



PLAYGROUND SUPERVISION PROCEDURE

Outcome

To provide an environment for tamariki and staff that is both physically and emotionally safe at all times.

Procedures

- All teaching staff will be rostered on regular playground duty.
- Tamariki will remain in classrooms to eat their lunch until 12.45pm.
- In the first instance it is the duty kaiako's responsibility to resolve issues and determine consequences if this is the appropriate action. Only when the issue is serious or unable to be resolved should the issue be passed onto the Tumuaki Tuarua or the Tumuaki.
- The kaiako on duty must ensure that they deal with the issues raised by tamariki while on duty. When dealing with concerns the following procedure is to be followed:
 - get details from the ākongā sharing concerns;
 - if there are other tamariki involved speak to them to ensure both sides of the story are heard;
 - a restorative conversation is to take place if necessary;
 - tamariki must feel and know that their complaints and concerns have been heard;
 - if the matter is unable to be resolved the duty kaiako will refer the incident to the Tumuaki Tuarua who will then refer to the Tumuaki if necessary;
 - When a matter is resolved the complainant should be informed of the action taken and the outcome so that the child becomes very clear that kaiako will always listen and act as required;
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- All incidents will be entered into Edge under Pastoral Care by the kaiako who dealt with the situation.
- Any incidents of violence or intimidation will be referred to the Tumuaki Tuarua in the first instance, who then may refer to the Tumuaki.
- The duty kaiako will inform the classroom kaiako of any significant issues.

Related Documentation

Behaviour Management Procedure