



Doreen Primary School Yard Duty 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
- Parents will be informed via the newsletter that staff members are not rostered to take yard duty until 8:45 each morning. Parents will be informed that children in the grounds before this time will be subject to school rules and expectations.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:45 each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. A bell rung at 3.45pm by the Yard Duty teacher will indicate to children that they should go to the deck at the front of the Admin building where they will remain until collected by parents. Parents will be contacted if need be.
- Yard duty staff members will be provided with a waist-bag containing a walkie talkie (2015 onwards), basic first-aid items, an incident report book and information cards on children with health issues.
- When staff change over during breaks, this should be done by passing the bag over in the breezeway at the foot of the staffroom ramp. Any relevant issues or concerns should be relayed as well. At the end of a

break it is the responsibility of each staff member to ensure the bag is returned to the first-aid area where it can be collected by the next next duty teacher. Last for the day returns the bag to the staff room, and places the walkie talkie on the charger. (2015 onwards)

- In addition, all staff will be responsible for supervision of the first aid room during recess and lunch times. It will be a school aim that all staff are Level 2 first aid trained.
- Yard duty staff members will keep a record of inappropriate individual student yard behaviour in a log book, contained in the Yard Duty Bag. These concerns should be passed on to the Principal.
- 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 obligation due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the Principal.
- Children and Staff members are required to wear appropriate hats during terms 1 and 4, in accordance with the SunSmart Policy.
- Staff on yard supervision must approach intruders or unknown people in the yard, or notify staff in staff room/office for assistance.
- Yard duty teachers will monitor the yard for any hazards, notifying office for any assistance where required.
- During Wet days, children will shelter under the covered areas.
- If the Principal, in consultation with staff, deem outside weather conditions hazardous or unsafe, children will stay inside. Staff would bring this to the attention of the Principal if they were concerned. If this occurred, Grades 3,4,5&6 would go to the BER building, and grades P,1&2 would remain in the infant rooms. Yard Duty Rosters have the ability to cater for this, as 2 staff can cover the 2 areas.

Evaluation:

- This policy will be reviewed as part of Doreen Primary's four-year review cycle.