

St Francis Xavier Primary School Supervision of Students Information for Parents

YARD DUTY AND SUPERVISION PROTOCOL

Our Duty of Care requires us to provide a safe, secure environment for all members of our school community.

“Teachers and Principals are obliged to ensure a personal duty of care to the students.”

“The standard of care is higher than that of a parent. It is the standard of a reasonable expert in the particular discipline of teaching.”

“The duty is however not an absolute one, it is not a duty to ensure against injury but to take reasonable care to avoid it.”

Supervision

As part of the Duty of Care a teacher owes to students, teachers at St. Francis Xavier Primary School are required to supervise students in the playground and during activities outside normal class sessions.

Members of Staff are allocated duties to be performed in relation to:

- Yard Duty
- First Aid Duty
- Before and After School Supervision
- Bus Duty

These duty list/rosters are displayed in the Staff Room, Kitchen, First Aid Area, Office and copies made available to all Staff.

Our Duty of Care is clear in relation to these duties. To adequately carry out this Duty of Care we are required to:

- Be on time; punctuality is crucial
- Perform the duty in an active, vigilant manner
- Perform the duty as required in terms of area/s to cover and monitoring out-of-bounds areas
- Address issues that arise – “Behaviour unchallenged is behaviour affirmed.”
- Yellow vest and bag to be worn by staff member

Supervision

- Classrooms are to be locked during Recess and Lunch times. Children are not to be in classrooms without teacher supervision.
- Teachers are required to be in the classroom by 8.45am.
- Children are to use the Library only when a staff member is present.
- On Harsh Weather Days (i.e. Wet/extreme cold/extreme heat /storm danger), teachers will supervise children in a paired two-room roster.
- Children are to be seated quietly, engaged in reading, games, or some other passive activity.

- Classroom teachers are asked to work with the children to devise procedures around this practice.
- Take the time necessary to have your classroom operate in the manner that you desire. If there needs to be an extra quiet time to resettle or some other passive activity then feel comfortable in taking that time. Also take the time to have your classroom left in the state you desire. Cleaning up after inside play activity and taking responsibility for our learning spaces is important.
- You may schedule an extra activity session in the gym, undercover area or PMP room elsewhere to break up the day with some physical activity.
- Extra inside time can increase the pressure on what our regular classroom expectations are. Ensure that your expectations of behaviour are met. 'We listen carefully when others are speaking.' 'We put our hand up to speak.' 'We put equipment away carefully after we use it.' 'We move quietly and carefully around the classroom'.
- Please remind students about safe travel, especially to and from the office and toilets on wet days.

Before School

The yard areas open to children before school are the undercover and the small oval. No kicking ball games (football/soccer) are allowed before school. All other areas are Out of Bounds in the morning.

Accidents

Duty of Care requires the supervising teacher to:

- Reassure the students
- If injury requires further supervision, send/take the injured student to First Aid Area or use the 2-way radio to ask for assistance to get the child to the First Aid Area
- Inform other teachers on Yard Duty of the accident and your departure from the yard
- Inform the injured student's teacher
- Respond according to seriousness of accident
 - consult with another – refer to parent/carer
 - note accidents of concern in CCI accident book
- arrange to inform parents, as required. Any injuries to the head, eyes, mouth (teeth), ears or nose must be reported to parents.
- complete necessary documentation

Bus Duty

Teachers on duty (wearing vests and using 2-way radios) are to supervise the orderly boarding and disembarking of buses. Lists of students who regularly commute by bus are kept in the Office. Teachers on bus duty are required to collect this list and check children on to buses against nominated names. This list is then required to be promptly returned to the Office.

Teachers are rostered on supervision between 8.30am and 3.40pm. All children, except those at active after school program, should arrive and depart the school grounds within these times.

Yard Duty Roster

The Deputy Principal formulates the Yard Duty Roster. All teachers are to note times and areas of their particular duty. Permanent and semi-permanent changes to the roster must be confirmed with the Deputy Principal and noted on the whiteboard in the Staff Room. The Yard Duty Roster is to be prominently displayed in classrooms for CRTs and other Staff to view.