1. **Purpose:**

1.1 Adequate supervision of students in the school yard will ensure a safe and secure environment for all.

2. **Implementation:**

2.1 Supervision of students is the responsibility of all staff.

2.2 A yard supervision roster will require a minimum of three staff members, on duty and two staff members before and after school and at lunchtime, each responsible for supervising a designated area of the school.

2.3 Parents will be informed regularly via school communication that staff members are not rostered to supervise yard duty until 8:45 am each morning. Parents are discouraged from sending their children to school before this time.

2.4 Parents will also be informed regularly via the newsletter that staff members will not be rostered to undertake yard supervision after 3:45 pm each day. Parents are required to ensure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard at the 3.45 pm bell are required to report to the office and wait for authorised collectors.

2.5 The yard supervision roster requires staff members to undertake yard duty before school, for half of recess or half of lunch-time, or after school on specific days.

2.6 Yard duty teachers will record minor incidents of concern in the Student Wellbeing Diary. The office staff will be notified of all major incidents for appropriate follow up.

2.7 Yard duty teachers will issue Green First Aid tickets to students who need First Aid and send them into the sick bay accompanied by another student.

2.8 If there is a severe emergency in the yard, the duty teacher will send a student with a red urgent assistance ticket into the office area and assistance will be provided immediately.

2.9 A staff member will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

2.10 Yard duty staff members will be provided with a bum bag containing basic first aid supplies and Yard Duty folder.

2.11 Yard duty staff are asked to take mobile phones to make any emergency contact.

2.12 Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
2.13 Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.

2.14 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.

2.15 Staff are required to wear a hat or carry an umbrella in term one and term four.

2.16 Staff are required to wear safety vest provided by the school when on duty.

2.17 Staff are not permitted to consume hot drinks while on yard duty supervision.

2.18 Staff on yard supervision must approach all persons without a visitors badge in the yard and ascertain their purpose.

3. **Evaluation:**

   Staff on yard supervision must approach all persons without a visitors badge in the yard and ascertain their purpose.

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

4. **Reference:**

   Related Policies:
   - Medical Management Policy
   - Anaphylaxis Management Policy
   - Asthma Management Policy
   - Health Care Needs Policy
   - Child Safe Policy