



Challenge, Opportunity & Achievement

Yard Duty Supervision

POLICY

PURPOSE

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The purpose of this policy is 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 timetable staff members for yard supervision
- Yard supervision will include before school, recess and lunch breaks, and after school.
- The yard supervision roster will require staff members to undertake yard duty on specific days at any of the following times; before school, recess, half of lunchtime, before school or after school.
- The principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members
- Parents will be informed regularly, via the newsletter, that staff members are not rostered to begin yard duty until 8:30am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will be informed, via the newsletter, that staff members will not be rostered to undertake yard supervision after 3.30pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by 3.30pm. Unaccompanied students still in or about the school yard, after that time will be brought/report to the school office and parents contacted.
- The roster will require a minimum of one staff member on duty at recess and 1st lunch time and two staff on duty during 2nd lunch
- Yard duty staff members will be provided with a yellow vest and a backpack containing basic first aid supplies, pad and pencil
- In addition, level 2 first aid trained staff members will be responsible for assisting with first aid during recess and lunch times
- Yard duty staff members will keep a record of individual student 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 principal and record changes on the whiteboard
- Staff will wear hats on yard-duty during Terms 1 and 4
- Staff on yard duty must approach intruders or unknown people in the yard, requesting they sign in at the office, or alternatively, seek immediate assistance
- Staff on yard duty must cover the whole school ground, walking over to all groups of students during their rounds.



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- If a staff member has to come into the school buildings, they must first find a replacement staff member to take up their duty.
- Staff on duty cannot finish their duty unless there is another staff member available to take over the duty. If no replacement staff member turns up, the principal is to be informed after the yard duty supervision is completed.

REVIEW PERIOD

<i>Ratified by School Council</i>	<i>Date:</i>	11 th December 2018
<i>Signed</i>	<i>Principal:</i>	Jim O'Brien
	<i>School Council President:</i>	Lindy Chester
	<i>Next Review Date:</i>	October, 2020