



DUTY OF CARE
POLICY



Inspired by our Catholic Faith and tradition, we are committed to growing together in Faith, Peace and Wisdom

Duty of Care

St Francis School takes its duty of care for students very seriously and ensures that students are supervised and kept safe at all times both at school and on camps and excursions. St Francis School also has responsibilities to provide high quality classrooms and facilities for student learning and play.

A duty of care exists whenever the staff/student relationship is in existence. This includes activities extending outside of the school grounds or beyond the school day which are authorised or organised by the school.

To ensure that students are cared for the following procedures are put in place and are reviewed on a regular basis.

Staff supervising students must not only ensure that students are physically safe but ensure that students are free from bullying and harassment. Teachers need to be vigilant looking to see who is on the outer and be aware of the many different exchanges that can be taking place.

Yard Duty Procedures

Duty Requirements

*"While a school is open, it has a duty to provide adequate supervision at all times. What is 'adequate' will depend on the circumstances, the size of the school, and the ability of the supervisors to access all areas where the children are playing."*¹

At St Francis School, staff complete yard duty according to four periods during the school day, before school (8.30-8.55), first lunch (11.05-11.35), second lunch (1.40-2.10) and after school (3.15-3.35). Staff are not required to supervise students inside their classroom until the bell goes at 8.55am. They may choose to open the classroom door earlier if they wish but are under no obligation to do so.

*"Whenever staff are on yard duty, it is important that they are on time and actively and vigilantly patrol the required area. It is important that they do not leave the area if the next staff member fails to arrive."*²

¹ South Australian Commission for Catholic Schools (2004), Duty of Care – 4.1.1 Yard Duties, p 8

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Teachers on yard duty supervising allocated areas must take a First Aid Kit and Asthma Kit. At the hand over time teachers give these items to the replacement Yard Duty Teacher.

Yard Duty Areas

At St Francis School, there are 6 areas that the students access during lunch breaks.

- Tennis Courts (2nd lunch)
- Quadrangle
- Resource Centre (2nd lunch)
- Nature Play area
- Oval
- Playground.

Before school students have access to the quadrangle area only and are required to move to class when the class teacher opens the classroom door. A teacher is on duty at Arcoona Avenue and the quadrangle from 8.30am until 8.55am. Unless otherwise organized, gates are locked by a staff member at approximately 9.10am and for the remainder of the school day. After this time, school access is only via the front gate of the school.

After school has finished, there are duties on Henley Beach Road as well as Arcoona Avenue. Further to this, when on duty on Arcoona Avenue after school, staff are required to ensure students who are waiting to be picked up are inside the school gates adjacent to the school crossing. Students are not to be playing on the playground and they are to avoid playing ball games on the oval while waiting to be picked up. It is important that staff are also aware of the students on crossing duty and assist these students in the safe operation of the crossing if necessary. On completion of this duty at 3.35pm, staff are to accompany any students who have not been collected to Out of School Hours Care.

While on after school duty on Henley Beach Road, staff are required to ensure that no cars enter the school premises unless they are visiting the school for official purposes. Staff should also ensure that students are waiting in a safe and considerate manner to be picked up.

St Francis School – Guidelines for 'Hot Spot' areas when on Yard Supervision

Hot Spots

The 'Hot Spots-Guidelines for Yard Duty' table is included below and outlines the aspects to be aware of when on duty in each area. Further to this, the following information applies to all areas and duties in the school.

Quadrangle Area
<ul style="list-style-type: none">* Walk on pavers only (students who do not comply must walk with the teacher on duty)* Eating Area – No playing while eating* No swinging, sitting, hanging on rails* Permission to go upstairs to bags not generally given unless there are exceptional circumstances (e.g. child has been at music lesson.) No permission given to put bottle away or to retrieve forgotten item. (Restorative Chat for being in unsupervised areas)
Music Rooms and Year 6 Classrooms Area - <u>NOT an eating area</u>
<ul style="list-style-type: none">* Not a play area* Students only to be in this area if walking to office or around to the oval
Tennis Court Area – <u>NOT an eating area</u>
<ul style="list-style-type: none">* Out of bounds before school* Out of bounds 1st lunch* Green asphalt – can run!* Handball courts area, between court fence and classrooms – small ball area only* No 'kicking ball' games* Bats and all equipment are to be treated with respect
Drink Taps
<ul style="list-style-type: none">* Use water with care. No spraying onto roof with drink bottles* Monitor rubbish* Nearby vegetable garden is to be treated with respect
Early Years Area
<ul style="list-style-type: none">* South of buildings out of bounds – unless parking / collecting bikes* Arcade Walking area (paved) no play during lunch times* Ramp and decking area is out of bounds during play times* No Ball Games* No sitting, swinging or cutting under rails
Nature Play Area <u>NOT an eating area</u>
<ul style="list-style-type: none">* A walking area only* Play respectfully* Children not permitted past circle of rocks at pond edge without teacher supervision* Stay off plants – imaginative play* Return rocks and other resources to their original spot* No standing on the boat* Do not place rocks in the boat* In and around shed is out of bounds at all times

