BASIC BELIEF
Adequate supervision of students in the school yard is a requirement of the school’s duty of care.

IMPLEMENTATION
- Supervision of students is the responsibility of all staff.
- A roster system, drawn up by the Principal in consultation with the Consultative Committee, will be used to time-table staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:40am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3.50 pm 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 in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- The small group of teachers who undertake bus duty each morning and afternoon will be excluded from additional yard duty.
- The yard supervision roster directs staff members to undertake yard duty on set days and times.
- The roster will require a minimum of two staff members on duty during lunchtime and recess, and one both before and after school.
- Each person will be 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, an identification coat or vest and two-way radios.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff will communicate individual student behaviour issues to replacement yard duty teams. Accident report and behaviour incident reports to be completed, and principal/class teacher informed when necessary.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- 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 Principal.
- Staff will comply with the school's Sun Smart Policy including the wearing of hats and sun-block.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone provided to seek assistance.
- In the case of wet weather, a wet weather timetable will be called by the Principal/yard duty teacher.
- Wet weather timetable means that all children are to remain inside their own classrooms. Teachers need to team up with a staff member in an adjoining room with each teacher supervising the two grades for half of the recess or lunchtime period.

This policy was ratified by the Mansfield Primary School Council on –16th August 2010

Review Date: 2013