Rationale:
Adequate supervision and care of students in the school yard is a legal requirement mandated by DEECD. This policy should be read in conjunction with the Duty of Care Policy.

Purpose:
To provide a safe and secure environment for all by ensuring that there is adequate and appropriate supervision of students in the yard.

Implementation:
• Supervision of students in the yard is the responsibility of all staff.
• Timetables and a map for yard supervision will be displayed in the staffroom and on Staffshare Drive.
• Yard supervision will be:
  o Before school (8.40-8.50am)
  o Lunch breaks (11.00-11.30am and 1.30-2.00pm)
  o After school (3.00-3.10pm)

There will be a minimum of three teaching staff on duty during break times. Before school supervision – one staff member on the asphalt area; after school - two staff members one of whom will be responsible for ensuring adequate supervision in the Powell Street car park.

Education Support staff may be involved in the direct supervision of specific children in the yard.
• Parents will be regularly informed via the school newsletter that the yard is not supervised before 8.40am or after 3.10pm. Students in the yard outside of these hours should be brought to the office and parents contacted.
• Yard duty folders will be provided which contain:
  o Basic First Aid supplies – band-aids, tissues
  o Referral forms for Reflection
  o A template for recording issues dealt with
  o A list of children with asthma
  o Cards (including name and photos of children) with other life-threatening medical conditions including anaphylaxis and diabetes
  o Purple slips to acknowledge exemplary behaviour
  o Green ‘Running’ cards for use in a behaviour emergency OR for support for any other emergency (e.g. unknown persons in the yard)
  o Red Running cards for use in a medical emergency
• Sheets outlining responsibilities in the event of a medical emergency
  o Asthma
  o Anaphylactic Reaction
  o Adrenoleukodystrophy
  o Diabetes
  o Other medical emergency
• It will be the responsibility of the designated ES staff member to ensure folders are up to date.
• Folders will be situated in each building. Staff will collect these before going on duty.
• Staff on duty will remain in the yard until another teacher relieves them OR the bell signals the end of break.
• It is the responsibility of all staff to be on time for yard duty both at the start of duty and at change over time.
• Yard duty teachers will wear a fluorescent vest whilst on yard duty. In terms one and four staff will wear a suitable hat.
• Level 2 first aid trained Education Support staff will supervise the first aid room during breaks.
• CRTS will be responsible for the yard duty of staff members they are replacing
• Staff members who are aware they cannot fulfil their obligations due to appointments or excursions etc. are required to make a swap with another staff member. If this cannot be arranged they will speak to a member of the Principal Class Team
• Teaching Staff on yard duty must circulate their area to ensure adequate supervision
• Teachers on the second half of lunch in Powell Drive and Oval Areas should do a quick visual check of playground equipment at the end of lunch
• ES staff supervising specified children must maintain close physical contact to ensure the child’s safety
• Staff are required to approach unknown persons in the yard. If unsure send a child to request assistance from the Principal Class Team
• If there is a major incident requiring additional assistance a ‘Green Running’ card should be sent to the office with a reliable child who can then lead additional staff to the area of concern
• Minor incidents should be dealt with by the yard duty teacher including referral to Reflection. Should a student refuse to comply the teacher should call for help and/or notify the Principal Class Team.
• For Medical Emergencies – including asthma, anaphylaxis, diabetes, adrenoleukodystrophy – teachers should follow procedures outlined on the sheets in the Yard duty folder
• All staff have a responsibility to intervene if they see/hear an incident where student or staff safety is compromised regardless of whether or not they are rostered on duty

Evaluation:
• This policy will be reviewed as part of the school’s three-year review cycle.

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