



St Paul's School

Playground Duty Procedure

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create your own story!

Table of Contents

Purpose	4
Scope	4
Responsibility and Accountability	4
Hi Vis Vests	5
First Aid	5
Secondary School Duty Zones	5
Zone A – Student Parking Back Gate	5
Zone B – Sports Zone	5
Zone C – Krebs Courtyard Area.....	5
Zone D – DT, K Block, Wellbeing.....	5
Zone E – The Common, Year 7 Area.....	5
Zone F – Walker 1.....	6
Zone G – Great Courtyard, Science and Farmhouse.....	6
Zone H – Tuckshop	6
Zone I – Around Innovation Precinct, Front of Campus.....	6
Zone J – Bus Zone	7
Zone K – Front of School, Strathpine Road.....	8
Inside Innovation Precinct.....	8
Before School Zone I.....	8
Before School Zone B & C	9
Out of Bounds Areas	9
Secondary Duty Map	10
Junior School Duty Zones and Rules	11
Junior School playground duty rules for all areas	11
Junior School Library	11
Before School Duty: Lower Frost.....	11
Before School Duty: Upper Frost.....	11
Pre-Prep	11
Prep Zone 7	12
Zone 8 – Year 1 & 2 Eating area/oval/sandpit/sensory playground.....	12
Zone 9 – Year 1 Eating area.....	13
Zone 10-Lower Frost oval Year 3 to 6.....	13
Zone 11 Lower Frost Oval &.....	14

Playground Duty Procedure

Zone 11a Lower Frost Oval Attunga Street end of oval – second half lunch only	14
Zone 12-Upper Frost toilet area & Year 6 Courtyard	15
Pick Up Area.....	16
Junior Duty Map	17

Purpose

To outline processes and procedures for playground duties at St Paul's School.

Scope

All workers who cover playground duty shifts at St Paul's School.

Responsibility and Accountability

- Always arrive on time for your duty.
- Always connect with the previous duty supervisor before or after you, to let them know you have arrived.
- Do not leave the duty unless another worker has turned up.
- Wear your hi vis duty vest.
- Role model sun safety.
- Carry your school keys in case of a lock down.
- Carry your mobile phone for emergencies.
- If an issue arises and you can't make your duty, call the Manager of Operations on 0417 640 059 or Tooth Reception 3261 1388.
- Be diligent and attentive when on playground duty.
- Ensure your supervision is active and you are noticeably moving around the different areas.
- Read the uniform policy for students.
- Enforce playground rules consistently, fairly, and equitably; and
- Respond appropriately to any playground incidents, accidents, or injuries. Complete an incident report if appropriate.

Hi Vis Vests

All duty areas across St Paul's School campus require a high vis vest to be worn.

Vests for new staff can be collected from the Manager of Operations or the Administrative Assistant – Operations located in Tooth Building.

First Aid

First aid is available every day until 3:30pm at Tooth Reception on x4010 or 3261 1388 or Junior School Reception on x4167.

Secondary School Duty Zones

Zone A – Student Parking Back Gate

- Monitor students conduct leaving the grounds and safe driving, particularly the speed limit of 'P' plate students.
- Monitor from a safe distance and record registration numbers of any students that need driving / safety addressed.

Zone B – Sports Zone

- This area is the grassed ovals behind KC1-KC6 and the basketball / netball courts.

Zone C – Krebs Courtyard Area

- This area includes the Krebs courtyard area and on both sides of the KC18-KC7 classrooms plus side of basketball courts.

Zone D – DT, K Block, Wellbeing

- Grassed area outside DT, K Block and down to Wellbeing.

Zone E – The Common, Year 7 Area

- Grassed area up to K Block, down beside and in front of Wellbeing, up to Digital Hub and the Innovation Precinct deck joining with Zone I.

Zone F – Walker 1

- This area includes out to the east of Walker 1 grassed area and the Great Courtyard.
- No food or drink may be consumed inside the Walker Centre.
- Footwear is to be clean and dry before going into Walker 1.
- Sporting equipment will be made available for use by the staff member on duty.
- Storage areas and cupboards may only be accessed by staff or if a staff member accompanies students.
- Any school equipment taken from the sport roller door storage can only be used inside Walker 1.
- Misuse of school equipment will result in it being made off limits and students needing to bring in their own gear from home.

