

**Aberfoyle Park Primary  
School Campus**



# **Yard Duty Policy**

*January 2011*

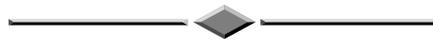


# CAMPUS

## PHILOSOPHY

All staff must hold themselves and each other to **high standards of professional behavior**. Behaviour development is most effective in an environment where staff members are positive role models for students. The Campus Restorative Justice approach is built on **personal accountability**, which is understood to mean:

- a. Recognition that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole;
- b. Having an opportunity to repair harm done and restore relationships whenever possible, as opposed to exclusion;
- c. Building personal responsibility by helping individuals develop internal control and motivation;
- d. Maintaining boundaries/limits that preserve the safety and integrity of individuals and the community.





# CAMPUS YARD POLICY



## 1. **RATIONALE:**

*We believe that:*

- 1.1 the yard should be a safe and enjoyable place for all students.
- 1.2 a consistent approach to minor behaviours supports the safety and enjoyment of play
- 1.3 teachers, parents and students are responsible for knowing the Campus Restorative Justice approach.

## 1.4 **THEREFORE WE EXPECT THAT:**

- 1.4.1 students will play appropriately in designated areas
- 1.4.2 Students will acknowledge and take responsibility for their actions
- 1.4.3 students will respect the rights of others
- 1.4.4 students will share space, equipment and facilities equitably
- 1.4.5 students be supervised at all times
- 1.4.6 students will respect the Campus environment
- 1.4.7 there will be consistency in the approach to yard issues
- 1.4.8 students will respect and follow staff members' reasonable instructions
- 1.4.9 members of our Campus community will be supportive of and show consideration for the needs of others
- 1.4.10 classroom practices complement yard practices
- 1.4.11 teachers will recognize and respond to appropriate behaviour
- 1.4.12 community members involved in Campus-associated activities will respect the established Campus Yard Policy, and operate within it.

## 2. RESTORATIVE PRACTICES IN THE YARD

Students who make inappropriate play choices in the yard are to be approached with Restorative Questions, giving them the opportunity work through the problem, ensuring each child has shared their point of view. The following questions are used to support the discussion:

### Restorative Practices Script

Middle/Upper	Early Years
What happened ?	What happened ?
What were you thinking about when you ?	
What have you thought about since ?	
Did you make a good choice or a bad choice ?	When you _____ was that a good choice or a bad choice ?
Who's been affected by your behaviour ?	How did you make _____ feel when you _____ ?
	At school it's not okay to _____ next time I want you to _____
What do you need to do to fix things up ?	To fix this up you need to _____

Giving the Apology

Offender: \_\_\_\_\_ I'm sorry for \_\_\_\_\_

Victim: Thankyou for your apology I didn't like it when you \_\_\_\_\_ it made me feel \_\_\_\_\_

### Examples of the three levels of Yard behaviour:

Minor	Moderate	Major
<i>These are solved in the yard with the teacher.</i>	<i>These will be sent to the Restorative Justice Room</i>	<i>These are sent to the front office of your school.</i>
<ul style="list-style-type: none"> <li>• Running on pavers</li> <li>• Littering</li> <li>• No hat</li> <li>• Some minor disagreements, e.g.: game rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Teasing</li> <li>• Play fighting</li> <li>• Exclusive behaviour</li> <li>• Unsolved disagreements</li> <li>• Threatening behaviours</li> <li>• Refusing teacher instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Violence</li> <li>• Endangering others</li> <li>• Intimidation</li> <li>• Bullying</li> <li>• Defacing property</li> <li>• Theft</li> </ul>

### Examples of minor yard behaviour consequences

Behaviour	Consequence
Littering	Pick up Paper
Eating on the oval	* Stand out to finish eating * Pick up papers on the oval
No hat	* Sit in shade (not with friends as the rule is 'no hat, no play')
Running on pavers	* Walk with teacher for five minutes * Informal RJ chat * Point out positive play
Chasey on the playground	* Walk with teacher for five minutes * Informal RJ chat * Point out positive play
Minor or first time play disruptions such as: <ul style="list-style-type: none"> <li>• Kicking the ball away</li> <li>• Not playing by the rules</li> <li>• Excluding people</li> <li>• Changing the rules</li> <li>• Play fighting</li> </ul>	* RJ conversation with the group involved * Apology * Continue playing  If the problem continues, this is when a visit to the RJ Room would be appropriate.

