Rationale:
- The following guidelines are to be strictly observed by all staff in relation to yard duty responsibilities so that our duty of care is exercised properly and that accidents, injuries and incidents in the school grounds are prevented or minimised.

Aims:
GUIDELINES:
- All teachers are to be punctual at yard duty times and mobile when exercising yard duty responsibilities.
  - When on yard duty teachers are expected to cover all areas of the schoolyard regularly during their duty time.
  - The yard duty teachers are to carry a first aid bag, walkie talky and diary when on yard duty.
  - The bag will contain basic first aid supplies, yard duty colour cards and information on students with serious health concerns. Eg Anaphylaxis.
  - The diary is to be used to record unacceptable behaviour and issues to be followed up.
  - Serious incidents should be referred to the Principal or member of the Leadership Team.
- Yard duty colour codes are:
  - Green  See Principal or Senior Staff Member
  - Yellow Sick or injured (requires First Aid)
  - If the teacher on duty requires help, then the walkie talkie is to be used to contact the staffroom.
  - The yard duty teacher is to wear a safety jacket so they can be easily seen in the yard.
  - The yard duty teacher is to pass the first aid bag and diary to and communicate with the teacher taking over from them about any concerns or issues.
  - Students with concerns are expected to direct their concerns to the teacher on duty before coming to the staff room. The student will be given a card to be taken to the staff room.
  - Teachers must attend to all student concerns, even if they consider them trivial.
  - Students with injuries are to be brought to the staff room (if possible) to be attended by staff members.
  - In the case of an injury, an accident report needs to be completed
  - Teachers are not to drink hot drinks etc or eat when on yard duty. (No glass to be taken into the schoolyard)
  - Teachers are not to retrieve balls from roofs, supervise sports practice, mark out ovals or like activities whilst on yard duty.
  - Students should not be in corridors at recess or lunch times without the teacher on duty’s permission
  - Students are not to leave the school grounds without the teachers permission (Eg to get a ball) and should be supervised by the yard duty teacher
  - If a teacher needs to swap their yard duty, this must be noted on the yard duty roster located in the staffroom.
  - Teachers should not use their mobile phone when on yard duty.
  - The yard duty roster is organised each term.
  - Part time staff will be allocated duty time according to their time fraction.

Implementation:
**Basis for Discretion:**
- Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances.

**Evaluation:**
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in... **July, 2014**