



YARD DUTY AND CLASSROOM SUPERVISION

POLICY

Rationale:

Adequate supervision of students in the school yard and classroom is a requirement of the school's duty of care.

Aims:

- To provide adequate and appropriate supervision of students in the school yard and classrooms

Implementation:

- Supervision of students is the responsibility of all staff
- A roster system will be used to timetable staff members for yard supervision and classroom supervision
- Yard and classroom supervision will include before school, recess and lunch breaks, and after school.
- The yard and classroom supervision roster will require staff members to undertake yard duty at any of the following times; before school, half of recess, half of lunchtime, before school or after school on specific days
- The Principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members
- Parents will be informed regularly, via the newsletter, that staff members are not rostered to begin yard duty until 8:30am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will 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 3.50pm. Unaccompanied students still in or about the school yard, after that time will be brought/report to the school office and parents contacted
- The roster will require a minimum of one staff member on duty at recess and lunch
- Yard and classroom duty staff members will be provided with a bag containing basic first aid supplies, pad and pencil
- In addition, Level 2 first aid trained staff members will be responsible for assisting with first aid during recess and lunch times
- Yard and classroom duty staff members will keep a record of individual student behaviour.
- Casual Relief Teachers will be responsible for the yard and classroom duty responsibilities of staff members they are replacing
- Staff members who are aware that they cannot fulfil their yard or classroom 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 Principal and record changes on the whiteboard
- Staff will wear hats during Terms 1 and 4
- Staff on yard duty must approach intruders or unknown people in the yard, requesting they sign in at the office, or alternatively, seek immediate assistance

School activities, camps and excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Yard duty zones

The designated yard duty areas for our school: Great Western Primary School is a one site two teacher school. The teacher on duty roams the entire playground. There are currently 19 students in F-6.



COMMUNICATION

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Made available to community on request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent via text when required.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2026

Evaluation:

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