

# YARD DUTY AND SUPERVISION POLICY



## PURPOSE

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

## SCOPE

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

### ***Before and after school***

Tooradin Primary School's grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. Outside of these hours, school staff will not be available to supervise students, except for bus travellers who are waiting for their buses.

Parents and carers should not allow their children to attend Tooradin Primary School outside of these hours. Families will be encouraged to contact the school on 5998 3321 or refer to <https://www.tooradin.vic.edu.au/osch-and-vacation-care.html> 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.

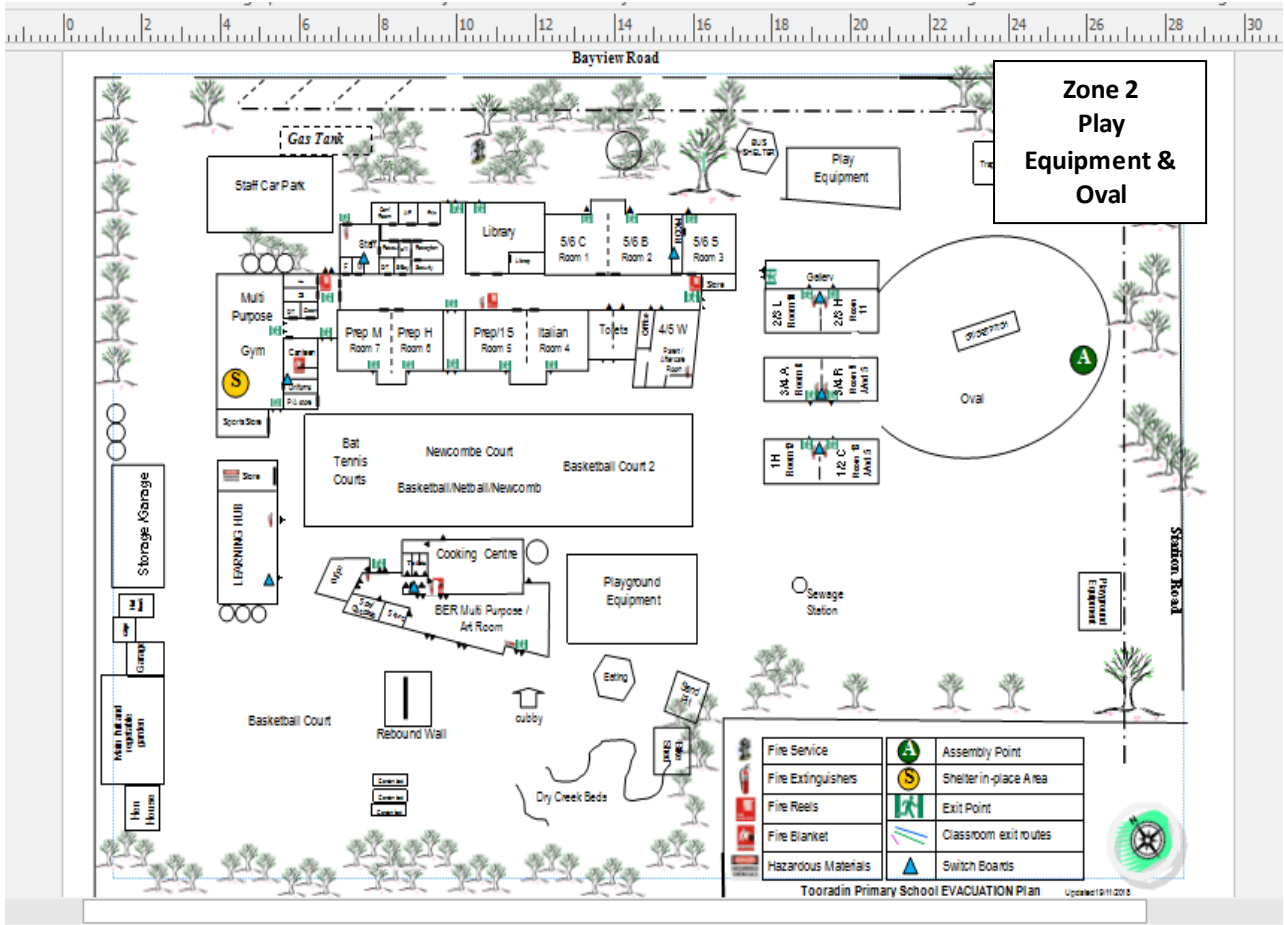
### ***Yard Duty***

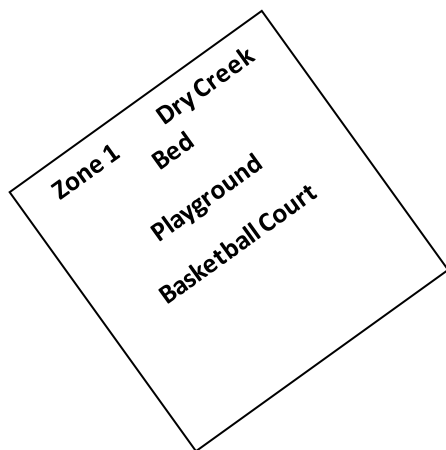
All staff at Tooradin Primary School are expected to assist with yard duty supervision and will be included in the roster.

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

**Yard Duty Zones**

Zone	Area
Zone 1	Dry Creek Bed, Basketball Courts, Bike Shed, Playground Equipment near Basketball Court
Zone 2	Playground Equipment at front of school, Oval
Bus	Bus Foyer, Gazebo





### ***Yard Duty Equipment***

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staff room.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

### ***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 and ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 remain in their designated year level zones if applicable
- 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 the 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 on GradeXpert

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 Wellbeing Coordinator 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 Wellbeing Coordinator 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 message to the office via a student or call the school office 5998 3321 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a buddy class or adjoining room. 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 activities. 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**

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

Tooradin 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 accordingly.

## **Remote and Virtual Learning**

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

- student attendance will be monitored daily
- 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.

## **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.

## **FURTHER INFORMATION AND RESOURCES**

Refer to the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

## **COMMUNICATION**

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

- Provided to staff at induction and included in staff handbook/manual

- Discussed at staff meetings/briefings as required
- Included as a reference in school newsletters
- 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 and parent reminders are sent at the beginning of each term in our school newsletter.

## HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the office personnel and/or Principal.

## REVIEW CYCLE AND EVALUATION

This policy will be reviewed as part of DET's recommended review cycle.

## DUE FOR REVIEW

June 2024

## MANDATORY CONSULTATION

Consultation Group	Date Consulted
School Council	
Staff via Staff Meetings/Staff Handbook	
Parents via Newsletters	N/A
Student Leadership Groups	N/A

## CERTIFICATION

This policy was ratified at the School Council Meeting held at Tooradin Primary School on 16th June 2022.

Signed:

Signed:

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Principal

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School Council President