



On-Site Supervision Policy

PURPOSE

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

GUIDELINES

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 regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time and if so, they will be placed in before school care.
- Parents will also be informed via the newsletter that supervision of the school yard finishes at 3:45pm each day. A bell is rung to signal parents and students to leave the school yard. 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, parents contacted and if unable to collect, students will be placed in our commercial 'Camp Australia' out of hours care program.
- The yard supervision roster requires staff members to undertake yard duty, for half of recess and or half of lunchtime. Before and after school duty is delegated to the principal class.
- The Assistant Principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of two staff members on duty at any one time, each responsible for supervising a designated area of the school (north and south).
- Yard duty staff members will wear a coloured vest and carry a bum bag containing basic first aid supplies, pad and pencil, first –aid red card and an iPhone (which needs to be placed on charger at end of lunch play).
- 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 members will keep a record of individual student behaviour and report incidences on 'Incident Reporter accessible via iPhone or school computers.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing under the direction of the Assistant 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, but must communicate via email with the Assistant Principal who is responsible for daily ops.
- Staff must wear hats in accord with the School's SunSmart policy.
- Staff on yard supervision must approach intruders or unknown people in the yard and if necessary use the phone to seek assistance.
- Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster.

EVALUATION

This policy will be reviewed as part of the school's review cycle or as required.