

Yard Duty and Supervision Policy

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

Rationale:

- To ensure school staff understand their supervision and yard duty responsibilities.

Scope:

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Seville Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

Implementation:

Before and after school

- Seville Primary School grounds are supervised by school staff before school from 8.45am until 9.00am and after school 3.30pm until 3.45pm. Outside of these hours, school staff will not be available to supervise students.
- Parents and carers are discouraged sending the children to Seville Primary School outside of these hours. Families are encouraged to utilise before and after school care facilities available to our school community if their child/children need to be at school outside these times.
- If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:
 - advise of the supervision arrangements before school
 - request that the parent/ carer make alternate arrangements.
- 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.

Yard Duty

- School staff who are rostered on for yard duty must follow the processes outlined below.
- School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a student with a message to the office and an announcement will be made to remind the person to make their way to duty. The staff member is not to leave the designated area until a replacement staff member has arrived.
- The yard supervision roster will require staff members to undertake yard duty before school, for half of recess and half of lunchtime, or after school on specific days.
- An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- Yard duty staff members will be provided with a bag containing basic first aid supplies.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- 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 coordinating teacher.
- Staff will conform to the school Sun Smart policy by wearing an appropriate hat.
- Staff on yard supervision should approach visitors in the yard and direct them to the office.
- During yard duty, supervising staff must:
 - methodically move around the designated zone
 - 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 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 in the Yard Duty Folder and follow procedures outlined in the folder.
 - 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.

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 their nearest colleague for assistance. 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.

Additional and Relevant Documents:

- SPS Duty Of Care Policy
- SPS Child Safe Policy
- School Policy and Advisory Guide

Evaluation:

This policy will be reviewed as part of the School's three-year review cycle

This policy was ratified by School Council in 2017.

This policy will be reviewed by School Council in 2020.