

YARD DUTY AND SUPERVISION POLICY		
ESKDALE PRIMARY SCHOOL		
Policy Implementation Date: 2014	Policy review date: 2024	Responsible for review: School Council

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Eskdale Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

Eskdale Primary School's grounds are supervised by school staff from 8:40am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Eskdale Primary School outside of these hours. Where parents find they need to deliver their children to school earlier than 8:40 parents are encouraged to contact the principal on 0260 720402 for a temporary exception.

Staff will supervise the bus arrival and departure, and the lower playground before and after school. During the school day the lower and upper playgrounds will be supervised.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers and wait with the child until they are collected.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Eskdale Primary School are rostered on for the day but all staff, including ES staff, are in the playground and available to assist with supervision when necessary.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis.

The designated yard duty areas for our school are top and bottom playgrounds and grassed area in front of the school. Out of bounds areas are clearly defined to the children.

At the beginning of each year all children are walked around the yard and shown play areas and out of bounds areas.

During yard duty, supervising staff must:

- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the Yard Duty Book,

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should seek assistance from an available person to supervise the class in their absence. There is an aide in each room who will be able to supervise for a short period of time.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy will be reviewed on a rotating 3 year cycle or if any major changes to staff or playground environs or incidents indicate that a review is necessary.