

YARD SUPERVISION POLICY

1. RATIONALE:

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

2. AIM:

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

3. IMPLEMENTATION:

- 3.1 Supervision of students is the responsibility of all staff.
- 3.2 A roster system will be used to timetable staff members for yard supervision.
- 3.3 Yard supervision will include before school, recess and lunch breaks, and after school.
- 3.4 Parents will be informed regularly via the newsletter and school website 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.
- 3.5 Parents will also be informed via the newsletter and school website that staff members will not be rostered to undertake yard supervision after 3:45pm. 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.
- 3.6 The yard supervision timetable will require staff members to undertake yard duty before or after school and for half of recess and half of lunchtime on specific days.
- 3.7 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 if on second half duty.
- 3.8 An experienced teacher will be responsible for coordinating the timetable and for allocating specific duty times and days for all staff members.
- 3.9 The timetable will require staff members to be responsible for supervising a designated area of the school.
- 3.10 Students are to stay 3 metres away from the fence line
- 3.11 Yard duty staff members will be provided with a bum bag containing basic first aid supplies, a yard duty folder for recording playground incidents and a list of students with anaphylaxis.
- 3.12 First aid trained staff members will be responsible for supervision of the first aid room from 8:45am to 3:45pm.
- 3.13 Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- 3.14 Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments, excursions, etc. are required to either make a swap with another staff member, or discuss the matter with the Assistant Principal.

- 3.15 Staff members will be provided with hats and fluro vests.
- 3.16 Staff on yard supervision must approach intruders or unknown people in the yard or contact Administration for assistance.
- 3.17 For the safety of students and staff all gates, except entry to the main office, will be locked between 9:30am and 3.00pm. All staff have keys to open locked gates in case of an emergency.

4. EVALUATION:

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