**CARE AND SUPERVISION PLAN**

St Clair Public School’s care and supervision Plan recognises that

* + - A duty of care is owed to students by staff
    - A duty of care is defined as talking “responsible measures to protect student against risks of injury which reasonably could have been foreseen”
    - Duty of care will arise whenever a teacher/student relationship exits
    - Principals and teachers have a responsibility for the protection, welfare and safety of students in school grounds when the school is open
    - Principals and teachers have an educative role to assist in providing for the welfare and safety of students in travelling to and from school.

**CARE AND SUPERVISION PLAN**

1. **Hours of the School**

The school is open from 8.30 a.m. to 3.00 p.m. The music plays at 8.57 a.m. for students to assemble outside their classrooms. The bell rings at 9.00am and lesson begin. Lessons finish at 3.00 p.m.

1. **Supervision Arrangements and Responsibilities of Teachers**

Teachers are responsible for supervising students going to and from their classrooms, students in their classrooms and students doing scripture in their classrooms.

A higher standard of care is required for younger children and those with disabilities.

Morning Duty – 8.30am to 9.00 am

Recess Duty – 11.00am to 11.20am

Lunch Duty 1 – 1.15pm to 1.35pm

Lunch Duty 2 – 1.35pm to 1.55pm

Teachers are rostered to do playground duty in one of the following areas:

**Walkways** – 8.30 to 9.00 – Below the white line to and including the bottom hard court and toilets.

**Walkways** – recess or lunch – Above the white line to the hard court fence and gate to artificial grass, including the toilets and monitoring of students at canteen.

**Top Hard court** – recess and lunch – from the wooden fence/gate, surrounded by black pool fence, neighbours fences, school boundary fence and area behind wall and cricket nets.

**Artificial Grass** – recess and lunch – from wooden gate and classrooms to oval fence as far as infants play equipment as well as monitoring of out of bounds areas of infants and primary play equipment.

**Oval** – recess and lunch – area surrounded by school boundary fence and metal fence between artificial grass and SAKG garden.

**Library – Lunch 2 only-** students line up outside door near room 1. Students with computer passes enter computer lab first. Other students choose quite activity.

There are 2 Wet Weather rosters

**Wet Weather Covered Areas only**- walkways, Top hard court, Bottom hard court

**Wet Weather Inside Duty** - Supervision of students within buildings at recess and lunchtime.

1. **Supervision Arrangements for Excursion and Sporting Activities**

Teachers are responsible for students in their care on all excursions and at sporting events, including travel to and from venues.

A member of staff who has current training in Emergency Care accompanies every activity outside the school.

A member of staff who has current training in Cardio-pulmonary Resuscitation and Emergency Care accompanies any excursion which involves swimming or water activities, or which involves overnight camps. On excursion and at sporting events all supervising teacher are aware of their specific responsibilities.

**4. The Safe Arrival and Departure of Students to and from School**

The school has an educative role in teaching students to arrive and depart from school safely. The PD/health/PE curriculum included Road Safety issues such as pedestrian, bus, bike and passenger safety.

This supports the parent’s role as an educator of their children in teaching them safe behaviours to be used in coming to and from school. Teachers do not supervise children crossing the roads adjacent to the school. Hence, parents are asked to pick up their children from the school side of the road and not to call children to cross roads by themselves.

Parents are requested to ensure that students do not enter the school grounds before 8.30 a.m. and are picked up or leave the grounds promptly at 3.00 p.m.

Parents are not permitted to drive into school grounds at any time, unless given permission by the Principal (parking passes are only available to parents of students with a severe disability).

Parents are requested to cross roads adjacent to the school at the wombat crossings.

All car parks are out-of-bounds for students, except for the pedestrian path from the front gate.

**5. Procedures Used to Ensure Students’ knowledge of Supervision Arrangements**

Teachers are responsible for developing an awareness of playground rules with students. They include PBL expectations and as well as:

* Safe areas to play that are not out of bounds
* Where supervisory teachers are on duty.
* To seek the help of a supervisory teacher in situations which demand it
* As to what constitutes an unsafe activity
* Encouraging Sun Safe play by enforcing NO HAT pay in the walkways.

**6. Playground Emergencies**

The staff are trained in Emergency Care and CRP procedures and Sue Healey is trained in Senior First Aid. If a student is injured in the playground, the teacher- on duty arranges for the student to be taken to the Office or sends for Sue Healey.

In the event of an injured student, uncontrollable fight or any unforseen emergency:

* Call for the immediate assistance of other teachers and /or
* Send a student to the office for help

**7. Playground Injuries**

* Treat every injury seriously
* With minor injuries (cuts, abrasions, etc) tell the student to wash the wound and then return to you. If necessary send the student to the office for treatment.

**Serious injuries**

**Student is Mobile:**

* Call on the immediate assistance of staff – get teacher executive to complete duty
* Teacher on duty accompanies student to office to get assistance from Sue Healey

**Immobile:**

* Call on the immediate assistance of staff – get teacher executive to complete duty
* Send for Sue Healey and Executive
* If concerned re: head/spinal injuries DO NOT MOVE!
* Staff send students in immediate vicinity to another playground area

**Accident Report**

In the event of a serious injury to a student that requires medical treatment outside school, immediately write down the circumstances of the accident while it is still fresh in your mind.

Fill out an Accident Report Form (available from Office) as soon as possible.