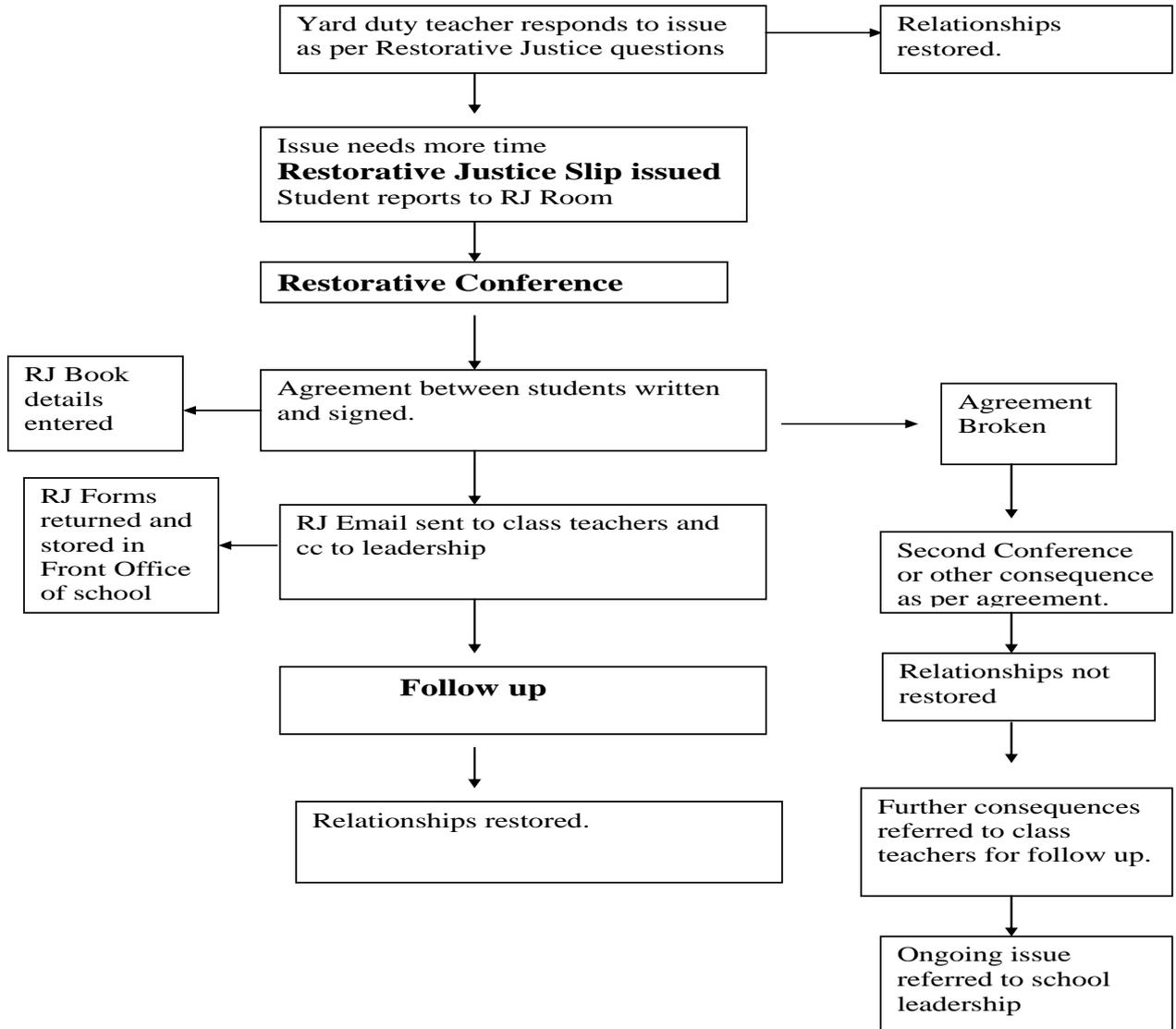
Running away from or ignoring the teacher - this is not a minor behaviour and should be reported at the end of play to the school the child attends. Other students in the immediate playing area are usually able to confirm the name of the student and the school that they attend.

