

YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff St Albans Primary School yard duty procedures, responsibility and expectations for the appropriate supervision of students. Appropriate supervision is an important strategy to monitor student behaviour, and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

SCOPE

The principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at St Albans Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

St Albans Primary School grounds are supervised by school staff from 8:40am until 3:40pm. Outside of these hours, school staff will not be available to supervise students. The school will regularly inform parents/carers of the precise times during which the school's grounds will be monitored in the school newsletter and in the information booklet for new students.

Before and after school, school staff will supervise the school west and east entrances of the school.

Yard duty

All staff at St Albans Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At St Albans Primary School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2019 are outlined areas shown below.

Zone	Area
Area 1	Oval
Area 2	Courtyard and WELS playground

Area 3	Playground beside community room, student toilets, grass area and netball court.
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School staff must wear a provided hi-vis vest and carry a bag with wrist bands and Band-Aids whilst on yard duty. These will be stored in the office.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents in Xuno or report to the principal/assistant principal.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising teacher is unable to conduct yard duty at the designated time, they should contact the Principal or Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the Principal or Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle.

This policy will also be updated if significant changes are made to school grounds that require a revision of St Albans Primary School's Yard Duty and Supervision Policy.

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	May, 2019	May, 2023