

MANIFOLD HEIGHTS PS YARD SUPERVISION

POLICY

Rationale:

Adequate supervision of students in the school yard is a requirement of Manifold Heights Primary 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 formal allocated periods of yard supervision.
- Yard supervision will include before school, recess, lunch breaks and after school.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:50am 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 3:40pm 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. Camp Australia currently offer an out of school hours care program before and after school.
- An experienced teacher 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 three 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 bag containing basic first aid supplies, incident folder containing medical details of all students, a phone and will wear a high visibility vest.
- In addition, a Level 2 First Aid trained staff member will be responsible for supervision of the First Aid room during recess and lunch times as per the timetable.
- Yard duty staff members will keep a record of individual student behaviour in the incident folder.
- 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 excursions or school events are required to either make a swap with another staff member or discuss the matter with the coordinating teacher.
- Staff will be required to wear hats and sun block from September to April each year.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance.

- At times staff on yard supervision may be required to resolve issues which have arisen such as: sharing and taking turns, ball game rules, friendship matters, the impact of poor behaviours etc. whilst this can be complex to deal with effectively 'on the spot', staff are expected to act as 'conflict resolvers' and to provide advice, suggest actions and impose outcomes accordingly. Children for example will not just be asked to play with someone else. In extreme cases, individual students may need to be sent to the office and excluded from the yard.
- Extreme Weather - wet day or extreme weather conditions timetables will be implemented at the discretion of the Principal.

Evaluation:

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

This policy was last ratified by School Council in....	May 2017
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