



ON SITE SUPERVISION OF STUDENTS

VISION

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

ACTION

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard or indoors in the case of inclement weather supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Parents/carers will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:40am each morning. OSH - Before School Care will be provided for students, at a cost to parents, prior to this time.
- Parents/Carers will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:30pm 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 within the school boundary, not being supervised by parents, after that time will be brought to the school office by the supervising teacher and parents contacted. Students will be put into OSH – After School Hours Care after this time at a cost to parents.
- The yard supervision roster will basically require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
- An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of two staff members on duty at any one time, each responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or at the discretion of the person responsible for the Yard Duty Roster.
- Staff members who are aware that they cannot fulfil their yard 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.
- Staff are required to wear hats and sun block during terms 1 and 4.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use their mobile phone to see assistance.
- Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster.