******YARD DUTY PROCEDURES

AND PROTOCOLS

The main objective of Yard Duty is to ensure safety through supervision. Yard supervision is an essential element in teacher’s duty of care. Teachers are expected to manage conflict between students, deal with students who are injured and monitor if strangers are in the playground. Teachers rostered for duty are to attend the designated area at the time indicated in the yard duty timetable. Teachers on duty are to remain in the designated area until the end of break or until replaced by another teacher. The handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty, if a teacher does not arrive a message should be sent to the office – do not leave the area until replaced.

**Expectations:**

\*Know when and where your duty is

\*Be on time

\***ALL STAFF** to wear a vest for visibility

\***ALL STAFF** to carry Yard Duty bag and ensure it is kept stocked

\*Roam and be active around your area

\*Tag with changeover person

\*Any yard duty changes to go through Liz (or Bianca – ES)

\*We encourage staff to carry mobile phones with them on duty for school use only

\* Any student without a hat during the sun smart period (Sept – April) must be sent to the library (to sit quietly or read a book only), if they fail to attend, send them to welfare

**Areas:**

Area 1 – Junior area including to office, car park, between J1-J4 portables and garden area

Area 2 – Basketball courts, in front of middle classrooms, senior area and playground

Area 3 – Oval and playground

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| **Area 1 (Junior Area/Senior Area)**  \*Only for students in P-2  \*No kicking balls between portables (J1-J4) or in front of toilets  \*Students are to stay off the hill  \*Sandpit toys to be packed up before end of lunch (2:25)  \*No ball games in the Senior Area | **Area 2 (Basketball Courts)**  \*No kicking balls on basketball courts  \*Students not to go past M18  \*Teachers to monitor Senior Area (only for year 5/6 students)  \*Behind the Old Hall is out of bounds (unless with a teacher)  \*Behind MPC is out of bounds |
| **Area 3 (Oval):**  \*Students are not to be on the far lower side of oval near fence (due to visibility)  \*Students are to stay in front of shed  \*No tackling – red and yellow cards to be used  \*Oval may be out of bounds when VERY wet – yard duty teacher to assist in area 2 | **Outside Duty (ES Staff):**  \*Roam in area assigned to  \*Stay with specific students if assigned to student – be aware of their needs and whereabouts  \*Encourage students to engage in games and activities with their peers  \*Monitor student behaviour  \*Assist with First Aid if necessary |
| **Library:**  \*Students to engage in quiet activities – reading, drawing, colouring, lego etc  \*Staff to roam and monitor games  \*No electronic devices  \*Students are not to go behind the library desk  \*Staff to alert welfare or office if it is busy (**at the time** not after so something can be done to assist)  \*Library to close at 2:25 – students to ensure everything is packed up prior to leaving  \*Staff to ensure upkeep of library if 12 or less students are present (books away, tidy games etc)  \*Students sent to the library due to having no hat are able to quietly read a book but not play games | **MPC:**  \*Foyer is out of bounds unless purchasing an icy pole  \*Only rostered SLC’s to be in kitchen selling icy poles  \*ES to roam for 15 mins at lunch to supervise icy pole sales |
| **First Aid:**  \*Only students requiring first aid to be in First Aid room  \*First Aid staff member to do handover to office where possible at 2:25  \*Ensure recording of all incidents are in Sentral and students are checked in and out  \*Students to have a “head injury” note for all injuries to head, serious injuries parents to be called  \*Seek assistance when uncertain about any injury | **Wet Weather:**  \*Classroom teachers to do inside cover with teaching partner (ensure lunch breaks are had)  \*ES staff rostered outside are to roam in classrooms and assist when and where necessary  \*Library is open during wet weather – if it gets too busy students are to be rotated according to their arrival time (first in = first back to class)  \*Students to return to class with a buddy |