



Warrnambool West
Primary School

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Yard Duty Policy

Policy and Procedure

Rationale:

All staff have a Duty of Care to ensure that the supervision, safety and well-being of students is maintained at all times. Adequate supervision of students in the school yard is a requirement of the school's Duty of Care. The school will satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

Aims:

To provide a policy framework for student supervision in the yard which:

- Ensures that students are provided with continuous supervision.
- Establishes a set of guidelines in line with the Student Welfare and Discipline Policy.
- Ensures that yard duty responsibilities are clearly documented, communicated and shared equitably.
- Ensures that Warrnambool West Primary School, School Values (Safe, Supportive and Inclusive) are reinforced.

Implementation:

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard supervision.
- The Yard Duty timetable will be displayed in a prominent position in the Staffroom.
- The Yard Duty timetable will require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
- An experienced staff member or Principal is responsible for coordinating the timetable, and for negotiating specific duty times or days with individual staff members.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- The amount of time that individuals spend on Yard Duty will comply with Departmental regulations (EBA).
- 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. At no time are students to be left totally unsupervised in the playground.
- All staff members must wear a high visibility vest or coat while undertaking Yard Duty. During Terms 1 and 4 a broad brimmed hat must also be worn.
- Yard duty staff members will keep a record of inappropriate individual student yard behaviour in a log book, contained in the Yard Duty folder. These concerns should be passed on to the Principal and/or entered in Warrnambool West Primary School's Staged Response documentation by the staff member/s who witness/ed the incident/s
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil, First Aid cards and are encouraged to carry a mobile phone on them at all times.

First Aid Procedures in the Yard:

When a student presents to the Yard Duty Teacher with an injury, the Yard Duty Teacher has three options to take, depending on the severity of the injury / illness.

*Option 1: Treat the child on the spot, ie small graze which can be treated with First Aid supplies in the Yard Duty bags.

*Option 2: If the injury / illness is untreatable in the yard, or the Yard Duty Teacher is uncertain what course of action to take, the child is to be sent (escorted by a friend) to the external staffroom door with a green "First Aid" card (found in the yard duty bags), requesting that the particular child in question is treated by the First Aider on duty.

*Option 3: If it is felt by the Yard Duty Teacher that the injured / ill child is too hurt or unwell to take themselves at the First Aid Room, the Yard Duty Teacher would send a Red "Assistance Required" card to the Staffroom.

*Option 4: If it is felt by the Yard Duty Teacher that the injured child/ren require an *immediate emergency response from trained First Aid staff*, then a phone call (via mobile phone) is made to the Office requesting immediate assistance.

- In addition, Level 2 first Aid Trained Staff members/the First Aid Manager will be responsible for supervision of the first aid room during recess and lunch times. Names of First Aid staff members will be found in the Yard Duty folders and on the OHS board in the staffroom.
- Yard duty teachers will monitor the yard for any hazards. Notifiable hazards in the yard will be recorded on the Yard Hazards proformas (found in the Yard Duty folders) and referred to the OHS manager and/or the HSR for follow up.
- Students will be made aware that any dangerous or harmful materials or substances, eg broken glass, syringes, should not be handled and should be reported to the teacher on duty.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of the staff member that 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 timetable co-ordinator.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone provided to seek assistance.
- Parents will be informed regularly via the newsletter and website, that staff members are not rostered to take yard duty until 8:35am each morning. Parents are discouraged from sending their children to school before this time (unless students are attending Breakfast Club-Tuesdays-Fridays)
- Parents will also be informed via the newsletter and website that staff members will not be rostered to undertake yard supervision after 3:35pm 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.
- If the Principal, in consultation with staff, deem outside weather conditions hazardous or unsafe, students will remain inside. Students will be provided with suitable activities and supervised by classroom/area staff.

Date: 26/02/2018

Responsibility: School Council

Review Date: Feb 2021

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