



Kennington Yard Supervision

Primary School

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, first lunch, second lunch and after school.
- Parents will be informed 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 3:30pm 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 will basically require staff members to undertake yard duty before school, for half of first lunch or half of second lunch, 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.
- When the majority of students are in attendance, the roster will require a minimum of five staff members on duty at any one time, each responsible for supervising a designated area of the school. Appropriate supervision arrangements may be made when a significant cohort of students are not on site e.g. Grade 5 Camp, Grade 1 and 2 Excursion.
- In addition, a designated Level 2 first aid trained staff member will be responsible for supervision of the first aid room during first lunch and second lunch.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil, and access to a phone. They will also be required to wear a high visibility vest. Staff will be required to wear hats and sun block from September 1st until April 30th.
- Staff on yard duty supervision must be punctual. They are required to wait for the person replacing them before ending their duty.
- Staff will have a clear understanding of the designated yard duty areas, frequently moving around the area, being vigilant and not engaging in non-essential conversation with others.
- Staff and students will be provided with information re what games are acceptable in specific areas of the yard.
- Yard duty staff members will keep a record of individual student behaviour and will follow up all incidents.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing. Information pertaining to yard duty can be found in the CRT Book.
- 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. A Yard Duty Swap Book will be used by staff to record any changes made to regular yard duty times e.g. excursions. The new person doing the duty needs to sign off when it has been done. This record will be housed in the staffroom in close proximity to the yard duty timetable.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone provided to seek assistance.

Evaluation:

To be reviewed as part of the school's three year review process.

This policy was last ratified by School Council in March 2017.