

POLICY – Yard Supervision

Rationale:

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

Aims:

To provide adequate supervision of students in the schoolyard before, during and after school.

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.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:40am 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 3:10pm each day. Parents are required to make sure that their children have been collected, are supervised by them or a guardian approved by them 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 when deemed appropriate. A commercial out of hours care program will be offered.
- The yard supervision roster will require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
- An experienced teacher 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 two staff before and after school and three staff members on duty at recess and lunchtime, 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, pad and pencil, and an operable cordless phone or walkie-talkie.
- In addition, 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.
- 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 fulfill their yard duty obligations due to appointments or excursions etc. and are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- Staff will be provided with sun block for periods of hot weather and are required to wear broad brimmed hats in terms one and four.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone or walkie-talkie provided to seek assistance.
- Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster which will require their learning community partners to assist in the room until they arrive.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council: October 2013

To be Reviewed: 2016