

Yarrabah School

SUPERVISION/YARD DUTY

POLICY

Rationale:

- Students will have an appropriate, safe environment in which to spend their recreation time.
- The school has a responsibility to provide an appropriate and safe environment in which students can spend their recreation time.

Aims:

- To provide our students with a safe environment with appropriate adult supervision for recreational purposes.

Implementation:

- Supervision of students is the responsibility of all staff.
- The school is responsible for satisfying the duty of care it has to its students as described in the 'School Policy and Advisory Guide' – Duty of Care.
- PLC staff will organise section yard duties.
- A roster system will be used to timetable staff members for yard supervision
- The section leader will consult with staff and consider individual timetables when preparing the roster.
- The duty times and designated play areas will be clearly outlined.
- The Yard Duty roster will be posted in the staff room, distributed to all staff and announced at morning briefings.
- Inclement weather timetable for wet days, or days of 30°c or over.
- When on Yard Duty, staff must wear a highly visible safety vest.
- Absent staff on duty will be replaced by casual replacement staff as per daily timetable.
- Staff members who are aware that they cannot fulfil their 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.
- There will be at least one teacher and three additional staff members on duty in any duty area. No teacher assistant will be required to supervise students without a teacher on duty as well.
- Staff will be made aware of students at risk (those who are vulnerable)
- Staff will be made aware of students with a Safety Management Plan
- Bullying will not be tolerated.
- Staff on duty are responsible for abiding with Sun Smart policy.
- Staff will be made aware of any behaviour management plans and strategies to be in place for individual students.
- Level 2 first aid trained staff members will be responsible for supervision of the first aid procedures during recess and lunch times
- Yard duty staff members will keep a record of individual student behaviour. (if required)
- During an emergency staff will contact the office via mobile.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle, or whenever a significant change in yard duty arrangements are required.

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

April 2018

Revision Record

Date	Version	Revision description
<u>27/03/2018</u>	<u>1.2</u>	Modified
19/4/2018		Ratified