**HEPBURN Primary School**

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**Established 1864 No. 767**

**Yard Duty Policy**

**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.

**Implementation:**

* Supervision of students is the responsibility of all teaching 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 and TiqBiz that teaching staff members are not rostered to take yard duty until 8:40 am each morning. Parents are discouraged from sending their children to school before this time.
* Parents will also be informed via the newsletter and TiqBiz that teaching staff members will not be rostered to undertake yard supervision after 3:45 pm 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.
* The roster will require a teaching staff member to be on duty at any one time.
* All staff that are Level 2 First Aid trained will be responsible for first aid when required.
* Yard duty teaching staff members will keep a record of individual student behaviour as per the Discipline Policy. Incidents will then be entered into GradeExpert.
* Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
* Teaching staff on yard supervision must monitor for intruders or unknown people in the yard and take appropriate action.

Policy reviewed and ratified by School Council on October 17th 2016