Zone G – Great Courtyard, Science and Farmhouse

- Great Courtyard outside the Walker Centre.
- Around the Science Block grassed areas either side between Krebs and Reid.
- Around the Farmhouse up to the pool area.

Zone H – Tuckshop

- Monitor lines including watching for students paying or collecting prepaid lunches as they come out.
- Monitor hats and assist helpers – not hat no food.
- Watch for students pushing into the line and pressuring friends or younger students to buy them food.
- Second half of lunch includes the Tuckshop out to Science Block, across to side of Innovation Precinct and out to Reid roundabout area.
 - Anyone playing with balls, frisbees etc should be sent to the sports Zone B to avoid hitting nearby cars.
 - OUT OF BOUNDS – Stairs need the roundabout in Reid Block and between Farmhouse, Pool, and Walker.

Zone I – Around Innovation Precinct, Front of Campus

- Around Innovation Precinct up to side of Tooth, upper car park, side of Music, front of Chapel, Sutton to Digital Hub and Innovation Precinct deck.
- OUT OF BOUNDS – Near the car park area and top floor of the Reid Building.

Zone J – Bus ZoneIMPORTANT INFORMATION

- **DO NOT leave the bus area unattended.**
- Ensure you have your mobile phone to communicate with others without having to leave the area.
- If a bus is running late Tooth Reception will contact the worker on bus duty on your mobile and advise the ETA.
- If there are issues with bus arrival, delays, overload etc – please contact Tooth Reception on 3261 1388. The Receptionist will follow up with the bus line.
- In the event of an overload of passengers for the Brisbane Bus Line services, and no additional bus available, the worker on duty will send these students to Tooth Reception for supervision. The parents will be contacted.

BUS BOARDING

- Keep students in the school grounds until the bus arrives.
- Gate kept closed until bus arrives, let students out in orderly manner when bus has come to a complete stop.
- Monitor bus boarding and conduct of those waiting under the covered awning.
- Check blazers as students leave to board bus.

BUS INFORMATION

The bus duty on Strathpine Road has 4 buses arrive to collect students.

This timetable is **only** for buses departing from the SPS designated bus bay on Strathpine Road (same side as the school, near the Chapel/Music block).

Private bus services are available to the below suburbs. Students in Years 4 and over can use these services on their own, however, students in Pre-Prep to Year 3 must be accompanied by an older sibling or guardian.

- Samford, McDowall, Eatons Hill, Ferny Grove, Bunya and Bridgeman Downs
- Dayboro Region

Afternoon bus timetable is:

3:20pm No.46 St Paul's School private bus operated by Brisbane Bus Lines (BBL)
Travels to Dayboro area

- 3:25pm No.79 St Paul's School private bus operated by Brisbane Bus Lines (BBL)
Travels via Ferny Grove, Bunya and Bridgeman Downs
- 3:30pm No.78 St Paul's School private bus operated by Brisbane Bus Lines (BBL)
Travels via Eaton's Crossing Road through Eaton's Hill
- 3:56pm No.680 Brisbane City Council bus regular service
(the worker is not required to stay to this bus arrives)

PLEASE NOTE:

Except for the 3:56pm Brisbane City Council Bus – the staff member on duty must ensure there is someone always supervising the students.

Zone K – Front of School, Strathpine Road

- Stay on same side of the road as the campus.
- From the front of the bus stop on Strathpine Road walk within school zone along Strathpine Road toward Attley Street as a visible deterrent to deter j walking across Strathpine Road and service station activity.
- Can be used as a backup for Bus Zone if late buses or assistance required.

Inside Innovation Precinct

- Spend your duty time walking around the Precinct spaces; top floor and ground floor, and keep an eye on students.
- Ensure students are not eating – unless they are a Year 12 student in the top floor study area.
- No running, no jumping into the Connect Lounge from the sides.
- Use digital technologies calmly.
- Quiet zones are upstairs, noisy downstairs.

Before School Zone I

- Same as Zone I above

Before School Zone B & C

- This area is the sporting zone grassed ovals behind KC1-KC6 and the basketball / netball courts.
- Continuous circle of KC12 to KC18 classrooms, Krebs courtyard, Science Block and DT area.