3. RJ ROOM



**ABERFOYLE PARK PRIMARY  
SCHOOL CAMPUS**  
**Restorative Justice**

Campus Drive, Aberfoyle Park 51.  
Telephone 8270 3077  
Fax 8270 5173



4. RJ Yard Slip

Aberfoyle Park Primary School Campus --- Restorative Justice Room Slip

Yard Duty Use Only

Names .....

Class .....

Date ..... Time R L

Moderate Behaviours.....RJ Room

<input type="checkbox"/> Bullying	<input type="checkbox"/> Excluding Others
<input type="checkbox"/> Teasing	<input type="checkbox"/> Play fighting / tackling
<input type="checkbox"/> Threatening and verbal abuse	<input type="checkbox"/> Unable to resolve disagreements

If other please specify: .....

.....

The student will attend a restorative conference at Lunch M T W Th F

Referring teacher .....

## **5. RESPONSIBILITIES OF THE YARD DUTY TEACHER**

- 5.1 Actively engage with students in RJ discussions around friendships and relationships
- 5.2 To be consistent in using the Campus RJ approach
- 5.3 To direct students to the RJ Room when the issue is unable to be resolved at a yard level.
- 5.7 To inform students, who behave inappropriately, that they must go to the Time Out Room.
- 5.8 To record on the RJ slip a brief description of the incident and children involved

## **GENERAL NOTES ON YARD DUTY AT ALL TIMES**

1. Duty teachers are expected to wear the pouch, identifying sash and name tags and to wear a hat.
2. **Duty teachers are required to carry either a school or personal mobile phone to contact the school office in case of an emergency**

Duty Package consists of a pouch containing:

1. Plastic gloves
  2. First aid - pressure pad/bandaids/tissues/swabs
  3. RJ Slips
  4. Pen
  5. Emergency Slip (as a back up to mobile phone)
2. No matter which school children come from, they are directly under your supervision while you are on duty.
  3. Major incidents in the yard with individual students that you are unable to handle yourselves, should be referred to the Principal of the student's home school.
  4. All paved areas are designated walking areas.
  5. If there are any problems regarding student safety (grounds, buildings, etc.) advise the Campus Office immediately on finishing duty.
  6. **Arrive promptly at your area** - you have a duty of care for the children. Teachers are to remain on duty until the area is clear.
  7. Be active and visible.

### **FIRST AID AND EMERGENCY:**

8. In the case of less serious accidents requiring treatment, have older children bring them to the reception desk of home school where a staff member will be on call. Yard duty teachers can treat basic injuries themselves using the supplies in the bumbag.
9. In the case of an accident in the yard the school office should be contacted by mobile phone. The emergency card can be used when phone is out of reception, please send the card and with a student to the closest office.  
The trained first-aider/office staff will make arrangements for contacting parents and medical aid etc. You will need to fill in an accident report later that day and return this to the appropriate school.

### **OTHER POINTS**

10. It is your responsibility to arrange for a replacement when you are unable to complete a duty, either by arranging for a swap with another teacher or by letting your home school Principal/Deputy know.
11. No food/drink is to be taken onto the ovals, COLA or playgrounds.
12. **Extreme weather conditions (heat, lightning, rain)** - signalled by two sirens. Thiele to give the directive for these signals after general consultation with other schools and children to go inside.

**Hot Weather** Children always to go out at Recess time. A phone call is made to the Bureau of Meteorology, or the website checked, at 12.00 p.m. If the temperature is 36° or over, the children will stay inside at lunchtime.

