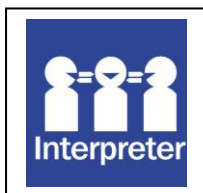




# YARD DUTY AND SUPERVISION POLICY



## HELP FOR NON-ENGLISH SPEAKERS

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

## PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

## SCOPE

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

## POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety. Golden Square Primary School grounds are supervised by school staff from 8:35 am until 3:30 pm. Outside of these hours, school staff will not be available to supervise students.

### **Before and after school**

School grounds are supervised by school staff from 8:35 am until 3:30 pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school (from 8:35 am to 9:00 am and from 3:15pm to 3:30 pm), staff will supervise Maple and MacKenzie Street West gates and the Bike Shed gate.

From 8:45 to 9:00 am, additional supervision will be provided in the Maple Area (area around Maple building including turf and basketball court) and Laurel Area (area around Laurel building including oval and P/1 playground).

The supervision provided after school is aimed at supporting the children to exit the school grounds safely. Any child remaining on school grounds after the 3:15 pm bell to play within the grounds, must be accompanied and supervised by a nominated parent or carer. Staff on the gates duty will finish their duty 15 minutes after the end of day bell; usually 3:30 pm.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents and carers will be advised through regular reminders in our school newsletter that they should not allow their children to attend Golden Square Primary School outside of these hours. Families will be encouraged to contact Camp Australia on 1300 105 343 or refer to our [website article](#) for more information about the before and after school care facilities available to our school community.

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
- 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 (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### **Yard duty**

All staff at Golden Square Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Golden Square Primary School, school staff will be designated a specific yard duty area to supervise.

### **Yard duty zones**

The designated yard duty areas for our school as at Term 1, 2023 are:

<b>Area</b>	<b>Common Name</b>
Area 1 & 2 (combined) – recess and lunch play times	Junior Playground Area and Oval Area (Junior Playground End)
Area 3 – recess and lunch play times	Oval Area (Senior Playground End)
Area 4 – recess and lunch play times	Basketball Court
Area 5 – recess and lunch play times	2/3 Playground & Cement Area
First Aid	First Aid Room (Admin building)
Gate 1 – Before and after school	Maple Street Gate
Gate 2 – Before and after school	MacKenzie Street West Gate
Gate 3 – Before and after school	Bike Shed Gate
Maple Area – before school only from 8:45 am to 9:00 am	Area around Maple building (including turf & basketball court)
Laurel Area – before school only from 8:45 am to 9:00 am	Area around Laurel building (including oval & P/1 playground)

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to each classroom teacher (including specialists) and these will be kept in the classroom or office.
- Carry the yard duty first aid bag at all times during supervision.

### **Yard duty responsibilities**

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students.
- Where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- Ensure students play in their designated playground areas
- Be alert and vigilant

- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in our school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents on Compass and contact parents/carers as appropriate
- log any near misses or incidents on eduSafe Plus

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

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.

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.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

## **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class.

Teams are to use agreed routines when a child leaves the classroom space to go to the toilet, office, First Aid room etc.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

## **School activities, camps and excursions**

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity.

Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities and the level of potential risk involved, and will follow the supervision requirements in the Department of Education Excursions Policy.

## **Digital devices and virtual classroom**

Golden Square Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Golden Square Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in either the library, staff room, administration office, or other suitable learning area where the supervising staff member will be present with the child/ren undertaking the learning.

While parents/carers are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored for each scheduled class
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our *Student Wellbeing and Engagement Policy* and our *Child Safety Responding and Reporting Policy and Procedures* for further information.

## **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as student 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.

## **Supervision of students in emergency operating environments**

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- included in staff professional learning sessions as required
- included in staff induction processes
- Included as a reference in our school newsletter each term
- Made available in hard copy form the school office upon request

Information for parents and students on supervision before and after school is available on our school website and parent/carer reminders are sent at the beginning of each term in our school newsletter.

## **FURTHER INFORMATION AND RESOURCES**

- The Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)

- [Excursions](#)
- [Supervision of students](#)
- [Visitors in Schools](#)

## **POLICY REVIEW AND APPROVAL**

- **Policy last reviewed:** 12<sup>th</sup> February, 2023
- **Consultation:** Ongoing Consultation – available via school website.
- **Approved by:** Principal
- **Next scheduled review date:** This policy is scheduled for review on 11<sup>th</sup> February, 2025.