Yard 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 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 recess, lunch time and after school.
- Parents will be informed regularly via the newsletter that staff members are not available for supervision until 8.45am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3.45pm each day. Parents are required to make sure that their child/ren 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 duty supervision roster will require staff members to undertake yard duty for half of recess and/or half of lunchtime and/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 three staff members during recess and lunchtime and two staff members after school, each responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a folder containing basic first aid supplies, yard duty book (for recording incidents), pens and red and yellow alert cards.
- Yard duty staff members will wear a safety vest (fluoro) and will carry their mobile phone.
- Yard duty staff members will be required to wear a hat during Terms 1 and 4. The hat must protect the face, neck and ears.
- 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 incidents and individual student behaviour.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of the staff members they are replacing.
- Staff members who are aware they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to make a swap with another staff member, inform the coordinating teacher and write the swap on the whiteboard in the Staff room.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use their phone or alert cards in the yard duty folder to seek assistance.

**Reference**

- School Policy & Advisory Guide

**Evaluation**

This policy will be reviewed every three (3) years or as deemed necessary.