



Yarraville Special Developmental School
No. 5278

YARD DUTY POLICY

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

Kim Mace

Certification

School Council President

Signed

Date

28/3/2017

Principal

Signed

Date

28/3/17

This policy ratified at School Council meeting

28/3/2017



Yarraville Special Developmental School

Excellence In Learning

YARD DUTY POLICY

Aims

To ensure that the safety and well-being of staff and students at break times is based on school values and Positive Behaviour Support(PBS) principles.

Rationale

During break times, staff will encourage students to follow the school values and PBS guidelines to ensure they have a safe, happy and rewarding experience.

Implementation

- Ensure that staff are aware of all students who require special considerations during break times.
- There will be an up-dated yard duty roster prepared by the Daily Organiser for each term and amendments can be made to the roster as deemed necessary.
- Guidelines of responsibilities to support staff and students in the yard will be determined following consultation with staff.
- Staff on yard duty must be on duty in the yard at the start of yard duty time and classroom teachers are to remain until all yard duty staff are present.
- Class teachers must be prompt at the end of break times to collect their students. Yard duty staff are not to leave the grounds until all students have been collected. Teachers must escort their students in an orderly manner to their classrooms.
- Staff on yard duty have a responsibility to pass on relevant information to the classroom teacher when students' health, wellbeing or a specific incident has occurred.
- Staff on duty are responsible for filling out the incident reports if an accident or incident occurs during the breaks.
- Staff have a responsibility to keep the playground safe and respond to student concerns appropriately. If the issue requires further investigation, section leaders should be informed.
- Yard to be left in a safe and orderly manner.

Evaluation

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