

Yard Duty Policy

St Albans East Primary School



Date: November 2015

Rationale	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.
Implementation	<ul style="list-style-type: none">• Yard supervision of students is the responsibility of all teaching 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 3:30pm 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.• The roster will require a minimum of three staff members on duty at recess and lunch breaks and two before and after school, 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 and a fluorescent yellow vest so they are visible to all students in the yard.• Yard duty staff members will keep a record of inappropriate student behaviour in the <u>Yard Duty Area Folders</u> and report back to the student's classroom teacher, Welfare Teacher, Assistant Principal or Principal if the behaviour needs to be dealt with further. Records of inappropriate behaviour will contain the date, behaviour and action taken, as appropriate. Inappropriate behaviour will be managed according to the schools <u>Effective Schools are Engaging Schools Policy</u>.• 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 make a swap with another staff member, or discuss the matter with the Assistant Principal.• Staff on yard supervision must approach intruders or unknown people in the yard, or send a student to the office to seek assistance.• The inclement weather yard duty guidelines must be adhered to when appropriate. These will be updated and distributed at the beginning of each school year.• Emergency cards are contained in each bum bag and should be used to obtain support from the office if an emergency arises. The card is to be sent to the office with a responsible student. The yard duty teacher must remain with the emergency unless it is unsafe to do so.• Yard duty teachers must ensure that all students have left their designated area before they leave their posting at the end of each break.
Evaluation	This Policy will be reviewed as part of the school's three-year cycle
Review Year	2018