Playground Area <u>NOT an eating area</u>
<ul style="list-style-type: none"> * Out of bounds before and after school * Running ONLY on grassed area * Safe sand play only – no throwing sand * Pack up equipment and return to the equipment trolley at the end of play * No spinning on swings or jumping off equipment * No climbing on cricket nets to retrieve balls * No sitting/ chatting on playground equipment which obstructs movement – play must keep moving * Do NOT lift little people up to equipment * If ball goes over fence, ask permission to retrieve from duty teacher– send only older children * No climbing trees / playing with sticks
Oval Area <u>NOT an eating area</u>
<ul style="list-style-type: none"> * No climbing trees / playing with sticks * Railings near gates are not to be played upon or sat upon
Arcoona Ave Duty – NO BALL PLAY BEFORE OR AFTER SCHOOL
<ul style="list-style-type: none"> * Children to wait at the Crossing Gate, inside the fence * No playground or oval play before or after school * Check Sports Shed is locked on way back from after school duty (Security) * Accompany 'unclaimed' students to OSHC * Children participating in After School Sports must sit under the Library verandah until Sports Coach arrives
Play Pod Area
<ul style="list-style-type: none"> * Ropes not to be used across running areas * Trees not to be used as play props * Play frames are to be used for building purposes and not for sitting, hanging or climbing * Items must be returned after use to the play pod * Use equipment respectfully

- * NO HAT, NO PLAY when UV is 3 or above – *students without hats move to quadrangle area and play / sit in shade.*
- * All pavers, bark and gravel areas & paths are walking areas. Running is allowed on GREEN areas (eg, lawn and courts)
- * Eating is ONLY allowed in quadrangle area.
- * Reflection sheets (yellow) are in each duty bag.

Temperature is checked at 10:45am and 1.15pm at:

<http://www.weather.com.au/sa/adelaide/current>

Extreme Weather

Heat

1st and 2nd Lunch

On days where the temperature is over 37°C (or under the discretion of Leadership) the Hot Weather Policy will be enacted in which case the following will apply:

- 11.05 – 11.20 and 1.40 – 1.55 – Students in Years 4 – 6 will be permitted in the Quadrangle area for 'fresh air break'.

11.20 and 1.55 – Bells will be rung and announcement for 'change over' time made.

- 11.20 – 11.35 and 1.55 – 2.10 – Students in R – 3 permitted in Quadrangle and Arcade area for 'fresh air break'.

In times where students are NOT in the Quadrangle they will be supervised by teachers in their own classroom.

No Ball games are permitted in the Quadrangle during this break.

If required, a decision may be made by leadership in certain circumstances where the temperature is under 37 to enact a 'no balls' passive yard play. This decision will be made prior to play times and an announcement made over the loud speaker.

SUPERVISION:

- Teachers will work in teams to ensure 1 teacher is on duty during Quadrangle time and 1 teacher on duty during class time.

Wet Weather

SCENARIO 1:

In the event of rain **before** 1st or 2nd lunch:

- Leadership team to determine if rain is significant enough to enact 'Wet Weather Policy'.

If Wet Weather policy is called:

- A call will be made over the loud speaker announcing the decision.
- It will remain Wet Weather policy for entirety of 1st or 2nd Lunch. i.e. there will not be a change or decision reversed if rain stops.
- 4 - 6 classes will be permitted in the Quadrangle from 11.05 – 11.20 and 1.40 – 1.55.

- The bell will be rung at 11.20 and/or 1.55 and the R – 3 students are permitted in the Quadrangle from 11.20 – 11.35 and/or 1.55 – 2.10.
- **No BALL games are permitted in the Quadrangle area at any time during this time.**

SUPERVISION:

- One staff member from each year level will be on duty in the Quadrangle area during their allocated time.
- During 'classroom' time – one of the 'team teachers' will be on duty for the Year level classes.

