**Yard Duty**

**Context**
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 at recess and lunchtime and at designated times before and after school.

**POLICY**

1. **Parent Responsibilities:**
   - Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am 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 3:45pm 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.
   - A commercial out of hours care program is offered to parents or guardians that need to drop their children off prior to 8.45am or pick them up after 3.45pm.

2. **Staffing**
   - Supervision of students is the responsibility of all staff.
   - A roster system is used to timetable staff members for yard supervision. The roster is circulated to all staff and displayed in the staff room.
   - An experienced teacher will be responsible for coordinating the roster and for negotiating specific duty times or days with individual staff members.
   - The yard supervision roster requires staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
   - 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.
   - In the event of a wet-day timetable, teachers are to refer to roster circulated by either the Principal or Vice Principal on the day.
   - In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
   - Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
Staff members who are unable to fulfil their yard duty obligations (appointments, excursions etc.) are required to swap with another staff member, or discuss the matter with the coordinating teacher.

3. Specific duties

- Staff members must be prompt at arriving at their yard duty location on time. If the yard duty is the second half of lunch or recess, the teacher must ensure that all students have left the yard before completing their roster.
- Staff will wear hats and sun screen in accordance with the SunSmart Policy (sunscreen available in first aid room).
- Yard duty staff members will wear bright vests, carry a phone and will carry a bum bag containing basic first aid supplies (for specific details see Donburn First Aid policy), note pad and pencil.
- During emergencies in the school yard, staff on yard duty will use a phone to call for further assistance and emergency services as appropriate. Staff on yard duty must approach intruders or unknown people in the yard if safe to do so, or alternatively use a phone to seek assistance while directing students away from the area.
- Yard duty staff members will keep a record of individual student behaviour. Yard duty staff are required to report any concerning behaviour(s)/incidents to classroom teacher to follow up.

Breach of Policy

All breaches should be reported to the School Principal, with the School Principal to determine appropriate course of action.

Other Considerations & Related Donburn Policies

Donburn Primary School, SunSmart Policy
Donburn Primary School, Asthma Policy
Donburn Primary School, First Aid Policy
Donburn Primary School, Student Welfare and Discipline Policy
Donburn Primary School, Duty of Care Policy

REFERENCES


DEFINITIONS

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<th>Term</th>
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APPROVAL

<table>
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<tr>
<td>Principal</td>
<td>Donburn Primary School Council Education Sub Committee, Teacher review group</td>
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DOCUMENT CONTROL

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<tr>
<td>August 2016</td>
<td>Updated format and content to reflect current practices and to reflect the Department of Education Guidelines. Included details of requirements on wet days.</td>
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