Scoresby Primary School

Yard Duty Policy

Overview
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 all students in the school yard.

Guidelines for Implementation

- Supervision of students is the responsibility of all staff.
- The Assistant Principal will be responsible for co-ordinating the roster used to time-table staff members for yard supervision, and for negotiating specific duty times or days with individual staff members.
- 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. Before School Care is available for parents to use if children need to be left before this time.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard duty 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. Where supervising teachers have been made aware of a student who has not been collected, that student will be brought to the school office and their parents contacted. After School Care is available for parents to use if children need to be left at school after this time.
- The yard supervision roster will basically require rostered staff members to undertake yard duty before school, for half of recess or lunchtime, or after school on specific days.
- The roster will require a minimum of two staff members on duty at Recess and Lunchtimes - each responsible for supervising a designated area of the school – and one staff member before and after school. Integration Aides will be rostered at recess and lunchtimes to supervise individual students as required.
- Yard duty staff members will be provided with a folder containing First Aid information, ‘Chance’ cards, Sick Bay passes, Yard Incidents and Bullying Record Sheet and pen, and a ‘bum bag’ containing basic first aid supplies.
- Staff members will be responsible for supervision of the Sick Bay during recess and lunchtimes.
- 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 Assistant Principal.
- Staff on yard duty will be expected to wear a hat and ensure their shoulders are covered to act as an appropriate role model for children during Terms 1 and 4.
- Staff on yard duty supervision must approach intruders or unknown people in the yard.
- Staff on yard duty will ensure students are kept clear of any vehicles entering or exiting school grounds during Recess and Lunchtimes.

Approved: August 2010
To be Reviewed: 2013
Yard Duty Procedure

1. **Before School**
   1.1 Before School Care Program available for early arrivals from 7.30am to 8.45am (start time subject to change).
   1.2 A staff member will be on playground supervision until 9.00am.

2. **Morning Recess**
   2.1 Two teachers will be rostered from 11.00 – 11.15am and two from 11.15 – 11.30am.
   2.2 One teacher should cover the asphalt side of the school and one teacher should cover the oval side of the school. Both teachers on duty are to do regular checks of the toilet black and canteen area.
   2.3 Along fence-line, behind portables, library and storage shed, on the bank and in the staff car park are areas prohibited to children.
   2.4 Teachers on the first half of duty are to remain in their designated areas until relieved by the next teacher.
   2.5 Integration Aides will be rostered on duty as required.

3. **Lunch Time**
   3.1 Two teachers will be rostered from 1.10 – 1.35pm and two from 1.35 – 2.00pm.
   3.2 Areas for supervision are the same as for Recess.

4. **After School**
   4.1 A staff member will supervise the grounds from 3.30 – 3.45pm.
   4.2 After School Care Program operates from 3.30 – 6.00pm.

5. **"On Duty"**
   5.1 Teachers on duty must be in the playground at the appointed time. They should only leave their allotted area in extreme circumstances, such as serious injury to a child. Phone calls, etc. cannot be taken at this time unless a replacement teacher is present.
   5.2 Teachers should carry a First Aid bag kit and Yard Duty folder.
   5.3 In the case of vehicles entering or exiting school grounds, the staff member on duty will ensure students are kept clear of the area.

6. **Sick and Injured Children**
   6.1 All staff will be rostered for First Aid duty.
   6.2 Children with minor grazes, etc. can be dealt with by the Yard Duty teacher, using supplies in the Yard Duty First Aid bag.
   6.3 Children with injuries requiring further attention can be given a Sick Bay Pass and sent with another student to the staffroom to be attended to by a staff member.
   6.4 In the most serious cases (eg. fractures and loss of consciousness), the teacher should remain with the child and send for help.
   6.5 The Accident Register should be completed and reports made to parents where necessary by First Aid staff.

7. **Wet Days**
   A Wet Day roster will operate on designated days. This may also include days of high wind and extreme cold or heat.

8. **Inability to do Yard Duty on a Rostered Day**
   8.1 For absence due to illness – the relieving teacher will be responsible for the allocated yard duty tasks. Some swaps may occur if the absence is of a nominated First Aid provider.
   8.2 For excursions or private business – teachers are to arrange swaps of duty and inform the Assistant Principal. Notification of these swaps will appear in the Daily Bulletin.
   8.3 For camp attendance and swimming programs – the Assistant Principal will draw up an alternative roster.