

Yard Duty and Supervision Policy, Including Severe Weather

1. PURPOSE:

Schools have a "Duty of Care" in relation to the students at school. This includes protection during times when students would normally be outside. Appropriate, well-organised and responsive supervision of students during class time and rostered breaks such as lunchtime, is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

2. AIMS:

- To ensure the well-being of students by consistently implementing a planned management strategy for student supervision, including catering for all circumstances related to inclement weather events.
- Teachers and Education Support Staff will participate in Hamlyn Views School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and classroom learning areas.

3. IMPLEMENTATION:

- a) School staff are rostered on for yard duty before school, meal assistance, during outside lunch play and within class teams at morning break time.
- b) A minimum of two teachers and two Education Support Staff will be rostered on duty in the play area.
- c) Staff will wear either a high visibility vest or a green Hamlyn Views school hat, as per the Hamlyn Views School Sun Smart Policy, to be visible to students during yard duty.
- d) If a yard duty alert happens, a First Aid kit and mobile handset will be taken to the yard by a staff member which is located in the staff work room. One member of staff will take a personal mobile phone on yard duty for use in the event of an emergency.
- e) Whilst on yard duty, staff are required to be on active supervision which means that staff will spread out across the yard to cover all areas.
- f) The school grounds are supervised before school from 8:50am in the Central Plaza whilst class determined staff collect students from the bus bay at 9:00am. Class staff meet and escort students from the Central Plaza to their classrooms from 9:00am.
- g) After school, at 3:00pm, class staff either escort students to the bus port or remain with them until collected from the Central Plaza, up till 3:10pm. If students are not picked-up by this time, they will be taken to school reception to await collection.
- h) Parents/carers are requested to ensure that students do not arrive early or stay late after school. Students on school grounds outside these times are **not** supervised.
- i) As part of the usual Yard Duty timetable process, staff will activate an extreme weather timetable when conditions outside are considered to be unsuitable.
- j) Extreme weather is generally defined as; extreme heat, rain, lightning, or any other condition that is considered to be unsuitable.
- k) Where inclement weather is obvious prior to students being dismissed for an outside break, agreement will be made by the Principal or Teacher with 'Duty of Care' to follow the extreme weather arrangement until further notice. In such cases, rostered duty staff will supervise students indoors in the Gym and Performing Arts rooms. An announcement will be made via the PA by the principle or delegate.

HVS has zero tolerance for any form of child abuse

- l) Students will be expected to play safely indoors at all times and undertake appropriate indoor games and activities.
- m) In the case of an inclement weather event during an outside break, a yard duty teacher will make the decision to activate an extreme weather timetable and the office will be notified.
- n) Hamlyn Views School has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:
 - i. First Aid
 - ii. Camps and excursions
 - iii. Student private property
- o) You are encouraged to speak to the Principal, if you have any concerns about potential risks at our school, or our 'Duty of Care' obligations.

4. REFERENCES:

- HVS 'Duty of Care' policy

5. EVALUATION:

- This policy will be reviewed as part of the school's policy review cycle.

**This policy was last reviewed in consultation with School Council in February, 2019.
To be reviewed in 2023**