



# Yard Duty and Supervision Policy

## 2019-2020

### Rationale:

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will usually satisfy the duty of care for the on-site management of students, outside normal timetabled class time, by allocating responsibilities for supervision to different staff.

The principal or nominee is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. The parents are responsible for care and supervision of students outside of school supervision times, including travelling to and from school.

### Aims:

- to ensure parent/carers understand the processes regarding student supervision
- to ensure school staff understand their supervision and yard duty responsibilities
- to ensure all staff assume responsibility for student care and that they are confident, skilled and proactive in the management of student safety

### Policy:

#### Implementation

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.

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

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

#### Before and after school

Morang South Primary School grounds are supervised before school by school staff from 8:45 am to 9:00am. The school will also provide staff supervision for students after school between 3:30pm to 3:45pm. Outside of these before and after school times, school staff will not be available to supervise students. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

A roster system will be used to timetable staff members for yard supervision. Parents and carers should not allow their children to attend unsupervised at Morang South Primary School outside of these times. Families requiring supervision are encouraged to contact Camp Australia (OSHC) on

1300 105 343 or refer to the Camp Australia link and contact details on the school website for more information about the before and after school care facilities available to our school community.

If a student arrives at school without direct supervision of a parent or guardian prior to 8.45am, and is not booked into Before School Care (OSHC), the student should go to the Administration Office. 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 3:45, at the end of the school day, the student should go to the Administration Office. 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 (OSHC) program at the parent/guardian's cost
- 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 or after school supervision must follow the processes outlined below.

### Yard duty

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

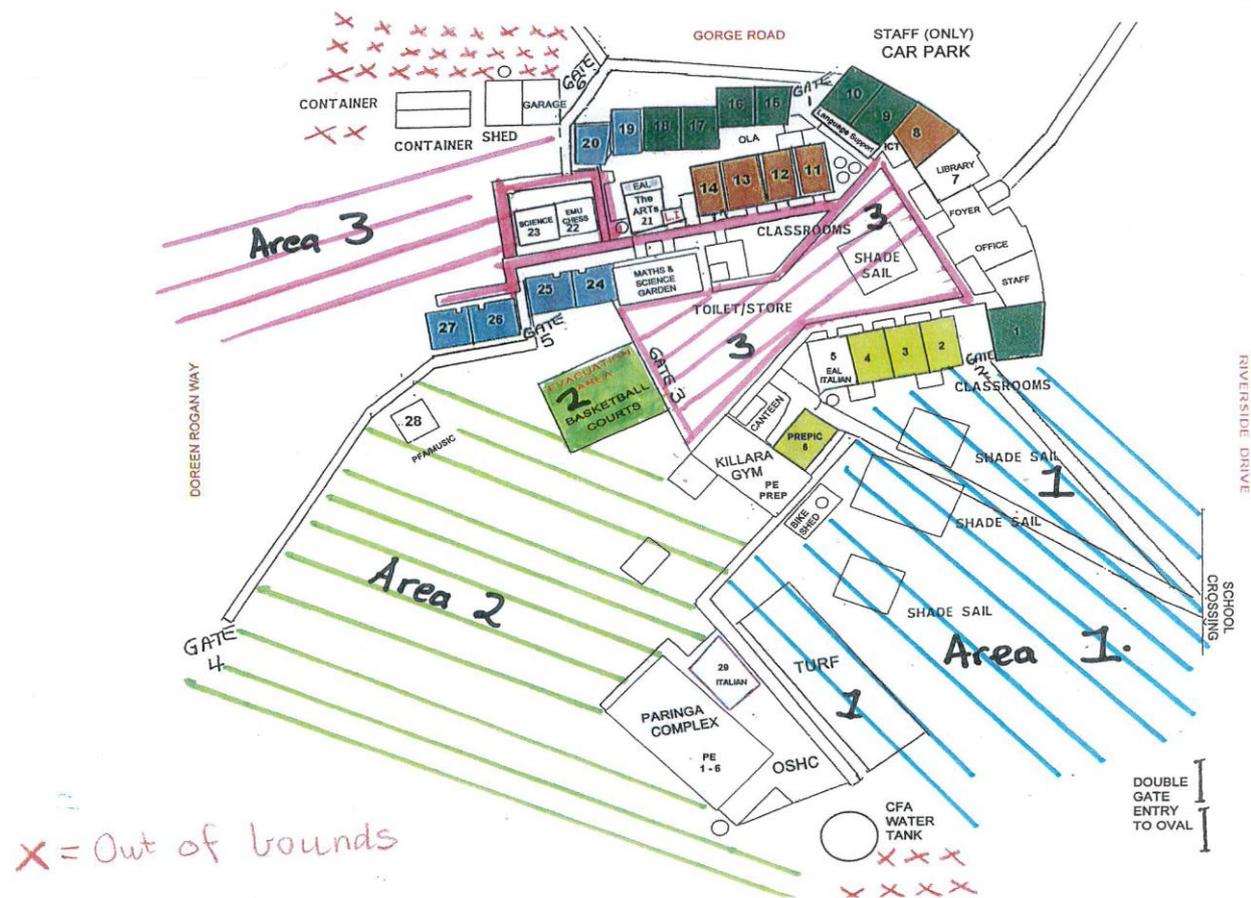
The Principal or principal's nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Morang South Primary School, school staff will be designated a specific yard duty area to supervise.