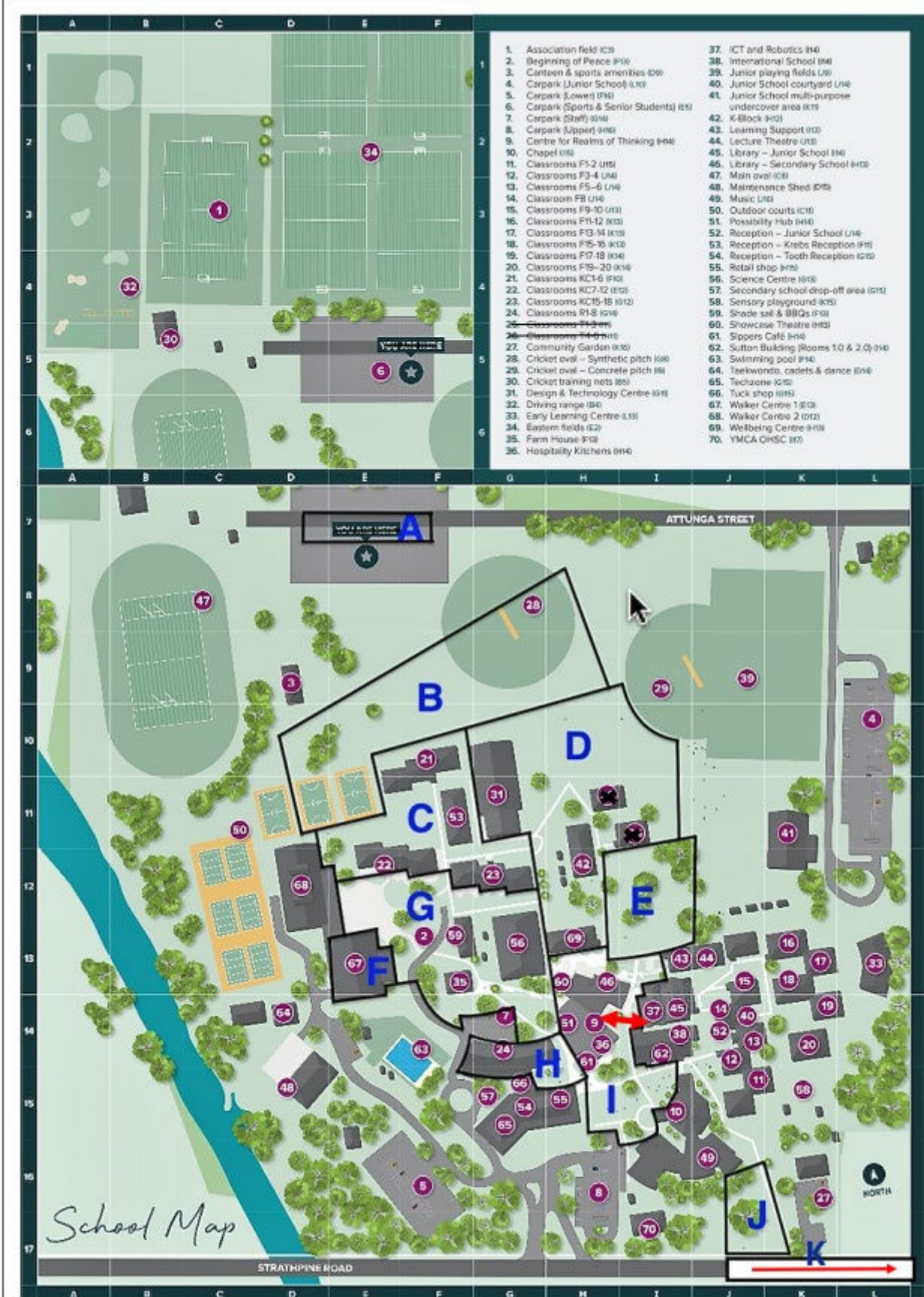
Out of Bounds Areas

All areas outside of duty zones as marked on duty map are out of bounds to students.

