

YARD DUTY

STUDENT 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. Teachers must be on duty at the designated time.
- Parents will be informed via the newsletter that staff members are rostered to take yard duty from 8:45am each morning. Children who arrive at school from 8:30 won't be supervised in the yard until 8:45.
- Parents will also be informed via the newsletter that staff members will be rostered to undertake yard supervision until 3:45pm 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.
- Camp Australia offers an Out of School Hours Care Program from 7:30 am to 8:45 am and from 3:30 pm to 6:00 pm in the school hall.
- The yard supervision roster details which staff members are to undertake yard duty before school, for half of recess, a third of lunchtime, or after school, on specific days.
- The daily organiser is responsible for coordinating the roster and for negotiating specific duty times or days with individual staff members.
- Three staff members are rostered to do duty before school and three staff are on duty after school. After school duty includes gate supervision (top gate back of sports ground, front gate at front of school and bottom gate in Telopea Cres).
- At recess and lunch times, the roster will require a minimum of four staff members to be on duty at any one time, each responsible for supervising a designated area of the school – see map for the four areas.
- Yard duty staff members are provided with a bum bag containing basic first aid supplies, an iridescent orange vest and a folder containing photos of children with life threatening illnesses and yard duty notes for staff.
- In addition, the school will ensure we have a number of Level 2 first aid trained staff on call.
- ES staff will be responsible for supervision of the first aid room during recess and lunch times. Office staff are responsible during class times and before and after school.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- 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 daily organiser.
- Staff on yard duty are expected to wear SunSmart hats and clothing from September to April.

Evaluation:

- This policy will be reviewed to reflect new regulations and best practice.