

Specimen Hill Primary School

Yard Duty Supervision Policy



Rationale:

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

Aim:

To provide adequate and appropriate supervision of all 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, recess and after school.
- Updates of the weekly roster will be emailed to all staff by 8.30 am each Monday and placed on the external door of the Staffroom.
- Parents/Carers will be informed via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents/Carers are discouraged from sending their children to school before this time.
- Parents/Carers will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:30pm each day. Parents/Carers 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.
- The yard supervision roster will require staff members to undertake yard duty before school, for half of lunch or half of recess, or after school on specific days.
- A member of the Leadership Team will be responsible for coordinating the roster and for negotiating specific duty times or days with individual staff members.
- When the majority of students are in attendance, the roster will require a minimum of two staff members on duty at any one time, each responsible for supervising a designated area of the school. In addition a minimum of one staff member will be supervising students in the Library. Appropriate supervision arrangements (Restricted Area Play) day may be made when a significant cohort of students are not on site e.g. Grade 5/6 Camp, Grade 1/2 Excursion.
- In addition, a designated Level 2 first aid trained staff member will be responsible for supervision of the first aid room during lunch and recess.
- Yard duty staff members will be provided with a carry bag containing basic first aid supplies, pad and pencil, and access to a phone. They will also be required to wear a high visibility vest. Staff will be required to wear hats and sun block from September 1st until April 30th.
- Staff on yard duty supervision must be punctual. They are required to wait for the person replacing them before ending their duty.

- Staff will have a clear understanding of the designated yard duty areas, frequently moving around the area, being vigilant and not engaging in non-essential conversation with others.

- Staff and students will be provided with information regarding what games are acceptable in specific areas of the yard.
- Yard duty staff members will keep a record of individual student behaviour and will follow up all incidents.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing. Information pertaining to yard duty can be found on Sentral daily and passed on to Casual Relief Teachers via the daily running sheet available from the Assistant Principal's office.
- 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 and/or discuss the matter with the Assistant Principal responsible for the roster.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone provided to seek assistance.
- During recess yard duty from 1:45 until 2:00pm, both yard duty staff members are to supervise all students during eating time under the shade sails until 1:55pm, before moving to the designated yard duty area to complete the yard duty supervision.

- **Review:**

Date implemented	1 February 2018
Reviewed by	Sharon Malberg
Approved By	
Approval Authority (signature & date)	
Date reviewed	11.10.18
Responsible for Review	Wellbeing Committee
Review date	2021
References	www.education.vic.gov.au/school/principals/spag/health/pages/sun.aspx http://www.sunsmart.com.au/ http://www.bom.gov.au/uv/index.shtml