School staff who are rostered on for school supervision must follow the processes outlined below.

The designated yard duty areas for our school as at Term 1, 2019 are as follows:

Zone	Area	Time(s)
Area 1	Playground	11:10am – 11:40; 1:50pm – 2:30pm
Area 2	Oval	11:10am – 11:40; 1:50pm – 2:30pm
Area 3	Quadrangle and Science Block	11:10am – 11:40; 1:50pm – 2:30pm
Area 1	Playground	8:45am – 9:00am (Before school) 3:30pm – 3:45pm (After school)

### Zones during School Lunch Breaks



Teaching staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room and will be made accessible to any relief/CRT teacher who may be rostered on duty. Staff must also carry a yard duty folder, walkie talkie and first aid pouch whilst on duty.

Yard duty folders are checked and updated by a nominated staff member on a regular basis.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher, the bell has gone which indicates the end of supervision or the end of day time of 3:45pm has passed.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring allocated areas are monitored at all times
- 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, Wellbeing and Inclusion* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in a Yard Duty Book or on the student management system (uEducateUs) as an incident.

- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 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.
- children and staff members are required to wear appropriate hats during terms 1 and 4, in accordance with the SunSmart Policy
- if the Principal or principal's nominee deems outside weather as unsafe, an inclement weather timetable will be followed

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal or 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 Principal or Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area. Staff may send a message Administration Office requesting support.

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 the teacher in the adjacent room if available to supervise their class. If that teacher is not available then a member of the Principal Team will need to be contacted for assistance. The teacher should then wait until another teaching 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. Please refer to our *Camps Policy* and *Excursions and Special Events Policy*.

## Parents and Students

Parents/carers are requested to ensure that students do not arrive early or stay late beyond school supervision times, unless they are attending before or after school care (OSHC), or a pre-arranged supervised activity.

School staff, parents and students are encouraged to speak to our principal, if any concerns arise about potential risks at our school, or our duty of care obligations.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)
  - First aid
  - Camps
  - Excursions and Special Events
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)
  - First aid
  - SunSmart Policy
  - Student Engagement, Wellbeing and Inclusion policy

## REVIEW CYCLE

This policy is required to have a 1 year review cycle by DET

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

<b>Date Implemented</b>	03/04/2019
<b>Author</b>	Assistant Principal/Principal/DET Template
<b>Approval by School Council</b>	Not Required
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	03/04/2020
<b>Related Policies &amp; Materials</b>	<ul style="list-style-type: none"> <li>○ <a href="#">Supervision</a></li> <li>○ <a href="#">Duty of Care</a></li> <li>○ <a href="#">Child Safe Standards</a></li> <li>○ <a href="#">Visitors in Schools</a></li> <li>○ First aid</li> <li>○ Camps and Excursions</li> <li>○ SunSmart Policy</li> <li>○ Student Engagement, Wellbeing and Inclusion policy</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• Victorian Government Schools Policy Advisory Guide</li> </ul>

