

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 bus duty after school.
- Buses are timetabled to arrive from 8:40am hence yard duty will commence at this time.
- The yard supervision roster will require staff members to undertake yard duty before school, for recess or half of lunchtime and/or bus duty after school on specific days. There will be one teacher on duty before school, two at recess, three at lunchtime and four for bus duty. At recess and lunchtime, staff will supervise the areas allocated as per the attached map. At the start of lunchtime, the designated staff member will supervise each eating area until the bell goes when their duty reverts to one of the three designated areas.
- An open and equitable process for co-ordinating the roster, and for negotiating specific duty times or days with individual staff members will be in place. Final approval is the Principal's responsibility so as to ensure adequate supervision.
- Buildings and classrooms will be locked until teachers open them to commence classes. Students should not be in rooms unsupervised. Yard duty teachers will carry out periodic inspections of buildings within their areas of duty.
- Yard duty staff members will be provided with fluorescent vests so they are conspicuous in the yard.
- Yard duty staff members will liaise with Home Group teachers and Sub-school Leaders to monitor and manage individual student behaviour.
- Casual Relief Teachers will take yard duty when allocated as part of their daily allotment.
- 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 Assistant Principal.
- Staff are to use hats and sun block for periods of hot weather usually term 1 and 4.
- Staff on yard supervision must approach visitors or unknown people in the yard and contact the office to seek assistance.
- Staff members have a legal responsibility to be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster at the end of recess, lunch and end of day.

Evaluation:

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

This policy was last ratified by School Council

November 2014

YARD DUTY MAP – staff supervision. Please move in an irregular pattern around the nominated areas to provide supervision and intervention as necessary.

