

# YARD SUPERVISION POLICY

## INTRODUCTION

Whenever a student–teacher relationship exists, the teacher has a special duty of care. This is defined as:

- “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” (*Richards v State of Victoria* (1969) VR 136 at p. 141)

As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken.

- The College owes a duty of to take reasonable care that any student (or other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises.
- The College owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the College while under the care, supervision or authority of the College.
- The College owes a duty of care to supervise children when they are in the school grounds during recess, lunch, and before and after school. To ensure this duty is exercised, the College prepares a Yard Duty roster to organise staff to supervise students in the grounds. Those rostered on Yard Duty are legally responsible for all children in the playground during their scheduled times.
- Duty of care extends to the intervention in single sex areas if need be by a teacher of the other gender.

## 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 via the newsletter that staff members are not rostered to take yard duty until 8.30am 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.
- The Deputy Principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require up to ten 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, pad and pencil, alert cards and a high visibility vest.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Casual Relief Teachers will be given yard duty responsibilities during their work day.
- 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 are required to wear brimmed hats and will be supplied with sun block during Terms One and Four and other times of the year, when the UV rating is 3 or higher.
- Staff on yard supervision must approach intruders or unknown people in the yard or send for assistance from the Principal.

- If a child is seriously injured in the school grounds, the duty teacher should remain with the injured child and a runner sent to the office.
- For less serious injuries, the teacher on duty may ask a friend to escort the injured child to the office.
- Children are not to be in any buildings outside of class time, unless under the supervision of an adult.

## **STAFF RESPONSIBILITIES**

- Duty includes supervision along the verandahs and walkways, around the top court, upper area, canteen, soccer field, football oval, play grounds, carpark, roadway, and building lock-up.
- Toilet areas and external locker bays should be checked as part of the supervision routine.
- Staff members on first half of recess or lunch duty are required to stay on duty until their replacement arrives, therefore it is important that staff on the second half of lunch are punctual.

## **CAR PARK AFTER-SCHOOL SUPERVISION**

The following rules are to be enforced by staff:

- Parents or older secondary siblings need to collect younger children from the designated pick-up areas and walk them to the motor vehicle via the pedestrian crossing or footpaths.
- No playing in or around the car park area, including: no ball games, no silly behaviour, no playing around cars, no eating in car park, students are to be wearing correct uniform, cyclists are to be wearing helmets and to walk their bike out of the car park before commencing to ride.
- Primary students left waiting to be picked up after 3:40pm should be brought to the Administration Office and parents contacted.
- Staff should also refer to the Car Park Policy

## **YARD DUTY TIMES ARE AT THE PRINCIPAL'S DISCRETION**

## **RELATED POLICIES AND PROCEDURES**

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Car Park Policy
- Anaphylaxis Management Policy
- Asthma Policy
- First Aid Policy