Signs are erected around the school indicating out of bounds areas, these include:

- Bus Zone – Grassed area
- Reid Block – Upstairs, the Reid roundabout and the stairs leading down to the roundabout
- Science Block – Upstairs
- Sutton Block – Upstairs
- Walker 2
- Walker Drama Rooms

Secondary Duty Map



Junior School Duty Zones and Rules

Junior School playground duty rules for all areas

- Students may only use the equipment during supervised times such as morning tea and lunch.
- Playgrounds are out of bounds before and after school.
- Supervised eating for the first 10 minutes of the break time, in designated areas, for all students.
- No hat, no play rule for all students.
- Workers must wear a hat.

Junior School Library

- Open to all students during lunch.

Before School Duty: Lower Frost

- The lower frost area includes walking around the square courtyard and then up to F18.

Before School Duty: Upper Frost

- The Upper Frost area is covering from F10 through to F1, the courtyard and down the stairs to F19/F20.
- Rules:
 - No students allowed to play on the Early Childhood Oval or in the courtyard.
 - Students must stay with their parents outside the classrooms.

Pre-Prep

- This area is located inside the Pre-Prep fenced in area and includes supervision of both areas.
- Rules:
 - If you need to go inside, inform another worker that you are doing so.
 - Be aware:
 - Students on the slide and climbing areas must be monitored.
 - Watch uneven ground (particularly around the stepping stones, under and through the trees), student hiding behind the cubby, in the long ginger plants, yarning circle space, mushrooms growing in the bark and grass area.

Prep Zone 7

- The playground is set up at 7:30am with a variety of gross motor activities. Sometimes, these activities are placed up at the top oval.
- Rules:
 - Pack up begins 5 minutes before the end of the lunch break and students are expected to help. Only the wooden planks get packed away each day. The obstacle course equipment stays out until Friday pack up.
 - Students must go down the slide one at a time on their bottom, facing forwards.
 - No obstacles are to be at the bottom of the slide.
 - No throwing sand.
 - No picking up sticks or walking through the gardens.
 - Students must stay inside fenced area.
 - Workers should encourage risk taking play.
 - Running only allowed up the top grassed oval area.
- Be aware:
 - The cement sloping pathway near the toilet block.
 - The large tree up the top can pose problems as students like to pick up the seedpods and use them as swords etc.

Zone 8 – Year 1 & 2 Eating area/oval/sandpit/sensory playground

- During eating time, the students are currently sitting on the mats beside F19 and F20. Also sit on the concrete when appropriate.
- During Playtime, students can go to the library. They can also play handball on our new handball courts, play on the fitness playground, the grassy area, the stage, and the 'rock' area.
- Rules:
 - Before eating, the students must go to the toilet and wash their hands with soap and water.
 - Students must sit for the whole eating time.
 - Students must eat their 'sandwiches' or 'whole foods – main lunch' before going out to play.
 - If the student doesn't have a hat, they are to sit outside the Frost Reception as per the 'no hat, no play rule.'
 - When it is time to play, the students put away their lunchboxes and can go out to play.
 - Students remain in designated play area.

- Separate climbing areas are for each age group.
- Rules for ball games are negotiated and written on the blackboard.
- At the end of playtime, all students to go to the toilet and wash their hands with soap and water, before lining up outside the classroom.
- Be aware:
 - The students like to jump over/from the sandstones. They give good grazes and are quite a risk for the students, however it is healthy for them to take these kinds of risks. Remind them of the rules that we don't play *tag* on the rocks, and one person on a rock at any time.
 - The fitness playground is designed for the students to swing and climb on.

Zone 9 – Year 1 Eating area

- Some students finish quickly and want to go out and play and some are quite slow at eating.
- Rules:
 - Students still eating are to sit on the steps so they can be seen from the year 1 play area.
 - Students still eating are to stay seated – no sliding down the rails etc thinking they cannot be seen by worker standing on the oval halfway through morning tea.
 - Students remain in designated play area.
 - Separate climbing areas are for each age group.
 - Rules for ball games are negotiated and written on the blackboard.

