

## Yard Supervision and Procedures

The following are guidelines on yard supervision procedures and related matters:

Every effort will be made to supervise all areas of the yard.

A yard duty rota is circulated to all staff at the beginning of each month.

Teachers on yard duty should ensure they have a whistle and have access to the incident book for the duration of the supervision period.

Class teacher should accompany his / her class to and from the yard.

Children are not allowed to remain in classrooms during break times except on days when weather prevents outdoor activity.

The teacher on yard duty shall determine whether it is too wet to go outdoors at 11.00 and 12.30 and will inform classes.

Children will be involved in the consultation process for drawing up Yard Rules at the beginning of each school year. These rules will be based around respect for self and respect for others. Children will be aware of the designated play area for their class grouping. The importance of rules will be discussed. The class teacher will reinforce Yard Rules on a regular basis. If a child disobeys the rules of the yard, he / she may forfeit part of play time and may have their name entered in the incident book. If a child's name is entered three times in the one month, a white card is issued by the principal or teacher informing the parents / guardians of such.

All pupils must play in the designated area for their class grouping during break times. Pupils will be made aware of out of bound areas. No child is permitted to leave the school grounds or climb fences/walls to retrieve balls.

Pupils are not permitted to eat or drink in the yard at break time.

In the event of a serious injury, the First Aid Officer Mrs. A. Duggan will attend to the child. Details of the accident including date, time, location, nature of the incident, names of witnesses and action taken afterwards should be recorded in the incident book. Parents / guardians should be informed

immediately and where contact cannot be made, qualified medical treatment should be sought for the child where necessary.

If a child needs to use the toilet during break time, he / she must obtain permission from the teacher on duty. Children will line up at the side door and enter the toilet one at a time. The door into the toilet area must be kept open during break time to assist supervision of the toilet area.

Only pupils who are feeling unwell, or have a note from their parents, may sit in the corridor at the First Aid point outside the staff room during break time.

Play ceases in response to the bell/whistle and children proceed to their line in an orderly manner.

If the teacher rostered to do yard duty is absent, the teacher on yard duty the following day will cover. This may result in a teacher doing yard duty on 2 consecutive days. The teacher absent will supervise the yard, either on the following day or week.

See staff noticeboard for details of yard duty roster.