

YARD DUTY & SUPERVISION POLICY - PARENTS AND STUDENTS

RATIONALE

Pakenham Lakeside Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

All staff participate in Pakenham Lakeside Primary School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school at 8:45am- 9:00am. After school, staff supervise from 3:15pm to 3:30pm. Students on school grounds outside these times will **not** be supervised unless they attending a before or after school care program or supervised extracurricular activity.

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity, for example, sports practice.

Pakenham Lakeside Primary School has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- Camps and Excursions
- First Aid

School staff, parents and students are encouraged to speak to the principal, if you have any concerns about potential risks at our school, or our duty of care obligations.

AIM

Provide adequate and appropriate supervision of the school yard to ensure the safety of all students.

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 newsletters that staff members are not rostered to take yard prior to 8:45am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via newsletters that staff members will not be rostered to undertake yard duty after 3:30pm each day. Parents are required to make sure their children have been collected or have left the school grounds by this time. Students still in or around the schoolyard after that time will be brought to the school office by the supervising teacher and parents will be contacted.

- The yard supervision timetable will be published and communicated to teachers. This will explain all facets of the program, including responsibilities.
- Education Support staff will be rostered on the yard duty timetable to care for specific students during recess and lunchtime.
- 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 6 staff members on duty at any one time, each responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a fluorescent safety jacket, a yard duty bag containing basic first aid supplies, a pad and pencil.
- A first aid officer is in attendance, in sickbay, from 9.00am-3.15pm each day.
- A school management plan is developed. All rules have known consequences, some allocating time out to students who break rules.
- 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, excursions, etc. are required to make a swap and notify the Assistant Principal.
- Staff attending a camp are not required to swap their duty. A roster will be developed for extra duty.

EVALUATION

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