

### **Yard Duty Job Description and Safety Rules**

The job of the yard duty staff is to supervise all play areas of the school during the times when children are present. The primary responsibility of our duty staff is to provide a safe play experience for the children. The following procedures are designed to insure the maximum amount of safety and must be strictly adhered to at all times.

#### **Tables, Playground, Blacktop Safety**

- Students may eat only at the tables during lunch. They should be sitting spaced apart and should be sitting when eating. Students are not allowed to eat in the playground area or on the blacktop.
- No food sharing for elementary students.
- No standing on benches or tables.
- All playground equipment may be used only as intended. No climbing up the slide, standing on or climbing on top of the bars, etc. Use good judgment.
- Monkey bars must be used going from end-to-end. No hanging upside down.
- Students going down the slide must be sitting down and facing forward; only one student at a time.
- Students may never play with sticks. No exceptions.
- No wrestling of any kind is allowed.
- Students need to be able to run and play, but yard duty staff should stop any dangerous play immediately.
- Students may never be allowed to exit the gates or jump fences to retrieve a ball. This may only be done by a HCS staff member.
- Handballs may not be kicked.
- No more than 3 basketballs on one basketball court at the same time.
- No ball may be thrown or kicked at a student. No dodge ball, butts-up, etc.
- The random kicking of equipment can cause injury and is prohibited at all times.
- No running through the swings
- No launching off the swings.
- Swings should only go back and forth, not side to side or twisting.

### **COVID-19 Protocols**

Gloves must be worn to open/serve food for students. Both Snack and Lunch need to be vigilantly supervised; there is to be absolutely no sharing or trading of food or drinks. Students will be spaced apart at the tables in order to minimize cross-contamination and limit contact with other student's food items, drinks, and lunch bags. Tables must be cleaned with the cleaning supplies provided, after each student cohort is finished eating.

For the play structures, there should be only one student per platform and one student on each apparatus (rings, slide, bars, etc.).

\*Volunteers for the grades 2-4 and 5/6 lunch- when you check in at the front office, please take a COVID CADDY with you to the table area.

### **Appropriate Staff Interaction During Duties**

- If you are on the duty schedule for a certain area and time, you need to be there at least 3 minutes early and for the entire duration of the duty whether students are there or not.
- Staff must be outside before students come out. Students cannot come out to an empty playground. No two yard duty staff should be within talking distance of one another. Each person should be watching his/her designated area with full attention. No cell phones, grading papers, reading, talking to a group of students, etc.
- Yard duty staff may not leave the yard for any reason. If you need assistance, send a reliable student to get help. An accident report should be filled out for any injury that occurs on school property
- Yard duty is not a passive activity. No sitting. You should be constantly roaming/scanning the area you are watching. Make it your business to proactively watch the students, not just for their physical safety, but also listening and watching for inappropriate behavior. Some examples of inappropriate behavior would be bad language, name-calling, bullying, pushing, shoving, etc.
- If a student comes to you for help, never send him/her away to solve it alone. Investigate the problem. Talk to those involved, along with any witnesses, and take appropriate action.
- Physical contact with the students should be minimal, such as a high five or a pat on the head. Carrying, piggy back rides, sitting on laps, etc. are all unacceptable.
- Never join in the students' games as this will hinder your ability to supervise your assigned area.

### **Discipline and Clean-up**

- Each student should be responsible for picking up his/her trash.
- Any students engaged in fighting or showing disrespect to any adult will be referred to the administration.
- Any tables that have not been cleaned by students need to be cleaned by the duty staff after the students have been dismissed back to class.

### **In Case of Emergency**

- See to the safety of all involved.
- If assistance is needed, stay with the crisis and send a reliable student to notify an adult in charge that help is needed.
- Tend to the crisis as required.

### **Duty Changes or Switches for Staff**

- You are responsible for your duties. Please be on time and present for the duration of your duty.
- Staff that are regularly late or absent for duty will be documented.
- If you are not going to be at school for ANY reason (absence, sickness, field trips, etc.) please make sure that your duty is covered. Again, that is your responsibility.
- If your duty is going to be switched or covered for a day, you need to let Joni Metcalfe know of the change.
- If you would like to change your duty on the schedule, you need to provide an agreeable, alternative solution to Joni Metcalfe in writing. Please remember that the duty schedule is for the good of the community and the safety of our students.

I have read the rules and responsibilities of the yard duty job description. I agree to abide by everything stated. I further understand that I am responsible both morally and legally for the safety and welfare of those children within my care.

---

**Printed Name**

---

**Date**

---

**Signature**