

# TALBOT PRIMARY SCHOOL

## YARD SUPERVISION POLICY

### **Rationale:**

- Adequate supervision of students in the school yard is a requirement of the school's duty of care.

### **Aims:**

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

### **Implementation:**

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks and after school.
- Parents will be informed 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, unless attending a school activity, e.g. Breakfast Club.
- Children who arrive at school before 8:20am must report to the office and will be directed to stay in the Learning Street until a teacher is on yard duty.
- Parents will also be informed via the newsletter that after school supervision of bus travelling children will be provided by a staff member until 4:10pm. All other children, unless a request is made by parents, will be expected to leave the grounds at dismissal time. Students in or about the school grounds after this time will be sent home.
- Level 2 first aid trained staff members will be responsible for first aid administration during recess and lunch times.
- Yard duty staff members will keep a record of individual student behaviour.
- Casual Relief Teachers will be required to complete yard duty responsibilities as designated by the Principal.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to make a swap with another staff member.
- Staff will be required to wear hats in terms 1 & 4.
- Staff on yard supervision must approach unknown people in the grounds and request them to report to the office.
- Yard duty staff will carry any medication as potentially required in an emergency situation, e.g. epipen or Ventolin.

**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.... 2016

Reference : Vic Govt Schools Reference Guide – (link required)

*Principal's signature:* \_\_\_\_\_

*School Council President's signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_