



# 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, 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.
- The yard supervision roster will basically require staff members to undertake yard duty before school, for recess or half of lunchtime, or after school on specific days.
- The Assistant Principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- Staff on duty will be responsible for supervising a designated area of the school, as outlined on the roster.
- Yard duty staff members will be provided with a bag containing basic first aid supplies, pad and pencil, and take their own mobile phone for emergency use.
- In addition, Level 2 first aid trained office staff will be responsible for supervision of the first aid room during recess and lunch times.
- Casual Relief Teachers may be required for yard duty responsibilities.
- Staff must wear hats and sun block in Terms 1 & 4 in line with the schools "sunsmart" policy.
- If an 'intruder' is seen in the school grounds staff on duty use their discretion as to whether they approach the person or seek assistance from the principal.
- Staff members must report promptly for duty at the designated time.

### **Evaluation:**

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

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

June 2014

## APPENDIX A

### Yard Duty and Teacher Responsibility

It is a legal requirement that teachers rostered on for duty during the time allocated. However, this does not mean that you can prevent all accidents, fights or mishaps from happening. A court of law will recognise that you cannot be in all places at one time, but as a minimum will expect you to act “in loco parentis” – in place of a good parent. That is, a definite attempt must be able to be demonstrated that the “duty of care” was actually being carried out. It is essential that staff on duty commence that duty as soon as is practicable after the bell or changeover time.

It is essential that:

1. Duty is done. To forget to do it could make the teacher and the school legally liable if there is an accident.
2. Duty is done thoroughly. Move around all parts of the allotted area. ***All teachers on duty have a responsibility to direct students to pick up litter.***

If, for some reason you cannot do your rostered duty, then it is essential that you inform Daily Organiser who will endeavour to arrange for a replacement teacher or preferably, arrange a swap yourself.

**Yard duty is an ideal opportunity to interact with students outside the classroom.**

The yard has been divided into 3 zones for yard duty.

- A. The area where most primary students congregate eg. The playground equipment, the eastern end of the school and the area north of the school buildings and the basketball court, but including the undercover area between the staff room and the Primary 1-4 classroom building. The corridor and rooms on the northern side of the building.
- B. The areas where most secondary students congregate, in particular the basketball court at the back of the canteen but also the Activity Centre and the corridor and rooms on the southern side of the building. In the winter months it is essential that regular checks be made of ‘lunch rooms’
- C. The canteen and cafeteria.

In addition, the area at the NW exit will be supervised at the end of each day.

Tasks:

- General supervision of students
- Activity Centre: only students in suitable sports clothing are to use the court area and squash courts. If students are upstairs they should be watching sports matches on the court area, playing table tennis, or doing weights (permission required from PE staff)
- Enforcement of the schools sun smart policy: where all students (&staff) are expected to wear a hat outside at recess and lunchtime in Terms 1 & 4. Students without hats are to be directed to the shade area outside the canteen (or outside the staffroom for P-6 students)
- Students are not to eat in the corridors or classrooms. All teachers are asked to strictly enforce this policy.

## **Inclement Weather Procedures**

If there is a period of extended rain, hail, severe heat, wind or cold, the inclement weather procedures can be brought into operation.

The teacher on Zone A duty will usually announce that inclement weather procedures are in operation.

Primary students are to return to their classrooms

Secondary students (8-10) should use their designated lunch room

VCE students use the VCE room