



MARIST CATHOLIC SCHOOL

PROCEDURE: **Breaktimes**

The purpose of duty at break times is to ensure that the play environment is physically and emotionally safe for all students at all times.

The duty teacher must deal with issues raised by students while on duty. Students need to feel that their complaints and concerns will be taken seriously, and that they will not be refused support.

The deputy principal administers playground duty. A rostered timetable is displayed in the staffroom and issued to each teacher and teacher aide at the start of each term, and updated as required.

The following guidelines ensure effective playground supervision.

- Two teachers are rostered to cover all supervision duties.
- Relievers are required to do duty for the teacher they replace.
- Teachers and teacher aides report on duty in a timely fashion.
- Teachers are alert to problems in the playground, using the school rules as a guide. Teachers patrol proactively, moving around their designated area.
- Treat injury or illness in the playground according to the school's procedures for [accident, illness and first aid](#).
- Students involved in violent playground behaviour are managed with the school's [behaviour management procedure](#).
- On wet days duty is as normal for duty staff, but senior students help supervise junior classes.
- Students are required to sit and eat their lunch for ten minutes at the start of lunchtime.