



Yard Duty and Supervision

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 rostered to take yard duty from 8:45am each morning. Parents are discouraged from sending their children to school before this time and encouraged to undertake out of school care as required.
- 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.
- A commercial Out of Hours Care Program is offered to parents and guardians who may need to drop their children off prior to 8.45am or pick them up after 3.45pm. Parents are encouraged to undertake out of school care as required.

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, 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.



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- 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 the first aid room).
- Yard duty staff members will wear bright vests, carry a mobile phone and a yard duty first aid kit / bum bag containing basic first aid supplies (including a note pad and pencil, for specific details see Donburn First Aid policy).
- It is the responsibility of the rostered yard duty staff members to check the yard duty first aid kits (checklist in kit and first aid room) before commencing and replenish on return of duty session.
- During emergencies in the school yard, the staff on yard duty will use a mobile phone to call (or another teacher only) 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 the classroom teacher for follow up.

Breach of Policy

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

Bother Considerations & Related Donburn Policies

Donburn Primary School, Duty of Care Policy

Donburn Primary School, SunSmart Policy

Donburn Primary School, First Aid Policy

Donburn Primary School, Asthma Policy

Donburn Primary School, Student Welfare and Discipline Policy



DONBURN PRIMARY SCHOOL POLICY

References

Department of Education & Training, School Policy and Advisory Guide, *Wellbeing Strategies for Individuals and Groups*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/school/principals/health/Pages/individual.aspx>

Department of Education & Training, School Policy and Advisory Guide, Sun and UV Protection, Government of Victoria. Available from:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/sun.aspx>

Department of Education & Training, School Policy and Advisory Guide, *Portable First Aid Kits*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/portablefirstaid.aspx>

Department of Education & Training, School Policy and Advisory Guide, *Asthma*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/asthma.aspx>

Department of Education & Training, School Policy and Advisory Guide, *Principals guide, Student Health and Wellbeing, Mental Health, Environments*, Government of Victoria. Available from:

<http://www.education.vic.gov.au/school/principals/health/Pages/environschool.aspx>

Definitions

Term	Definition
Nil.	

Approval

Contact Person:	Policy Owner:
Principal	Donburn Primary School Council Education Sub Committee, Teacher review group

Document Control

Version / Date Created	Nature of Amendment
Unknown	New Document
August 2016	Updated format and content to reflect current practices and to reflect the Department of Education Guidelines. Ratified by teacher group.
May 2018	Reviewed, reflects current practice, nil changes required.