SCENARIO 2:

In the event of rain **during** 1st lunch or 2nd lunch:

LEADERSHIP WILL ASK PERSON AT FRONT DESK TO MAKE THIS ANNOUNCEMENT

If the rain bell is rung between 11.05am and 11.20 am or between 1.40pm and 1.55 pm the announcement is

“Attention students & teachers today we will be using our Wet Weather Policy. Year 4 – 6 students please remain in the Quadrangle and Reception – Year 3 students go to your wet weather class.”

Then the bell is to be rung at 11.20am or 1.55pm

If the rain bell is rung after 11.20am and after 1.55pm the announcement is
“Attention students & teachers today we will be using our Wet Weather Policy. Reception – Yr3 students please remain in the Quadrangle and Year 4 – 6 students go to your wet weather class.”

St Francis School – Guidelines for actioning ‘Hot Spot’ areas when on Yard Supervise

Grounds

All facilities at St Francis are regularly checked and serviced to ensure compliance and safety. Near Miss, Hazard and Accident Forms are to be completed immediately after an incident as part of the WHS regulations. St Francis provides extensive areas where students can play and socialise.

At play times undercover outdoor learning areas are available for children to play and socialise out of the sun. Balls games cannot be used in these areas.

A gazebo is available in the pond area for quiet chatting or meditation.

Tennis courts provide hard play space for tennis, basketball and netball and are supervised during play time when open.

The oval is supervised by a teacher on yard duty at all play times.

The playground equipment area has been fitted with a rubber surface area to prevent serious damage when children fall from equipment. Children are

only permitted to use this equipment when a St Francis Staff member is present. (Parents cannot supervise their children after school or before school on this equipment)

The Cricket Nets can only be used with hard cricket balls when a teacher is present running an official cricket training session. Protective equipment must be used when hard balls are being used in this area. Students not participating in a cricket practice session must be kept well away from the nets. At play times, the cricket nets can be used only with soft modified balls.

The Sand Pit area is raked daily and available for use by students at play times with the playground teacher supervising this area.

Excursions

When students leave the school on excursions staff are aware that the ratios for excursions must be followed. These teacher/ adult student ratios and expectations are set out in the **Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures and Appendices for Catholic Schools and Preschools 2020**. *(updated regularly)* These ratios are minimums and more supervision may be required due to the known behaviour of particular students. Risk Assessments must be completed before any activity takes place outside the school grounds.

Weekend and After School Sport

Weekend and After School Sport is a significant part of the culture of St Francis School. We have a number of soccer teams playing on a weekend with netball, basketball, beach volleyball and cricket currently being played throughout the year after school. The school has employed a fulltime Education Support Officer to administer these games and activities. Parents are responsible for the conduct of the team after they have satisfied the school in relation to all the required screenings. Parent Coaches are given a code of conduct and are made aware of their duty of care responsibilities for the students in their care. They are also made aware of overuse injuries and that prolonged and repetitive exercises can cause severe injuries later in life. Parent Coaches are made aware of their responsibility in the area of child protection. It is expected that the students playing in school teams on weekends will have a parent present.

Sun Protection

St Francis School has a strict No Hat No Play policy enforced between 1st August-30 April or whenever UV levels reach 3 and above at other times. Sun block is made available to student in classrooms but we encourage parents to provide this at home. Teachers encourage the use of sun block when students are outside and allow students to have water bottles present during the day. St Francis School provides extensive undercover areas to provide protection from extreme weather. Long Sleeve Polo Tops are available for additional sun protection during high risk times.

Violent Behaviour from Students

St Francis School can access funding from the Catholic Education Office's Behaviour Student Support Project (BESS) to support students who have a history of violent or anti-social behaviour. Students with extreme needs have a Success Plan which is negotiated with key stake holders and is made available to staff. Counselling and mentoring support is also made available to students experiencing behavioural difficulties.

Accident Reports

Accident Reports are kept on all significant injuries that occur and when first aid is required, parents are notified in several ways.

- Students are sent to the office accompanied by another student. In the event of a more serious situation, a teacher/staff member accompanies the student to the office or they will be treated on site if required.
- An ESO, who has a Senior/First Aid Certificate, assesses the student in the First Aid room
- Students are treated accordingly, all details are recorded and a text sent home to notify parents of their child's First Aid room visit.
- In the event of a head injury and/or administration of asthma medication Parents/Guardians are contacted by a Senior First Aid Officer.
- If a student is unwell or injured requiring medical attention, Parents/Guardians are asked to collect their child.
- The student's teacher is informed if the student is going home or if they are having a prolonged stay in the first aid room.
- If a student is sent home the parent/guardian signs them out at the office.

Reviewed May 2021

Principal

Chair of Board

