
THE PATCH PRIMARY SCHOOL

Yard Supervision

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.

Principals must:

- arrange for student supervision according to school needs
- ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

Note: School authorities in breach of their duty of care may be liable for injuries to students.

In schools there must be clearly allocated specific responsibilities to staff members to undertake student supervision, as determined by the needs of the school, to protect students from reasonably foreseeable risks of injury including hazard that:

- are known
- could have been foreseen and prevented.

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.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:45pm 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. A school based out of hours care program will be offered.
- Students who have not been collected by 4.00pm will be placed in the schools out of hours care program.
- The small group of teachers who undertake before duty each morning will be excluded from after school duty on the day they have completed before school duty.
- The yard supervision roster will basically 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 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 two 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 bum bag containing basic first aid supplies, pad and pencil, nanphalictic information and emergency cards.
- 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.
- 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 or excursions etc are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use their emergency card provided 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.

Supervision responsibilities before and after school	
This table identifies supervision responsibilities.	
Who	Are responsible for
Parents	The care and supervision of students: <ul style="list-style-type: none"> • travelling to and from school • outside the times of school supervision before and after school.
Principals	Ensuring: <ul style="list-style-type: none"> • school supervision is provided for a minimum of 10 minutes before and after school • parents/guardians are regularly informed about supervision available before and after school • sufficient teachers are available to supervise the departure of students at the end of the school day • teachers supervising departures are not called away for other duties without alternate supervision being arranged <p>Note: More supervision may be required:</p> <ul style="list-style-type: none"> • before or after school, based on local circumstances • for primary students, particularly prep students.

Supervision in specific circumstances	
This table lists supervision requirements/considerations for specific circumstances.	
Circumstance	Guidelines
Recess and lunch times	Students must be supervised during recess and lunch. For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate: <ul style="list-style-type: none"> • written parent/guardian requests for students under 18 • short and long term lunch passes.
Cross age tutoring	Principals decide how much supervision to provide for formal cross-age tutoring programs based on: <ul style="list-style-type: none"> • the age and maturity of students • size of the group nature of the activities • the location within the school.
Outside school grounds	Primary students must be supervised at all times. The degree of supervision to be provided for secondary students leaving the school during school hours to engage in educational, sport or other activities is a matter for local decision. Deciding on the level of supervision needs to balance safety with school programs where students are encouraged to undertake activities outside the school either individually or in small groups.
Swimming Pools	Students must be supervised at all times while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council).
Visiting Speakers/Instructors	<ul style="list-style-type: none"> • Visiting speakers do not have the authority to supervise students in schools. • Teachers must supervise their students during a presentation from a guest speaker. <p>Note: This includes instructors providing religious instruction in schools.</p>

Supervision before and after school - Principal Considerations	
This table describes additional supervisory considerations at the beginning and end of the school day, for principals.	
To deal with	Principals
school entry and exit points	<p>may organise supervision of entry and exit points that considers:</p> <ul style="list-style-type: none"> the entry or exit points that are, or should be, used road traffic conditions designated pick up and drop off areas <p>whether any entry or exit points should be:</p> <ul style="list-style-type: none"> locked designated as out of bounds supervised.
public transport	<p>are not obliged to supervise students using public transport, but may decide to provide supervision based on:</p> <ul style="list-style-type: none"> the proximity of the school to the public transport stop known risks to students using that transport unruly or antisocial student behaviour. <p>are authorised to suspend or expel students whose misbehaviour between home and school reflects discredit on the school while travelling to and from school.</p>
prep students using transport	<p>should consider:</p> <ul style="list-style-type: none"> additional supervision providing parents/guardians with bus information at parent orientation meetings maintaining a roll of prep students who use public transport establishing a 'marshalling point' for prep students from which they can be guided to buses guiding prep students to buses which stop at the school at the end of the day.
Parent/guardian support	
This table describes strategies schools can use to encourage parents/guardians to support supervision before and after school.	
To assist schools to	Parents/guardians can be encouraged to
ensure student safety when travelling to and from school	<p>consider:</p> <ul style="list-style-type: none"> whether their child is old and experienced enough to use public transport how they can help educate their child in traffic safety whether their child will need to cross busy roads to walk or catch transport.
maintain student rolls setting out students' usual travel arrangements	always let the school know when students' usual travel arrangements are to change, even temporarily.
maintain preferred or mandatory points of exit for students at the end of the day	<ul style="list-style-type: none"> use these exits make sure that students are familiar with these exits and use them.
apply traffic controls at the beginning and end of the school day	<p>obey parking regulations, speed limits and other traffic controls to:</p> <ul style="list-style-type: none"> help to create a safe environment at exits to schools show respect to neighbours who live close to the school.
to provide adequate supervision for students entering or exiting the school at the beginning and end of the school day	avoid talking to teachers who are supervising entry or exits or school buses about their child's progress and should arrange another time for this discussion.

Evaluation:

This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

Principal

A handwritten signature in blue ink, appearing to read "Debra N. [unclear]".

School Council President

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