**Hot weather Policy Days** - a leader from one of the four schools will attend Canteen Duty until the bell. (Only iceblocks and slushy puppies can be purchased.)

**Mon:** Nativity

**Tues:** Thiele

**Wed:** Pilgrim

**Thurs:** Nativity

**Fri:** Thiele

**Wet weather** - Canteen closed.

13. **Hats**

Hats must be worn at all play times other than between Term 2 Week 5 and Term 3 Week 5, when hats are optional.

The Campus policy is 'No Hat, No Play'. Students who do not have a hat must sit in a one of the designated areas:

Thiele: Outside Thiele Staffroom under veranda

Nativity: Veranda between Bartram and St Joseph's buildings.

Pilgrim: Undercover walkway

**CAUTION: NO EARLY MINUTES AS THERE IS NO SUPERVISION -**

**YOU ARE RESPONSIBLE!**

#

## **BEFORE SCHOOL 8.30 – 8.45 a.m.**

### **LOWER CAR PARK**

- (a) Supervise along the paved path area of the car park.
- (b) Monitor students at pick-up and drop-off area.
- (c) Monitor that no students are allowed on the playground at this time.

### **COLA AND THIELE MIDDLE SCHOOL BUILDING**

- (a) No ball games on COLA or surrounding areas
- (b) Move students towards classes
- (c) Monitor around buildings

### **CROSSING**

- (a) Meet crossing monitors at McKillop building to arrive at crossing by 8.30
- (b) Monitor behaviour of students, particularly related to the operation of the crossing.
- (c) Monitor crossing movement and behaviour of children and bike riders generally until the crossing
- (d) In extremely dangerous weather conditions e.g. lightning, traffic monitors are to be advised to come off duty.

## **RECESS AND LUNCH DUTIES**

### **COLA and surrounding Hard Play**

- (a) Reception to Year 2/3 students can use COLA at recess. No older students to use COLA at recess unless facilitating a game
- (b) Years 3/4 to 7 Lunch can use the COLA at lunch time. No R-2 students to use the COLA at this time
- (c) No eating under the COLA
- (d) Ensure children are engaging in appropriate and safe games and activities.
- (e) See that equipment used is being shared.
- (f) Rock walls are not to be used for climbing.
- (g) Low level activity equipment e.g. balls, tennis bats may be used around the COLA.
- (h) Children under COLA must have their hat.

### **SPENCE AND THIELE MIDDLE SCHOOL**

- (a) Monitor student behaviour, especially bins used for rubbish.
- (b) Students not to 'loiter' near Gym foyer.
- (c) Small hard play area near Gym is not for vigorous ball games, but low level activity is acceptable.
- (d) Supervising / checking of toilets in Spence building

### **LOWER OVAL AND PLAY AREAS**

#### **LOWER OVAL AND CARPARK/HARDPLAY**

- (a) Ensure children are engaging in appropriate and safe games and activities.
- (b) See that equipment used is being shared.
- (c) Garden wall is not to be used for climbing.
- (d) Oval: No tackling games allowed.
- (e) Hardplay: Low level activity equipment e.g. balls, tennis bats may be used in this area.
- (f) No food or drink is to be taken onto the oval

### **LOWER JP PLAYGROUND, SHELTER, PAC**

- (a) Junior Primary playground area is for R-2 year levels only.
- (b) Children may play under trees but are not to climb them.
- (c) No equipment other than small balls should be used on the paved area.
- (d) All paved areas are walking areas.
- (e) The shelter area is a low-level activity area at teacher judgement

### **McKILLOP, CANTEEN AND SOUTH PAC**

- (a) Walk around McKillop building, across courtyard and southern side of PAC
- (b) Check toilet for appropriate use.
- (c) All paved areas are walking areas.
- (d) Courtyard may be used for low level ball games (eg hand ball)

### **CANTEEN AREA: (First 10 mins (or as needed) of Recess & Lunch.**

- (a) Children must arrive after the bell
- (b) Children line up in the order of arrival in designated area.
- (c) Queried lunch orders go straight to the counter.
- (d) Quiet, orderly behaviour expected.
- (e) Encourage children who are not purchasing to move away from the area.

