RATONALE:
Adequate supervision of students in the school yard is a requirement of the school’s duty of care. As part of its duty of care the school is required to adequately supervise students for a defined period before school, at recess time, lunch time and after school. This on site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

AIMS:
• To provide supervision of students outside normal timetabled class time by allocating responsibilities, for supervision, to staff
• Staff members will be responsible for carrying out their assigned supervisory duties in such a way that the students are, as far as can be reasonably expected, protected from injury
• Staff members will also provide the first response for playground injuries and disruptions

IMPLEMENTATION:
Guidelines
• As part of its duty of care the school will adequately supervise students for a defined period before school, at recess time, lunch time and after school
• A roster system will be used to timetable staff members for yard supervision
• The on site supervision will seek to protect students from known hazards and also from those that could arise (that is those the teacher should reasonably have foreseen)
• Parents will regularly be kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of Parents and Caregivers
• Parents and Caregivers are discouraged from sending their children to school before the designated supervision time in the morning
• Parents/caregivers are encouraged to pick up their child by the end of the designated after school supervision period
• A teacher’s duty of care will be extended to outside school hours when arrangements for sport, excursion, camps necessitate changes to supervision times. Permission will be sought on these occasions
• Students must be signed out of the school by a Parent or Caregiver if departing prior to dismissal time
• No students will be sent home on their own outside of normal dismissal time. The school will only allow students to be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child.
• A record of early departures will be kept in the Administration Office and completed for all students departing the school early
• If a student departs from the school (following initial attendance) without authorisation, the Parent or Caregiver will be contacted immediately
• Where there is reasonable concern for the student’s safety or the safety of others immediate contact will also be made with the police and the Department’s Emergency and Security Management Branch
• If it becomes known that a student, who is normally collected from the school remains at the school well beyond normal time of collection, the Parents or Caregivers will be contacted immediately. If these attempts are unsuccessful, and the time is well beyond the reasonable time for collection, the school may consider placing the student in the After School Care program (at the Parent or Caregivers cost) or contacting the Police or Department of Human Services to arrange for the care and protection of the student as appropriate.

Yard Supervision Instructions
• All staff members have a personal copy of the Yard Supervision (Yard Duty) timetable. A copy is displayed in the staff room
• Staff must also carry a firstaid pouch. This contains basic first aid equipment and alert cards for general first aid, student specific first aid and ‘red card’ events
- Staff must wear a high visibility vest whilst on yard duty
- Staff on yard duty are responsible for getting a message to the office to call an ambulance if necessary, and the Principal and Principal nominee will be notified immediately
- Yard duty staff must begin yard duty on time
- Changeover of yard duty staff must be completed on time. Second staff member on duty will report to the staff member currently on duty. This will ensure that a staff member is always in the yard.
- Pre service teachers may assist with yard duty but they are to be supervised by a teaching staff member who must be on duty at all times

**Yard Supervision Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Synthi</th>
<th>Oval</th>
<th>Junior</th>
<th>Path</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
</tr>
<tr>
<td>Recess 11.00 – 11.15</td>
<td>Teacher</td>
<td>ES staff</td>
<td>ES staff</td>
<td>ES staff</td>
<td>ES staff</td>
</tr>
<tr>
<td>Recess 11.15 – 11.30</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
</tr>
<tr>
<td>Lunch 1.45 – 2.10</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
</tr>
<tr>
<td>Lunch 2.10 – 2.30</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
</tr>
<tr>
<td>After School 3.30 – 3.45</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
<td>Teacher</td>
</tr>
</tbody>
</table>

**Injured Children**

- The staff member on duty will be responsible for immediate action
- If the injury requires further attention, the student will be given a first aid card and be sent to the staff room with another student
- **The staff member on duty must remain outside to continue supervising the yard**
- If the child is unable to be moved, yard duty staff will send a student to the office with a ‘red’ card, the Principal or Principal nominee will be notified immediately, attend the scene and an ambulance will be called if required
- Extra staff will be sent outside to assist

**Behavioural Issues**

- The staff member on duty will be responsible for immediate action if behavioural disruptions occur
- Staff must endeavour to assist students to resolve conflicts. Students breaking rules may be required to have some time out
- If ‘Time Out’ is needed, staff will refer to the ‘Outside Behaviour Code of Conduct’ sheet and the appropriate time will be given to the student that suits the behavior
- In the case of serious behavioural issues (such as fighting), the students involved will be sent into the office to see the Principal or Principal nominee
- **The staff member on duty must remain outside at all times to continue supervising the yard**

**Students entering or exiting the school ground and buildings**

- Students must use the designated school crossings when crossing the roads leading to the school
- Students must leave the school ground on foot after school
- Students on bikes, scooters, etc. must not ride them in the school grounds
- Students are only able to enter the school building under the supervision of a staff member
- When authorised by a teacher, students may enter a building to carry out routine or direction (eg. collecting lunch or a jumper)

**Playground Areas**

- For staff on yard duty, the playground has been designated into four zones
- Junior zone is allocated to students from Foundation to Year 2
- In wet weather, playing areas may be restricted to undercover areas or an indoor wet weather timetable will be used
- The Principal or Principal nominee will advise if this should occur
- Areas outside of the four designated zones are **OUT OF BOUNDS**

Ratified by School Council 18th August 2015
Review date 18th August 2018
Miscellaneous
- Balls on the roof should not be retrieved by students as they will be retrieved regularly by a designated adult.
- Balls over the fence – students should not attempt to retrieve their ball. Students will discuss retrieval of the ball with a staff member on yard duty.
- Dogs or other animals are prohibited from the school grounds. Any dogs or other animals will be reported immediately to the Principal or the Principal nominee.

Principal’s Discretion
The Principal may declare any changes or restrictions to playing areas or playground rules as is deemed appropriate.

EVALUATION: This policy shall be reviewed as part of the ongoing policy and process review.

REFERENCES:
‘Outside Behaviour Code of Conduct’
DET student supervision policy
DET school policy and advisory guide
Yard Duty Roster
Yard Duty Designated Zones