



## Yard Duty and Supervision Policy

### Rationale

This policy exists to ensure that there is adequate supervision of students within the school environment.

### Aim

- To ensure Fairfield Primary School satisfies its duty of care in supervising students.
- To ensure school staff understand their supervision and yard duty responsibilities.

### Implementation

#### OVERVIEW

- 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 Fairfield 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.

#### YARD DUTY

- A member of the principal class is responsible for preparing and communicating the yard duty roster on a termly basis.
- School staff must wear a provided safety/hi-vis vest whilst on yard duty.

#### Before and After School

- A teacher is on yard duty from 8:45 – 9am and 3:30 – 3:45pm. The yard duty teacher supervises all playground areas.
- Parents and carers should not allow their children to attend the school outside of these hours. If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to request that the parent/carer make alternate arrangements.

#### Yard Duty during School Hours

The following yard duty supervision arrangements are in place at Fairfield Primary School.

- Three yard duty teachers are scheduled at recess and lunchtime. These teachers supervise:

Zone	Area
Zone 1	From BER to staffroom
Zone 2	Oval
Zone 3	Double Storey Picnic Area, Fig Tree Area

- All school entry and exit points will be unlocked between 8:45 – 9:15am and 3:15 – 3:45pm.
- The school office will be the only school entry and exit point between 9:15am and 3.15pm.



- The area along the Fairfield Rd fence line is out of bounds during recess and lunchtime.
- Staff members are expected to be on yard duty at the appointed times.
- Supervising teachers cannot leave their yard duty assignment without the arrangement of alternate supervision.
- During yard duty, supervising staff must:
  - Methodically move around the designated zone.
  - Intervene immediately if potentially dangerous or inappropriate behaviour is observed.
  - Enforce behavioural standards set out in the school's [Student Engagement Policy](#).
  - Ensure that students who require first aid assistance receive it as soon as practicable. Students with injuries that are deemed to be of a serious nature are to be sent to the first aid room.

### 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 first contact the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.
- Teachers must supervise their students during a presentation from a guest speaker.

### 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.

- On excursions, the school will maintain a minimum adult to student ratio of 1:20, as set out in the Department of Education and Training (DET) guidelines.
- On excursions, teachers will comprise at least half of the staff.
- On camps, the school will maintain a minimum adult to student ratio of 1:10, as set out in the DET guidelines.
- On camps, where practicable, there will be at least one person of each gender.
- Parents/carers included in the supervision ratio or given supervision roles on camps or excursions must have a [Working with Children Check](#).

### Evaluation

This policy will be reviewed as part of Fairfield Primary School's 3-year review cycle in August 2021.

This policy was ratified by School Council in August 2018.