



# Yard Duty Supervision Policy

## Rationale:

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

## Aims of Policy:

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 is used to timetable staff members for yard supervision.
- Yard supervision includes before school, recess and lunch breaks, and after school.
- Teachers are asked to be prompt to duty in their designated area and should not leave the designated area until relieved or the children move to their lines at the second bell. Teachers to remain on duty until all students are collected.
- Educational Support Staff (ESS) may be rostered on yard duty but must have a teacher rostered with them. ESS do not supervise behind the Hall.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:30am 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 3:45 each day. Parents are required to make sure that their children have been collected, have left the school grounds by this time or are in After School Care. 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 requires staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
- Staff members are allocated to First Aid duty for half of lunchtime. All Staff are responsible for First Aid at Recess.
- The staff member on duty before school is asked to unlock the gates and supervise students in the area adjacent to the school building (students do not play behind the hall). The staff member should be able to see both entrances into the school yard.
- Students should not be playing on the play equipment or with balls after school. Staff are asked to monitor this.
- Teachers completing yard duty after school should lock the gates as set out in the 'Locking Up Procedures'.
- The Deputy Principal is responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster requires a minimum of three staff members on duty at lunch times and recesses at any one time, each responsible for supervising a designated area of the school. A fourth staff member is allocated to first aid.
- One staff member is allocated to before and after school duty.
- Yard duty staff members are provided with a bum bag containing basic first aid supplies, medical alert pictures and asthma medication. A red medical alert card is also included. This is to be sent to the staff room to indicate that the teacher on yard duty requires help.



- Staff members should be aware of the medical alert procedures (see medical alert posters, the First Aid Policy and the Anaphylaxis Policy)
- Replacement Teachers are responsible for the yard duties of staff members they are replacing or yard duties allocated by the Deputy Principal, with the exception of before and after school duty. The Deputy Principal ensures that Replacement Teachers are aware of the yard duty procedures (included in the Replacement Teacher handbook).
- Staff members who are aware that they cannot fulfil their yard duty obligations due being off-site and not being replaced in their absence, either make a swap with another staff member or discuss the matter with the Deputy Principal.
- Staff are required to wear hats during Terms 1 and 4.
- Staff on yard supervision must approach intruders or unknown people (who are not wearing a Visitors' Badge) in the yard.
- A playground roster is displayed in classrooms and in areas that can be seen from the yard. Teachers will support the implementation of the roster, however it can be modified at their discretion and with regard to the safety of others.
- Students eating outside are to be sitting on the seats available in the playground. Staff are asked monitor this.
- Students are required to place rubbish in the appropriate bins. Teachers are asked to monitor the neatness of the yard and may ask students to pick up rubbish.
- Younger students or students with additional needs/a disability may need higher levels of supervision.
- The Wet Day roster is written by the Deputy Principal and ensures that all staff members have a 15 minute recess and 20 minute lunch break (refer to the 'Wet Duty Roster' on the Staffroom noticeboard and emailed to all staff).
- The decision to implement or cancel the Wet Day program is made by a member of the leadership team.

### **Evaluation:**

The Yard Duty Supervision Policy will be evaluated and reviewed as part of the 4 year School Review cycle or as required.

Date of last review: November 2016