

Policy **YARD SUPERVISION**

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 according to the Echuca Primary School Yard Rules.
- 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 8:30am 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 called to the school office by the office staff and parents contacted.
- The yard supervision roster will basically require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
- An experienced teacher or member of the school leadership team will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- During recess and lunchtime 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.
- Staff will remain in their designated area until their replacement has 'tagged' them and discussed any issues.
- Yard duty staff members will be provided with a 'Yard Duty Bag' containing basic first aid/asthma supplies and a list of students with known allergic reactions.
- All yard duty staff must wear the orange reflective vest provided by the school whilst undergoing yard supervision tasks.
- 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 coordinating teacher.
- Staff on duty are expected to comply with the school's Sunsmart Policy.
- Staff on yard supervision must approach intruders or unknown people in the yard to determine their reason for being on site.
- Staff members must be prompt at arriving at their yard duty location on time and must ensure that all students have left the yard if they are on duty during the second half of recess or lunch.
- Two Staff members will be rostered for supervising students catching school buses after School.

Evaluation:

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

This policy was last ratified by School Council - Monday September 14, 2015