



Our Lady of the Way Catholic Primary School

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 all students in the schoolyard.

PROCEDURES:

- 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 8:45am each morning. Parents are discouraged from sending their children to school before 8:30am.
- 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 schoolyard after that time, will be brought to the school office by the supervising teacher and parents contacted as required.
- The yard supervision roster will require staff members to undertake yard duty before school, for half of recess or half of lunchtime and after school.
- The Deputy Principal will be responsible for coordinating the roster, and negotiating specific duty times or days with individual staff members.
- The roster will require four staff members on duty at recess and lunchtime, each responsible for supervising a designated area of the school.
- A minimum of one staff member is on duty before and after school.
- Yard duty staff members will be provided with a bag containing basic first aid supplies and a safety visibility vest.
- First Aid will be the responsibility of staff member who is rostered on duty and must remain in the staffroom.
- Casual Relief Teachers (CRT's) will be responsible for the yard duty responsibilities of staff members they are replacing and duties designated by the Deputy Principal.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to excursions etc are required to either make a swap with another staff member, or discuss the matter with the Deputy Principal.
- Staff will be reminded to wear sun block for periods of hot weather.
- Staff will be required to wear a sun hat, from September to May.
- Staff on yard supervision must approach intruders or unknown people in the yard to ascertain the reason for their visit, seek assistance from the Leadership Team as required.

Evaluation:

To be reviewed as part of the School Improvement Plan review process.