



Yard Duty Supervision Policy

Rationale:

Adequate supervision of students in the school yard is a requirement of the school's duty of care.

Aims:

To provide adequate and appropriate supervision of students in the school yard.

To provide a happy, safe and secure environment.

Implementation:

- Supervision of students is the responsibility of all teaching staff.
- Education support staff are able to undertake supervision of students in the yard where a member of the teaching staff is ultimately the staff member responsible for students.
- Full time teaching staff are entitled to a 30 minute unpaid break during the day without student supervision.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3.45pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- The yard supervision roster will require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or before or after school on specific days.
- An teacher in the EXPERIENCED/LEADING TEACHER range will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members in consultation with the Assistant Principal.
- The roster will require a minimum of five staff members on duty at recess and lunch time, each responsible for supervising a designated area of the school. When students are out of the school for sporting events, excursions and camps, the yard duty roster will be modified to cater for students back at school.
 - Oval – please ensure students remain in the oval boundaries –with Years Prep-2 students at the South end and Years 3-6 students at the North end
 - Buildings – East end checks the Gym toilets and roams the canteen and buildings near the oval steps and the West end checks the 5/6 and Prep toilets and roams the sandpit and 5/6 entrance area. The West end needs to ensure no children are playing beyond the front office (no go zone at front of school)
 - Grass areas – East end roams the 3/4 playground and the tennis court and perimeter. West end roams the 1/2, 5/6 and Prep playgrounds and down to the kindergarten fence.
- Yard duty staff members will be provided with a bag containing basic first aid supplies, pad and pencil.

- Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will keep a record of individual student behaviour in the yard duty diary.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members in consultation with the Assistant Principal.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member then discuss and record the matter with the Assistant Principal or Team Mentor.
- Any yard duty changes or swaps must be recorded on the daily planner on the TV display in the staff room.
- Check the duty roster in the staff room or see the Assistant Principal for any additional duty required of you.
- Staff will wear broad brim hats for periods of hot weather.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek immediate assistance.
- Students are able to enter their classrooms during recess and lunch time if they collect a 'buildings pass' from class teacher for reasons such as getting their asthma pump, food and clothing.
- Teachers should be on duty at the specified time and meet the teacher before them. All teachers on yard duty are required to wear a fluorescent yard duty jacket and carry a First Aid Bag.
- Please do not send children with minor injuries to the office. Use Band-Aids as needed and have students walk with you if they require TLC. Serious injuries only to the office.

Evaluation:

To be reviewed as part of the school's three year review process.

This policy was last ratified by School Council in: November 2016