



YARD SUPERVISION POLICY

Rationale:

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

Aims:

To provide adequate and appropriate supervision of students in the schoolyard.

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 regularly via the newsletter that staff members are not rostered to take yard duty until 8.35am 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 3:45pm 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 yard supervision roster requires staff members to undertake yard duty before school, for recess or half of lunchtime, or after school on specific days.
- An open and equitable process for coordinating the roster, and for negotiating specific duty times or days with individual staff members. Final approval is the Principals responsibility so as to ensure adequate supervision.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or 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 or principal.
- Staff are to use hats and sun block for periods of hot weather usually term 1 and 4.
- Staff on yard supervision must approach intruders or unknown people in the yard and contact the office to seek assistance.
- Staff members have a legal responsibility to be prompt at arriving at their yard duty location on time and must ensure that all students have left the yard before completing their roster at the end of recess, lunch and end of day.

Yard duty:

Staff who are rostered for yard duty must remain in the designated area or with designated student/s until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the school yard
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in our school's *Student Engagement and Wellbeing* policy

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office or another staff member and should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the school office eg. Send student to the office, and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the school office or neighbouring class teacher. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Further Information and Resources

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Review Cycle

This policy has been updated in February 2022 and is updated annually for significant changes that require a revision as required by staff consultative committee.

School Council endorsement is not required for this policy.