

Yard duty and Supervision policy



Help for non-English speakers

If you need help understanding the information in this

policy, please contact 9366 1381 or Stevensville.ps@education.vic.gov.au

PURPOSE:

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

SCOPE:

This policy applies to all teaching and non-teaching staff at Stevensville 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.

IMPLEMENTATION:

Before and after school

Stevensville Primary School's grounds are supervised by school staff from 8.45 am until 3.45 pm. Outside of these hours, school staff will not be available to supervise students.

Before school yard duty is from 8.45 am – 9.00 am

After School Yard duty is from 3.30 pm-3.45 pm

Breakfast club is open to students from 8.30 am every morning, supervised by the Primary Welfare Officer.

Parents and carers will be advised through Xuno and school newsletters that they should not allow their children to attend Stevensville Primary outside of these hours.

Families will be encouraged to contact TheirCare (Before and After School Care provider) at 0499 558 702 or via the website theircare.com.au if they require care for their child outside of school hours.

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 when supervision finishes at the end of the day, the office staff will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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.

School staff who are rostered on for before, during or after school supervision must follow the processes outlined below.

Yard duty

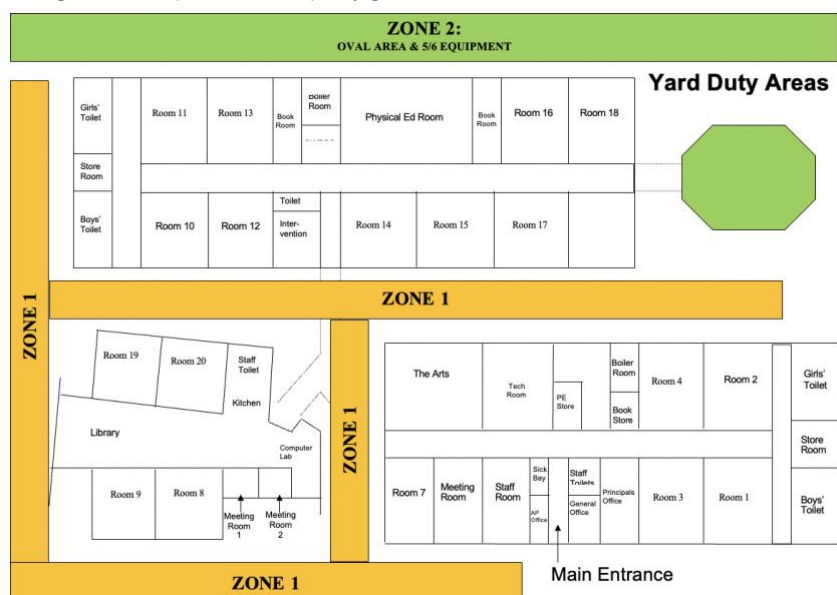
All staff at Stevensville Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

Yard Duty Zones

The designated yard duty areas for our school are:

- Zone 1 – Oval, Basketball court, Rotunda and 5/6 playgrounds
- Zone 2 –Including the Prep and 1/2 playgrounds and the middle area of the school



Yard Duty Equipment

School staff must wear a provided safety/hi-vis vest and carry a first aid bag whilst on yard duty. Each staff member will be given their own personal vest and bag at the beginning of the school year.

Yard Duty Responsibilities

Staff who are rostered for yard duty must remain in the designated area until a relieving teacher replaces them.

During yard duty, supervising 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 on their designated playgrounds
- 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 or near misses as appropriate
- if being relieved of their yard duty shift by another staff member, 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 and/or office 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 office but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next 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 replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

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

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching partner and/or the office to arrange coverage. 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. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Stevensville Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, relevant staff will supervise students.

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

- student attendance will be monitored daily by classroom teachers.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

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.

Supervision of student 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.

Other areas requiring supervision

When students are moving from classrooms to different areas of the school they move quietly and will be supervised by the timetabled teacher or support staff.

Students will go in pairs to the bathroom during class time.

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](#)
 - [Work Experience](#)

COMMUNICATION

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

- Provided to the staff at induction and included on the google drive – School Policies
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included as an annual reference in the school newsletter
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Stevensville Primary School's Yard Duty and Supervision Policy.

Stevensville Primary School - Supervision arrangements before and after school:

Student safety at Stevensville Primary is our highest priority, and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Before school: School grounds are supervised from 8.45 am - 9.00 am.

After school: School grounds are supervised from 3.30 pm – 3.45 pm.

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

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after-school care or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact the office on 9366 1382 for more information about the before and after-school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

For a copy of our school's Yard Duty and Supervision Policy, please contact the office. This policy includes Stevensville Primary School's student supervision arrangements across the school day, including before and after school.