

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.

Implementation:

- Supervision of students is the responsibility of all staff.
- A roster system will be used to time-table 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 will be requested not to send 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 3:45 pm 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 basically require staff members to undertake yard duty before school, for part of recess or part of lunch-time, or after school on specific days.
- Two staff members will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies.

- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times. The First-Aid co-ordinator will provide, and display a first-aid roster on the window of the first-aid room, opposite the staff room.
- Yard duty staff members will follow the Playground Consequences as detailed in the Welfare and Discipline Policy with issues concerning behaviour.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- 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, or discuss the matter with the coordinating staff.
- Staff will be expected to wear hats in terms 1 and 4 and sun-block will be available in the ladies and mens toilets.
- Staff are asked to wear yellow yard duty jackets to assist children with being able to easily identify staff in the yard.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance from the office.

Evaluation:

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