### **PILGRIM & HEYSEN**

- (a) Ensure that these areas are used for low level activity.
- (b) Small balls in designated areas e.g. hand tennis
- (c) Ensure that rock walls are not used for climbing.
- (d) Supervise around Heysen and Pilgrim buildings.
- (e) Encourage proper use of toilets - children not to use entrance as a play area.
- (f) Pilgrim hill is a quiet, sitting area.
- (g) Junior Primary Playground area is for R-2 year levels only.

### **OVALS - CENTRAL AND TOP**

- (a) Both ovals can be used at recess and lunch times.
- (b) Ensure that children are engaging in appropriate games and activities.  
- Central Oval is for football/cricket - Top Oval is for soccer
- (c) **NO food or drinks on any ovals.**
- (d) No tackling games allowed.
- (f) M.P.(3to5's) and U.P. (6&7's) playgrounds under the control of Top Oval duty teacher.

### **RESOURCE CENTRE**

- (a) Children will follow the Resource Centre rules as displayed throughout the Resource Centre.
- (b) No food or drink is to be brought into the Resource Centre.
- (c) Staff on duty supervises by move around the entire space, including the classroom area.
- (e) Ensure that the children are reading, playing board/construction games, drawing, studying etc. without unfair interruptions from others. Only quiet activities are suitable.
- (f) The computers in the Resource Centre are not for use at lunchtime.
- (h) When the wet weather siren sounds, the children should return to their own school.
- (i) Ensure that students pack up and tidy up prior to the siren at the end of lunchtime.
- (j) Children attending Resource Centre must have their hats with them.

## **AFTER SCHOOL - 3.10 P.M. - 3.30 P.M**

All after school duties commence at 3.10 p.m. At 3.30 p.m. the teacher takes all remaining children to their school Reception desk.

### **CROSSING**

- (a) Children catching the Trans Adelaide bus are required to find their own way to bus stop on Sunnymeade Drive, Stop 48 via crossing.
- (b) Monitor behaviour of students, particularly related to the operation of the crossing.
- (c) Monitor crossing movement and behaviour of children and bike riders generally until the crossing monitor duty is completed at 3.30 p.m.
- (d) In extremely dangerous weather conditions e.g. lightning, traffic monitors are to be advised to come off duty.

### **PLEASE NOTE:**

**It is not the responsibility of the duty teacher to make arrangements for any child who has missed the bus/or the bus doesn't arrive. Children go to their school's reception desk.**

### **BACK OF PILGRIM/ AGED CARE CAR PARK**

- (a) Monitor behaviour of children leaving via this point with particular regard to safety and orderliness. Children are to be seated until collected.
- (b) Oversee the process of children getting into car.
- (c) Children to use path to get to Aged Care Complex Car Park. They are not to cross the road without adult supervision.
- (d) During wet weather children congregate under the pergola area until parents collect them.
- (e) Ensure that parents do not park in the Aged Care Staff Car Park or over the unbroken yellow line.
- (f) It is good P.R. to direct parents to parking spots as they free up at siren time.
- (g) Ensure that children do not cross the road. They should stick to the footpath, which follows the turn around section of Campus Drive.
- (h) Teacher locks gates at end of duty.

### **LOWER CAR PARK**

- (a) Supervise along the paved path area of the car park.
- (b) Monitor students at pick-up and drop-off area.
- (c) Monitor that no students are allowed on the playground at this time.

**\*\*Teacher on duty to lock gates (6) at end of duty - (carpark 3 gates; Church 2 gates; school surrounds 1 gate).**

### **BUDAPEST ROAD**

- (a) This area is a **No Parking** area meaning drivers must remain in their cars.
- (b) Encourage children to move to cars quickly for a quick but careful departure.
- (c) Ensure children are not picked up on the other side of the road - this is a **No Standing** area.
- (d) Teacher locks gate at end of duty.

**It is essential that all children are familiar with the yard policy - class teachers' responsibility**