



TVPS Yard Duty Guidelines for Staff

FOR THE CLASSROOM TEACHER:

- Regularly reinforce “procedures / rules” with students in your class. Discuss the school values of: HONESTY, ACCEPTANCE, RESPECT and RESPONSIBILITY to best describe expectations of students.
- The ‘Sun Smart’ Policy applies when UV reaches 3

FOR THE YARD DUTY STAFF MEMBER:

- Ensure you know when you are on Yard Duty (check Yard Duty timetable).
- IF YOU ARE ON AN EXCURSION or INCURSION it is your responsibility to swap this time.
- Teachers need to wear a ‘fluoro orange’ vest jacket and a First Aid Bag
- To support the Sun Smart Policy , wear a sun smart hat when UV reaches 3
- IT IS ESSENTIAL you arrive for your duty in a timely manner
- No hot drinks or ‘open cups’ to be carried in the Yard.
- Mobile phones carried for school emergency use only

FOR THE YARD DUTY ILA:

- Ensure you know when you are on Yard Duty (check Yard Duty timetable).
- IF YOU ARE ON AN EXCURSION or INCURSION it is your responsibility to swap this time.
- You must have a ‘fluoro yellow’ vest jacket
- To support the Sun Smart Policy , wear a sun smart hat when UV reaches 3
- IT IS ESSENTIAL you arrive for your duty in a timely manner
- No hot drinks or ‘open cups’ to be carried in the Yard.
- Mobile phones carried for school emergency use only

DEALING WITH A YARD DUTY ISSUES: (Teachers and ILAs)

FIRST AID

- A child with any head injury (eg. *hit by a basketball*) must be sent to Sick Bay for assessment/attention OR have a CODE ORANGE called if serious.
- If the injury is a cut, graze, something small and easily managed use the Yard Duty first aid kit
- If the injury is a medical emergency or for a students with a medical alert follow the CODE ORANGE procedure:
 - 1 stay with the student
 - 2 do not move the student
 - 3 send Code Orange card with a trustworthy student to the office or staff room to call for assistance
 - 4 clear the area around the student
 - 5 staff will come to you as quickly as possible with mobile phone, extra first aid and/ emergency pack or students own medication/emergency management plan
 - 6 emergency response/first aid will be initiated (see first aid guidelines)

RESTORATIVE YARD DUTY CHAT:

Person Responsible

What happened?
Who's been hurt/affected?

Person Harmed

How has this hurt/affected you?
Would you like to see this happen?

To All

Is that okay?
What can we do so this doesn't happen again?

At Templestowe Valley Primary School
we follow restorative principles.



Yard Duty 'chats' follow this procedure.

Issues that happen 'right on the bell':

- If possible, address the issue as you walk to line-up
- If necessary, give an outline/hand-over of the incident to the class teacher who can follow this up in class
- If the issue needs more time for resolution, refer to the Assistant Principal

Consequences for 'minor' issues include –

- Walking with a teacher on yard duty
- Picking up rubbish
- An apology verbal or written
- Sitting in a designated outside area for 'time out of play'

For Serious issues – eg. fighting, leaving the school grounds, name calling or 'put downs', throwing sticks or stones, defiance -

- Student needs to be removed from the area
- Co-ordinator, Assistant Principal or Principal needs to be informed and involved in the consequence

It is advisable for parents to be contacted if the incident is serious and needs parent awareness or support.

IF YOU ARE AT ANYTIME UNSURE OF HOW TO DEAL WITH A PLAYGROUND SITUATION - SEEK SUPPORT FROM A **SENIOR MEMBER OF STAFF**

Updated July 2016