

YARD 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 timetable staff members for yard supervision.
- Yard supervision will include before school, lunch and recess 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 3:35pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. A before and after school out of hours care program will be offered for parents who require their children to be at school before or after yard supervision time.
- The yard supervision roster will require staff members to undertake yard duty before school, for lunchtime or recess (but not on the same day), or after school on specific days.
- A teacher will be responsible for coordinating the Yard duty roster. This staff member is also responsible for devising the Wet/Hot Day duty roster and coordinating the Bin Roster. (see Timetable Policy) Staff members will be given the opportunity to have input into the timetables.
- The Principal will decide on the required number of staff on yard duty at each break and before and after school. In addition a First Aid room supervision roster will operate. (See First Aid Policy)
- Students will have a designated play area before school due to the reduced availability of staff on duty in the yard prior to 9am.
- Classroom teachers are responsible for supervising students for the 10 minute eating time at the beginning of lunch and recess.
- Yard duty teachers are designated an area of the yard to supervise and are requested to report promptly to their area.
- Casual Relief Teachers (CRTs) are responsible for yard duty of the teachers they are replacing or as designated by Leadership.
- Classroom and Specialist teachers are requested to identify their yard duty times and area in planning documentation/CRT folder.
- 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 teacher. Swaps should be written on the daily planner on the whiteboard in the staffroom.
- Yard duty staff members are to wear a fluro vest and have a bum bag with basic first aid supplies including sick bay passes. It is the staff members' responsibility to ensure their bum bag supplies are regularly replenished.

- During Sunsmart times (September to April) staff are expected to wear an appropriate hat and ensure they have applied sun protection if required.
- Yard duty staff members are also to have a Duty Clipboard and are required to implement and reward the expectations for yard behaviour with students. They are also required to complete any yard violation sheets to be entered into our data collecting system.
- Staff on yard supervision are expected to practice Active Supervision of students. Staff must approach intruders or unknown people in the yard, or alternatively use their mobile phone to seek assistance from the office. Staff need to ensure the yard is left tidy and that any OH&S issues are reported to the OH&S officer/Leadership.

Evaluation:

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

This policy was last ratified by School Council in....

September 2014