- teacher monitor primary nature play and playground, walk way between primary building and child care centre and area between primary building and oval.

Library (Lunch Only)

- students are to wait outside the Library until duty teacher arrives
- teacher on first duty lets students in at 1:00pm. Second duty teacher at 1:30pm instructs students to pack up and clean up library and ushers students out so the library is cleared by 1:35pm. Second duty teacher is responsible for ensuring the library is left tidy.

The Hall (Lunch Only)

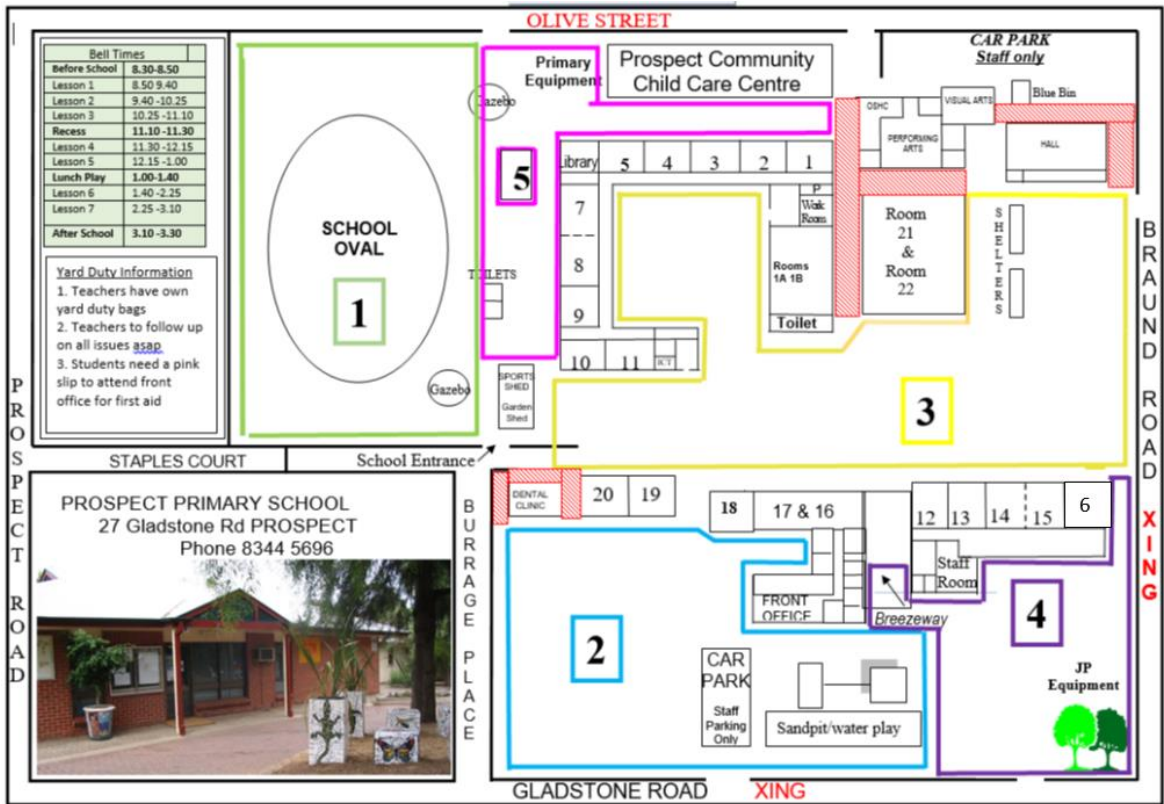
- students to wait outside the hall until duty teacher arrives
- teacher on first duty lets students in at 1:00pm. Sports equipment can be used for organized activities and must be supervised by the duty teachers. Second duty teacher at 1:30pm instructs students to pack up and clean up the hall and ushers students out so the hall is cleared by 1:35pm. Second duty teacher responsible for ensuring the hall is left tidy and equipment is returned to appropriate location.

Students with additional needs:

