



# Yard Supervision Policy

St. Georges Rd. Primary School

---

## 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 schoolyard.

## Implementation:

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard supervision.
- **At times the principal may ask for additional voluntary support over and above the normal yard duty allocation.**
- 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 3:35pm each day. 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.
- An Out of Hours care program will be offered.
- The yard supervision roster will require staff members to undertake yard duty **on either a First Rotation:** before school – (8:40 am), for half of recess (11:00 -11:15am) and half of Lunchtime (1:40 -2:00pm) or **Second rotation, Half of recess** or 11:15 -11:30am), half of lunchtime (2:00 -2:20pm), and after school (3:20 -3:35pm) on specific days.
- A designated staff member 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 three staff members on duty at any one time, each responsible for supervising a designated area of the school. Education support staff members will assist with supervision of play areas daily, on a roster basis and their relevant EFT arrangements.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, and First Aid cards for injuries that require more care.
- All staff on Yard duty will be allocated with their own Fluoro Safety Vest and will wear it while on Yard duty at all times.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times as per First Aid Policy.
- Yard duty staff members will proactively deal with individual student behaviour as per Schools Engagement and Inclusion Policy and Setting Directions Procedure.

References:- Victorian Government Schools Reference Guide -

[http://www.education.vic.gov.au/management/governance/referenceguide/management/6\\_28.htm](http://www.education.vic.gov.au/management/governance/referenceguide/management/6_28.htm)

[http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_6.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_6.htm)

# Yard Supervision Policy

## St. Georges Rd. Primary School

- Yard duty teachers will move promptly to yard supervision areas, at changeover times and remain 'on duty' following the bell as students move to line up areas.
- Casual Relief Teachers will be responsible for the yard duty responsibilities as designated by the Yard duty coordinator.
- 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 in advance; or discuss the matter with the coordinating staff member.
- Yard duty areas will remain predictable where practical. Teachers are to check Yard Duty roster at the beginning of each day for unpredictable changes.
- Staff will wear protective broad brimmed sunhats in terms 1 and 4.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the walkie -talkie provided to seek assistance.

### Yard Duty Procedure.

1. Walkie- Talkies will be charged overnight every night in the sickbay.
2. First Aid Bum-Bags will be kept stocked with basic items: band-aides, tissues, plastic bag and First Aid Cards.
3. Children may only come to the sickbay after being issued with a First Aid card by the Yard Duty teacher.
4. Student Leaders will pick-up First Aid Bum bags from the Sickbay (with charged Walkie-Talkies) at the beginning of recess and take them to the 1<sup>st</sup> Yard duty Teacher.
5. Student leaders will collect First Aid Bum bags from the 2<sup>nd</sup> Yard duty Teacher and return to 1<sup>st</sup> Yard duty Teacher at the end of recess, for the 1<sup>st</sup> duty at lunch.
6. 2<sup>nd</sup> Yard duty teacher will return bum bags to the sick bay at the end of afterschool duty for recharging overnight.
7. Sick Bay administrator (Kaye Martino) will set up the Bum bags at the beginning of each day.

### Evaluation:

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

*May, 2020*

This policy was last ratified by School Council in: *May, 2017*