

Wantirna South Primary School

Yard Duty Policy

Rationale

It is the school's duty of care to ensure the safety of students in the school yard. Therefore at Wantirna South Primary School the main objective of Yard Duty is to ensure safety through adequate supervision.

Aims:

- To provide adequate and appropriate supervision of students in the school yard.
- To provide a happy, safe and secure environment.

Implementation

Consistent with these aims: -

- Supervision of students is the responsibility of all teaching staff.
- Education support staff are able to undertake supervision of students in the yard where a member of the teaching staff is ultimately the staff member responsible for the students.
- A roster system will be used to timetable staff members for yard duty. The roster will be developed by the Assistant Principal in consultation with staff members. The roster will ensure that staff members receive adequate entitlements for breaks and equitable time allocations of yard duty each term
- Yard duty 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 this time as the students will be unsupervised, unless they are attending Before School Care.
- Parents will be informed via the newsletter that staff members will not be rostered to undertake yard duty 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, unless they are attending After School Care. Students remaining in the school yard after 3.45pm will be taken to the office by the yard duty supervising staff member and parents will be contacted.
- The yard duty supervision roster will require staff members to undertake yard duty before school, half of recess, half of lunch break or after school on specific days.
- The roster will require a minimum of 2 staff members on duty at recess and lunch time, each responsible for supervising a designated area of the school.
 - * *The first named staff member on the roster will circulate the front of the school (including the court yard, Junior playground and front of school).*
 - * *The second name staff member on the roster will circulate the rear of the school (including the oval, basketball court).*
- Staff members commencing their duty must make contact with the current yard duty staff to ensure appropriate changeover.
- Yard duty staff members will be provided with a 'bumbag' containing basic first aid supplies and a Visy vest that must be worn while on duty.
- The yard duty roster will be modified at times to accommodate students that may be out of the school due to sporting events. Camps and other school events.
- It is the responsibility of the staff member to organise a change of yard duty if they are attending an excursion on a day that they have allocated yard duty time.

Other Policies

This Policy has been developed in accordance with the Department of Education's Professional Development Advisory Guide. <http://www.education.vic.gov.au/school/teachers/profdev/Pages/default.aspx>

Evaluation

This Policy will be reviewed as part of a five year cycle or as directed by School Council. Review date: May, 2017.
This Policy was ratified by School Council in May 2012