



# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school.

## PURPOSE

This policy is in place to ensure that:

- school staff understand their supervision and yard duty responsibilities
- parents are informed of the supervision arrangements for their children.

## SCOPE

This policy applies to all teaching and non-teaching staff at Keelonith Primary School, including education support staff, casual relief teachers and visiting teachers.

## COMMUNICATION

Students will be informed of relevant content of this policy at the commencement of each school year, and will be reminded of relevant aspects such as supervision times and yard duty areas formally and informally throughout the year.

Parents will be provided with a copy of this policy on enrolment and the policy will be available on the school website. Newsletter items at least once a term will refer to aspects of the policy.

Staff will be referred to this policy during induction and at the start of each school year. A copy of this policy will be available on the COMPASS Student Management System for staff access.

CRTs and volunteers will be provided with a copy of this policy on induction.

Following review and any changes to this policy, all those with a vested interest will be informed through appropriate avenues such as the newsletter, COMPASS Student Management System, staff forums and class activities.

## POLICY

### 1. RESPONSIBILITIES

- a) The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.
- b) School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, times, and places.
- c) Staff will be made aware of students with individual needs who may require accommodations and adjustments when engaging in certain zones.

## 2. BEFORE AND AFTER SCHOOL SUPERVISION

a) Before and after school, school staff will be available to supervise the school grounds between the learning communities and at the front of the school.

- Before school – 8.45am to 9.00am
- After school – 3.30pm to 3.45pm

b) Parents will be reminded of the precise times during which the school grounds will be supervised through the communication of this policy on enrolment and at the start of each year, and reminders will be placed in the newsletter as deemed necessary.

c) If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to advise of the supervision arrangements before school and/or request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care, and protection of the student.

## 3. SUPERVISION DURING THE SCHOOL DAY

a) All staff members will be expected to assist with yard duty on a regular basis.

b) The assistant principal will be responsible for preparing and communicating a regular yard duty roster as well as managing daily changes due to staff absences and special circumstances. As far as possible yard duty allocations will be fair and equitable. The assistant principal will use all information known to them to manage allocations. Yard duty rosters will be reviewed each term in consultation with staff.

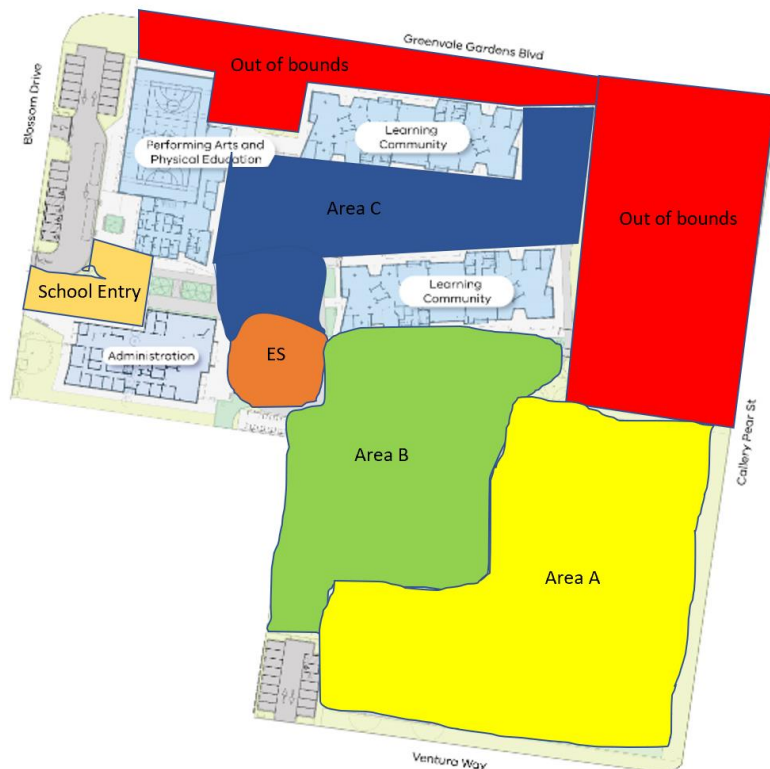
## 4. DESIGNATED YARD DUTY AREAS

a) Staff will be allocated to designated areas to ensure appropriate supervision.

b) The designated areas are:

### Yard Duty –Keelonith Primary School

- Out of bounds
- Area C
- Area B
- Area A
- ES
- School Entry



## **5. SUPERVISORY ACTIONS DURING YARD DUTY**

a) Staff on yard duty must:

