



Yard Supervision Policy

Purpose:

- Adequate supervision of students in the school yard is a requirement of the school's duty of care.
- As part of its duty of care the school is required to adequately supervise students for a defined period before school; at recess time and lunch time; and after school. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

Aim:

- To adequately supervise students for a defined period before school; at recess time and lunch time; and after school. Before school. 8:45-9:00am. After school. 3:30- 3:45pm with the addition of bus duty.

Implementation:

- At our first staff meeting of each year, all staff will be provided with a copy of this policy and encouraged to include input towards its modification and/ or implementation.
- A roster system will be used to timetable staff members for yard supervision.
- Staff must ensure they are familiar with this timetable and organize a supervision swap if they are unable to do their duty at the given time.
- Should a staff member be required to leave at any time during their duty time, they must ensure another staff member is available to take their place.
- ESS staff and practicum teachers may assist with yard duty but they are to be supervised by a teaching staff member who must be on duty at all times.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Staff must ensure they patrol the entire yard and not just monitor a small area.
- Staff may become involved in an activity with a group of students however they must also ensure they are aware of where all children are and what activities they are involved in.
- Should a child require first aid the yard duty teacher should refer the child to another staff member for assistance.
- The teacher on yard duty is responsible for ensuring the bell is rung at the end of the session.
- After school supervision is limited to the front of the school with some monitoring of the pick-up point at the east end of the grounds.
- Staff must make particular note of the car parks and ensure that children remain inside the school grounds while waiting for pick-up.
- Children on bikes must walk their bikes in the grounds and across the road into Hunter St.
- Staff must remain on duty until all children have been collected by a parent or designated pick-up. Children who are attending the 'Active After School' program will be supervised by the coordinator. Students still in or about the school yard will be brought inside by the supervising teacher and parents contacted.
- Staff must adequately supervise children catching the school bus and this must include actively supervising children waiting for and boarding the bus.
- Staff must take special care before they leave school for the day to ensure no children remain unattended.

- Parents/carers will be kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information will be clearly provided to parents/guardians via the newsletter, website and information booklet.
- Students must be signed out of the school if departing prior to dismissal time.
- No students will be sent home on their own outside of normal dismissal time.

Evaluation: This policy will be reviewed as part of the school's 3 year cycle review. This policy was ratified by staff followed by school council on 17/2/2014