



# Yard Duty Supervision

## POLICY

### **RATIONALE:**

Adequate supervision of students in the school yard is a requirement of the school's duty of care.

### **PURPOSE**

The purpose of this policy is to explain to staff at Ararat Primary School the yard duty procedures and expectations for the appropriate supervision of our students. Appropriate supervision is an important strategy to monitor student behaviour, and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping Ararat Primary School to discharge their duty of care to students.

### **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
- The yard supervision roster will require staff members to undertake yard duty at any of the following times; before school, half of recess, half of lunchtime, before school or after school, on specific days
- The Assistant Principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members
- Parents will be informed regularly, via the newsletter, school website and Facebook page that staff members are not rostered to begin yard duty until 8:40am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will be informed, via the newsletter, school website and Facebook page that staff members will not be rostered to undertake yard supervision after 3.40pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by 3.40pm. Unaccompanied students still in or about the school yard, after that time will be brought/report to the school office and parents contacted
- The roster will require a minimum of two staff members on duty at recess and lunch time, each responsible for supervising a designated area of the school; either the front of the school or the back.
- Yard duty staff members will be provided with a Back-pack containing basic first aid supplies, pad and pencil as well as a Hi-Vis vest. These will be stored in the staff room.
- Two Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times
- Two members of staff will also be assigned individual student tracking responsibilities at recess and lunch times
- Yard duty staff members will keep a record of individual student behaviour. This data will be monitored and analysed regularly to align with our School Wide Positive Behaviours Support Program (SWPBS)
- Yard-duty staff members will remain alert and vigilant and intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Casual Relief Teachers (CRT's) will be responsible for the yard duty responsibilities of staff members they are replacing. CRT's may be asked to relieve rostered on members of staff if they have no duty on that particular day.
- 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 will wear hats during Terms 1 and 4.

- Bicycle and scooter riders will be dismissed at the second bell (3:20pm) and will join students at the bus line and remain there until all buses have departed, unless leaving with a parent.
- Staff on yard duty must approach intruders or unknown people in the yard, requesting they sign in at the office, or alternatively, seek immediate assistance.

#### **EVALUATION:**

To be reviewed annually.

This policy was last ratified by School Council in....

**November 2020**