Zone 10-Lower Frost oval Year 3 to 6

- For the first half lunch the students sit and eat their lunch in the courtyard.
- Rules:
 - Students are encouraged to head out to the oval once they've finished eating, as there is minimal supervision in the courtyard once the majority have been released.
 - Hats should always be on heads, unless in the undercover area where they can remove them to play basketball and leave them on the edge of the area.
 - When the year 3-5s are dismissed for play, they are required to check for rubbish, put their lunchboxes away and WALK out to the oval.
 - As soon as the first bell goes, play stops and they are to go to the toilet etc.
 - Students are to remain in designated play areas.
 - Running games such as soccer are only permitted on the large oval.

- There are two sets of climbing equipment – Years 3 and 4 and Years 5 and 6.
- Students are encouraged to take turns and move in one direction when on the monkey bars.
- The undercover area is a shared space for ball games – netball, basketball.
- OUT OF BOUNDS - The area behind F13, F14.

- Be aware:
 - The toilets are a very busy area – the students love to run through there, congregate in there, and use their mobile phones in there (despite being told to hand them in each day).
 - Students run through the courtyard and along the concrete paths. This is a walking zone.
 - Quite a few students continue to eat after they majority have been released for play (which is fine) but it is important that the person on the year 6 duty keeps an eye out on the 3-5 courtyard as they do their 'loop'.
 - The year 6s BOLT down the concrete path and out to the oval when they're released – they've almost taken a few of the younger kids out on their way through.
 - The kids play handball on the designated courts and there are sometimes issues with bad sportsmanship.
 - Other games in this area are soccer – usually civilized.
 - In the undercover area, basketball, and netball – sometimes a few spills.
 - When the cricket season is in full swing some kids go down to the pitch in the middle of the oval.
 - Some students play Fantasy Games and Tiggy.
 - In general, look out for kids too far from the Smoker's Tree, as this is the boundary and balls heading over to the carpark/road.
 - OUT OF BOUNDS - Students playing behind F9 and F10

Zone 11 Lower Frost Oval &

Zone 11a Lower Frost Oval Attunga Street end of oval – second half lunch only

- First half lunch the students sit and eat their lunch in the courtyard.

- For the second half of lunch – staff member allocated to Zone 11a is situated across the far side of the oval so that supervision is present at both ends and the back of demountable buildings is visible.

- Rules:
 - When the year 3-5 are dismissed for play, they are required to check for rubbish, put their lunchboxes away and walk out to the oval.
 - Green playground is for year 3's only.
 - Students are to remain in designated play areas.
 - Running games such as soccer are only permitted on the large oval.
 - Two sets of climbing equipment – Years 3 and 4 and Years 5 and 6. The Timber fort area is for Year 4 & 5 only.
 - Students are encouraged to take turns and move in one direction when on the monkey bars.
 - The undercover area is a shared space for ball games – netball, basketball.
 - No playing in the toilet block.
 - No running around the buildings
 - Year 3 playground – the students are not to allowed on top of the bars.

- Be aware:
 - Watch out for balls going onto the road.

Zone 12-Upper Frost toilet area & Year 6 Courtyard

- Rules:
 - Students remain in designated play areas.
 - Running games such as soccer are only permitted on the large oval.
 - Two sets of climbing equipment – Years 3 and 4 and Years 5 and 6.
 - Students are encouraged to take turns and move in one direction when on the monkey bars.
 - The undercover area is a shared space for ball games – netball, basketball.
 - Students are to be sitting in the courtyard area. If they wish to run around these areas, they need to move to the Lower frost oval.
 - No playing in or around the toilets.
 - OUT OF BOUNDS - Between the library and water tanks.

- Be aware:
 - Secret garden – area in between the library and PL rooms watch for student's behaviour.
 - The slope around the garden which the students like to run down/ up.

Pick Up Area

- Stand in the undercover area at 3:10pm and go to the red shirt workers.
- The workers hand over the students to you. These students must sit down and wait with you. When their family arrives to collect them in person (not a car in the pickup zone) they must say goodbye to you.
- Should you have any students with you by 3:30pm, you then take them to the Junior School Reception and the Junior School Receptionist will call their families. They stay with the Junior School Receptionist until they are collected.
- Rules:
 - Students are to be sitting and waiting for parents to pick them up.
 - No balls are allowed, whilst they are waiting to be collected.
 - Students are not allowed on the climbing play equipment before or after school.

Junior Duty Map