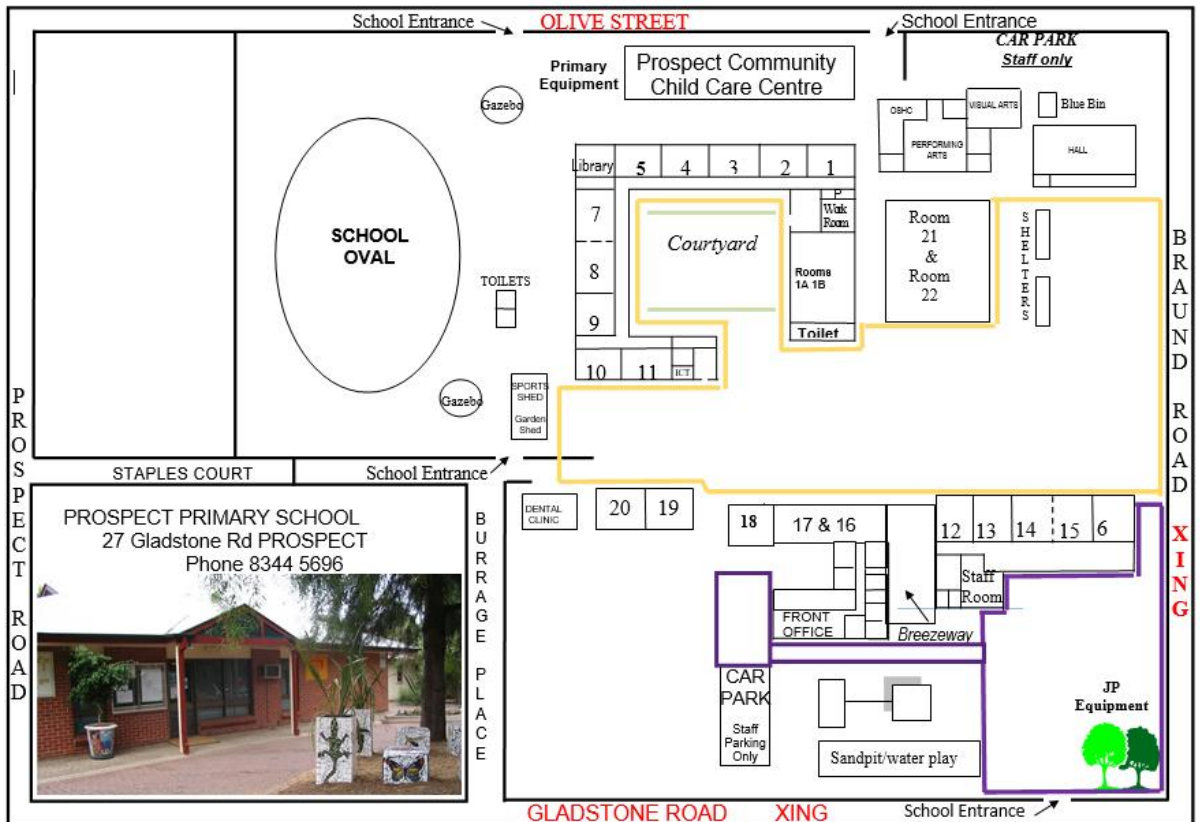
- may be supported by an SSO / leadership during break times
- may have negotiated areas of play



Recess & Lunch Yard Duty Areas



Before & After School Yard Duty Areas



Before and After school

- there are 4 yard duty areas before and after school, Gladstone Road and Braund Road pedestrian crossings, the junior primary playground and asphalt as well as the primary courtyard and asphalt areas. The primary and junior primary ovals and nature play areas are not monitored by a yard duty teacher therefore are out of bounds
- teachers are to be punctual at all times
- teachers are to report any safety issues ASAP to leadership / front office
- teachers are to be vigilant and move continuously around their area to ensure students are safe at play
- at 3:30pm teachers need to check that all students remaining in the yard do so under the care of their parent /caregiver. Any student who is not with their parent or caregiver is escorted to the front office. the student's parents are contacted and arrangements are made for the student to be picked up. In emergency situations, OSHC may be called to pick up students
- front office staff will communicate with leadership of late pickups
- front office staff will follow procedure for continuous late pickups by parents

Gladstone Road and Braund Road Crossing Duties (before and after school)

- all students 10 years and older are trained each year to be crossing monitors by representatives of SAPOL
- monitor trained students to hand in their parent / caregiver permission slip
- monitors are rostered on before and / or after school
- there are a minimum of 2 monitors
- it is encouraged that teachers on duty at the crossings also access monitor training each year
- supervising teachers and monitors to be punctual at all times
- teachers must report any safety issues ASAP to Leadership
- teachers to report any traffic offences to SAPOL (SAPOL APP is available) or 131 444 for non-urgent police assistance or 000 in an emergency
- supervising teachers to ensure vests, whistles, flags and stop signs are in good condition and report any concerns to the deputy
- flags are displayed in the morning and left out for the day, monitors bring the flags in at the end of the afternoon duty
- supervising teachers stand on the side where students are coming from, in the morning the side across the street from the school and in the afternoon the side closest to the school
- rain jackets and gloves are supplied for monitors
- in extreme weather Leadership will advise if it is not safe for monitors to be on duty and ensure there is staff to monitor the crossings



Government of South Australia

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PRINCIPAL'S / LEADERSHIP'S RESPONSIBILITIES

The principal and leaders will:

- ensure that duty of care is maintained at all times by all staff
- induct all new staff and TRT of their responsibilities as yard duty teachers
- ensure teachers remain vigilant and up to date with any changes to the yard duty roster or Department for Education duty of care policy
- follow up on all behavior and wellbeing issues.

PARENT'S / CARER'S RESPONSIBILITIES

Parents need to:

- ensure that their child/ren do not come on site before 8:30am
- ensure that they are here to pick up their child/ren by 3:10pm each day
- communicate with the school if an extenuating circumstance or emergency has occurred whereby the child/ren need to be picked up by another adult
- ensure all custody documentation pertaining information about who has legal responsibility for their child/ren is given to the school
- take over duty of care of their child/ren if they stay and play after the 3:30pm bell
- ensure that their child/ren while in their care continue to follow school expectations around behaviour and safety.

STUDENT'S RESPONSIBILITIES

Students need to:

- display the school values of respect, creativity and success in their play
- try to resolve issues firstly with those involved then go to the teacher on duty for support
- report any unresolved issues to classroom teacher and / or leadership to follow up.



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