- move methodically around the entire designated zone
- take particular care to supervise known 'trouble spots'
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- enforce behaviour standards and implement appropriate consequences for breaches
- ensure students who require first aid assistance receive it as soon as is practicable
- log more serious behaviour incidents on the COMPASS Student Management System after the period of duty is completed
- refer very serious behaviour incidents to the principal / assistant principal
- take notice of any possible hazards and report these to the principal
- take student reports seriously (students seek help from adults for a reason)
- assist students to reflect on their behaviour and develop socially and emotionally
- encourage students to be physically active and involved in productive play
- provide a brief handover to the incoming yard duty teacher at the change of shift
- wear a hi-vis vest and carry an information folder and small first aid kit (available from the staffroom). Students are not permitted to hold or carry these items for the teacher
- remain in the designated area until a replacement arrives. If a replacement does not arrive at the expected time, the staff member should contact the office for assistance and remain on duty until arrangements are made for their release.

b) If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the assistant principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

c) If the supervising staff member needs to leave yard duty during the allocated time, they should contact the assistant principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

## **6. CLASSROOM SUPERVISION**

a) The classroom teacher, specialist teacher, casual replacement teacher or designated replacement is responsible for the supervision of all students allocated to their care at a specific time.

b) Teachers are not to make timetable changes without notifying the assistant principal.

c) Teachers must be at their allocated teaching area to supervise students waiting to enter classrooms before each bell, unless they have yard duty commitments, in which case they are to inform the teacher next door and request that this teacher be aware of their class.

d) Teachers must not leave students unsupervised at any time. If it is necessary for a teacher to leave the classroom for an urgent matter, the teacher should communicate with a teacher close by, or contact the office for assistance.

e) Teachers must be vigilant when students are using technology and consider classroom arrangements to ensure reduce the likelihood of students engaging with inappropriate material.

## **7. ON-SITE REMOTE LEARNING ARRANGEMENTS**

In the event of remote learning being required, the Department may require some students (e.g. children of essential workers) have access to on-site instruction. In such situations, the school will follow the Department's Operations Guide to ensure the delivery of curriculum and supervision, taking particular care to cater for any wellbeing or safety concerns for students.

## **8. STUDENTS REQUIRING ADDITIONAL SUPERVISION SUPPORT**

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

## **9. SUPERVISION DURING CAMPS AND EXCURSIONS**

- a) The principal/assistant principal is responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions.
- b) Teachers organising school activities, camps and excursions are required to check the Department of Education and Training's website for information relating to staff ratios and risk management, and present a detailed plan to the principal prior to any event.
- c) One staff member with each group must have first aid qualifications appropriate to the activity (refer to DET requirements).
- d) A minimum of two staff members must accompany any off-site group
- e) A first aid kit/s must be taken to all activities and all staff are to know the location of the kit.
- f) Student medical information must be provided to all staff (within privacy laws).
- g) Students are not to be given 'free time' during school activities, camps or excursions. A choice of structured and/or semi-structured activities must be provided.

## **10. SUPERVISION WITH EXTERNAL PROVIDERS ON SCHOOL GROUNDS**

- a) External providers will be required to provide Working with Children Checks.
- b) A teacher will be required to remain in attendance when external providers are working with students.
- c) The supervisory teacher will be 'in-charge' of the program/activity and will be required to ensure the program/activity is appropriate for the students.
- d) The supervisory teacher will be responsible for student behaviour and management throughout the program/activity.

## **11. RESPONDING TO AN EMERGENCY**

In an emergency situation school staff are required to act in accordance with their competence and training to fulfil their duty of care for all students. This includes;

- ensuring the safety of all students and shielding them from traumatic events
- documenting the emergency event and actions taken
- being involved in a de-brief following the event.
- notifying emergency services as soon as an emergency is identified (prior to contacting parents in an extreme emergency)
- in emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

## **FURTHER INFORMATION AND RESOURCES**

### DET Policy and Advisory Library

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

### School Policies

- Yard Duty and Supervision – Parents and Students
- Volunteers Policy
- Visitors Policy
- Health Care Needs Policy
- First Aid Policy
- Duty of Care Policy
- Digital Technologies Policy
- Camps, Excursions and Activities Policy
- Bullying Policy
- Child Safe Responding and Mandatory Reporting Policy and Procedures
- Student Engagement and Wellbeing Policy
- Asthma Policy
- Anaphylaxis Policy
- Child Safe Standards

**REVIEW PERIOD**

Department guidelines mandate that this policy is updated annually.

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2023

This policy will also be updated if significant changes are made to the school grounds or in extenuating circumstances.