

# YARD DUTY SUPERVISION POLICY



## RATIONALE

Kingswood creates an enjoyable learning environment where students and staff can flourish and prosper. Adequate supervision of students in the school yard is a requirement of the school's duty of care.

## AIM

To be safe, friendly and organised.

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 after school.
- 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 will be offered.
- 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.
- The Assistant Principal is responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- 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.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil, and an operable cordless phone.
- 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 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 Principal Class.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone provided to seek assistance.
- Staff members must 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.

## RELATED POLICIES:

Student Engagement and Inclusion Policy

## REFERENCES

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx>

## Evaluation

This policy will be reviewed as part of Kingswood Primary School's three-year review cycle.

## Review

Version	Edited By / Comments	Next Review
September 2011	Environment Subcommittee	2014
2014	Environment Subcommittee	2017