

**GUIDELINES FOR YARD DUTY**  
**September 2010**  
**(changes have \* beside them)**

**Please note children not allowed in Pres. Yard before 8.50am.**

**Teachers, Special Needs Assistants and parents on supervision are advised to use the discretion and care that a “prudent parent” might use.**

**PLEASE NOTE: IN THE INTERESTS OF HEALTH AND SAFETY PARENTS DOING YARD DUTY ARE NOT TO BRING YOUNGER CHILDREN WITH THEM.**

**These guidelines have been drawn up in consultation with staff and Chairperson of Parents’ Association. Our school Code of Discipline informs these guidelines.**

To ensure safety of our pupils the following rules apply:

1. No rough play
2. Dangerous games not to be played e.g. trains, wrestlers
3. Children not allowed to play on steps or ramp area
4. Children not allowed to play on seats – only to be used for sitting
5. Children not allowed to play with bicycles
6. Children not allowed to exit school premises during playtime
7. Bullying is forbidden in the Harold School

**Little Breaks**

J.I., S.I., play in Top Yard  
1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in Lower Yard  
4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> classes play in Pres. Yard  
4<sup>th</sup> Mrs. Macey in Top Yard\*

**Lunch Breaks**

J.I. and S.I. play in Top Yard  
1<sup>st</sup> and 2<sup>nd</sup> play in Lower Yard  
3<sup>rd</sup> in Lower Yard  
4<sup>th</sup> play in Top Yard  
5<sup>th</sup> and 6<sup>th</sup> play in Pres. Yard

The safety of our pupils, during playtime, is the overriding factor in drawing up these guidelines

- ***Two teachers will supervise yards at Little Break. One teacher to walk Top Yard and Pres. Yard, other teacher to walk Lower Yard. All adults on yard supervision are asked to patrol yards diligently. 3 teachers will supervise at Senior Lunch Break; 1 Lower Yard, 1 Upper Yard, 1 Pres Yard\****
- *When bell rings Teachers on duty in Lower Yard to supervise on steps, at Yellow Door, as children **walk** to line when bell rings. Teacher on duty in Pres. Yard to supervise on steps at Pres. Yard.*
- *Children in the yard to ask for permission from teacher before going to the toilet. (Children will be encouraged to go to bathrooms before break times.) Children in Pres. Yard to use toilets in Pres. All other classes use toilets adjacent to After School room. Special Needs Assistants to supervise children entering/exiting toilet area.*
- ***New:*** *On the first set of bells, children stop playing and are silent. On the 2<sup>nd</sup> set of bells children walk to their appropriate “line” and are collected by their teacher.*



- Parents and Special Needs Assistants on duty will be under the direction of the teaching staff and will report all incidences of accidents or indiscipline.
- Any child injured in yard must report to teacher on duty. Injured children to be sent to office for First Aid.
- If child is seriously injured Principal/Deputy Principal to be informed immediately. A child with back injury not to be moved.
- All children sent to office for injury will receive note for parent/guardian and their names are recorded in First Aid Record Book.
- Child's parents to be contacted if teacher/Principal/Secretary is worried about injury. Please err on the side of extreme caution - ring parent.
- Report of accidents (minor or serious) to be recorded, signed and dated by adult witness (if any) and also by teacher, in Report Clip Board. All reports are filed and kept.
- Teacher to take note of serious or repeated incidences of misbehaviour in the yard. All reports are to be signed and dated by teacher. An "Indiscipline/Accident Report Book" is available to each teacher on yard duty – available from the Secretary's Office. Report Book will be signed by the Principal, filed and stored.
- Children who repeatedly misbehave are sent to Principal after break and class teacher informed. For serious misbehaviour, send child to the Principal/Deputy Principal immediately.
- Bullying incidences to be reported to Principal and Class Teacher(s) by teacher on supervision duty.
- Children to keep to the right when going up or down stairs. No running.
- **Teacher to walk class to stairs and supervise children on stairs.\***



## WET DAYS

Breaks will be taken at usual times.

**Lunch wrappings etc. should be placed in litter bins before class teacher leaves the room.**

**Children to go to bathroom before teachers leave classroom.**

Teachers rostered for yard supervision will supervise corridors.

Classrooms doors to be left open.

Children to be instructed that they are not to get up from their seats while teacher is out of classroom.

Use suitable/age appropriate educational programmes/films on Smart Board.

***Go raibh míle maith agaibh.***

***My grateful thanks to parents and Special Needs Assistants who help with lunchtime supervision. Your assistance is greatly appreciated by the staff.***

***Mary Mitchell O'Connor***



