



ST. LEONARDS PRIMARY SCHOOL Yard Supervision Policy

Rationale:

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

Aims:

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 in accordance with the current industrial agreement and any local variations that are approved by staff.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:40am each morning. Parents are discouraged from sending their children to school before this time.
- Children who arrive before 8:40am will be supervised in the office by the Principal or, in the absence of the principal, will be required to be inside a classroom under the direct supervision of a staff member.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 4:00pm 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. Children who have not been collected will wait in the Out of School Hours Care program until parents arrive. A fee may be payable for this service.
- The yard supervision roster will reflect an equitable distribution of the supervision among all staff and be proportional to the time fraction each staff member works.
- An experienced teacher or the Principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of one teacher on duty at any one time.
- Yard duty staff members will be provided with a bag containing basic first aid supplies, pad and pencil and yard alert cards.
- Yard duty teachers should wear a high visibility vest when on duty to make it easier for children to locate them if they are needed.
- Staff will wear a hat when on duty during 'Sun Smart' times of the year. Sunscreen is also recommended.
- All staff may be called upon at times to assist with first aid requirements of children who are injured in the yard and sent inside for treatment.
- Yard duty staff members will keep a record of individual student behaviour that is not acceptable and ensure it is followed up.

- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing and as directed by the Principal.
- 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 on yard supervision should approach all unknown people in the yard (including the oval during school hours) and send a yard alert card to the office if assistance is required.

Evaluation:

To be reviewed as part of the school's three year review process.

This policy was last ratified by School Council in November 2015