Doncaster Gardens Primary School
Onsite Supervision Policy

Philosophical Basis:
Adequate supervision of students throughout the school day and in the school yard is a legal requirement, and necessary for the welfare and safety of the whole school community.

Guidelines:
• Supervision of students is the responsibility of all staff.
• A teacher will be appointed yard duty coordinator each year.
• A roster system will be used to timetable teachers for school yard supervision.
• Yard duty supervision will include before school, recess and lunch breaks, and after school.
• The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.
• The school will provide staff supervision for students after school between 3.30pm and 3.45pm.
• Arrangements for supervision of students with special needs, who require individual attention, will be negotiated with the appropriate integration aides.
• When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Implementation:
• The yard duty coordinator will prepare and circulate a yard duty roster to all staff at the beginning of each term.
• Consideration will be given to teachers who have additional responsibilities such as rubbish bin coordination, and Prep teachers in Term 1.
• The roster will require two teachers to be on duty before school, throughout recess and lunch break, and after school, wearing the designated high visibility Yard Duty vest.
• Teachers on yard duty will patrol their designated areas (Area 1 or Area 2), with changeover to take place at the outside doors near the staffroom.
• At recess and lunchtime, teachers on duty will carry the appropriate kit and clipboard for their designated area.
• Teachers on yard duty after school will supervise the school gates in either Dehnert Street or Sandhurst Avenue, according to the roster.
• Teachers on yard duty should make every effort to determine the reason for unknown people to be in the school yard.
• Teachers on yard duty will pay special attention to the wellbeing of any students who are identified as those who may suffer an anaphylactic reaction, and will be familiar with the procedure to be followed in this instance.
• Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
• Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments, excursions etc (but not camps), are required to either make a swap with another staff member or discuss the matter with the yard duty coordinator.
• The yard duty coordinator will prepare and circulate special yard duty rosters for events such as camps and the swimming program.
• All staff on yard duty will wear SunSmart hats from the beginning of September until the end of April.
• Any student who is ill or injured in the school yard must report to a teacher on yard duty, who will escort them to the first aid room if necessary.
• Teachers on yard duty will record the details of any serious incident in the school yard in the folders carried for that purpose.
• Parents will be advised regularly via the newsletter that staff members are not rostered for yard duty before 8.45am or after 3.45pm each day. Parents are discouraged from sending their children to school before 8.45am, unless they are booked into Before School Care. Students who remain in the school yard after 3.45pm will be brought to the school office by the teacher on yard duty, and their parents contacted, (unless they are booked into After School Care).
• Two student peer mediators wearing high visibility vests will be on duty each lunchtime. Their purpose is to help the junior students sort out any minor issues which may arise by following a structured program and with teacher support.

Evaluation:

March 2014
This policy will be reviewed every year by staff and the Education Subcommittee, in consultation with the school community, to ensure that it reflects any change in population of the school.