


<h1>Yard and Duty Supervision Policy</h1>		 <p><b>Glengala</b> Primary School</p>
<b>No:</b> 2019-POL-16	<b>Version:</b> 2.0	
<b>Date:</b> July 2019	<b>Owner/s:</b> Samantha Fleming	

## Purpose

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

## Scope

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 Glengala 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.

## Implementation

### **Before and after school**

Glengala Primary School's grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Glengala Primary School outside of these hours. Families are encouraged to contact the office on 9311 7810 or refer to COMPASS 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)
- 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.

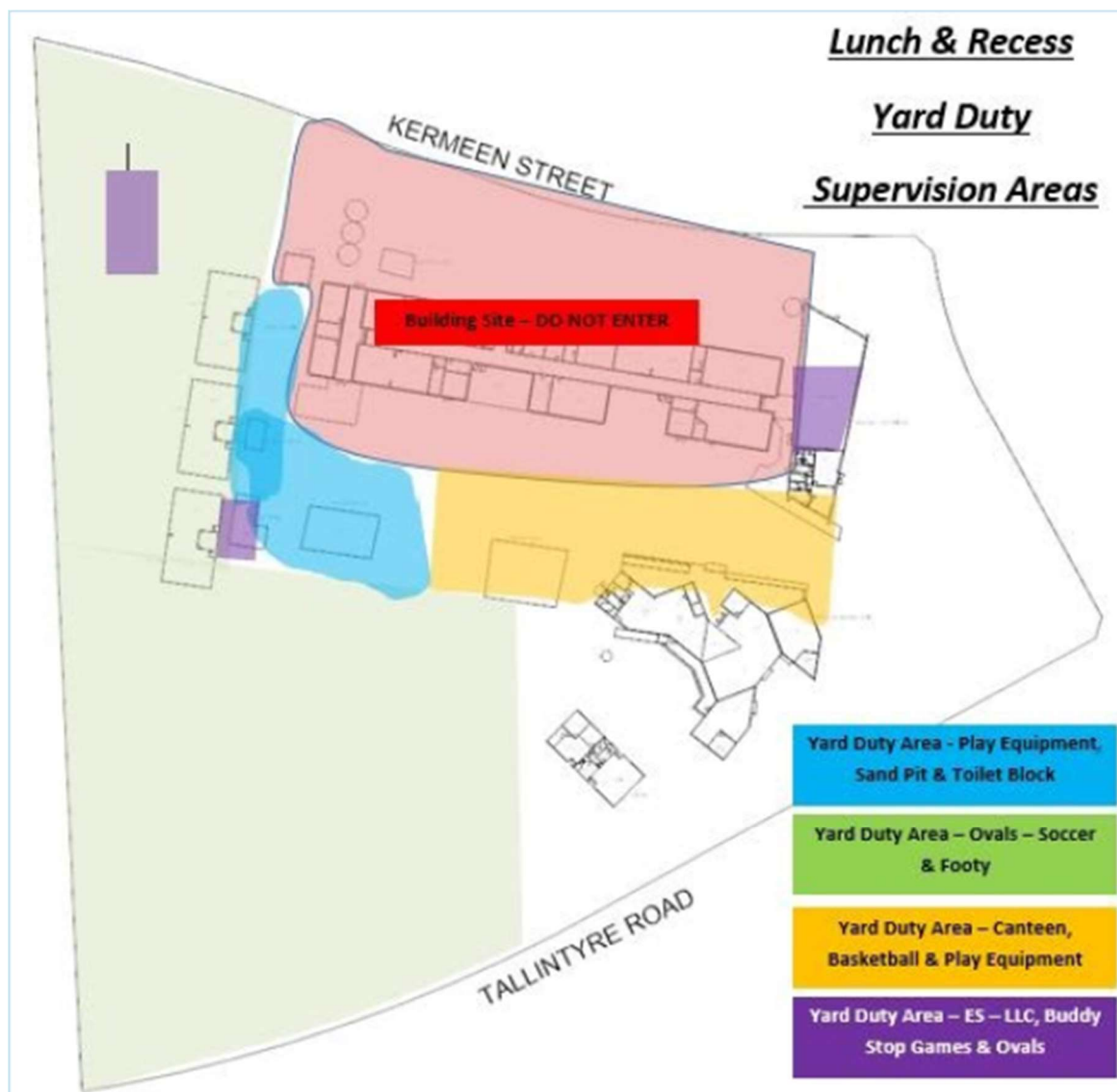
### **Yard duty**

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

The principal [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Glengala Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 3, 2019 are:

<b>Zone</b>	<b>Area</b>
Zone 1	Oval - Football and Soccer
Zone 2	Play Equipment, Sand Pit and Portable Toilet Blocks
Zone 3	Canteen, Basketball and Play Equipment
Zone 4	Buddy Stop Games and Library Learning Centre



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the first aid room with yard duty first aid packs which are to be carried by each yard duty staff member.

Staff who are rostered for yard duty must remain in the designated area until the end of recess bell has rung and they have ensured all students have returned to their appropriate learning spaces. When available, music will play to signal 4 minutes till the bell will ring to signal the end of the recess period. During this time staff are to encourage students to go the bathroom, get a drink and return all sporting equipment to the resource bins/storage areas prior to the bell signalling the end of the recess break.

During yard duty, supervising staff must:

- methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time.

- 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 your 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 i.e. edusafe, on Compass, Behaviour Trackers on the Intranet, email to relevant Wellbeing, Leadership or specific Team Leaders.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the staff member with the role and responsibility of Daily Organisation 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 staff member with the role and responsibility of Daily Organisation but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a staff member does not arrive for yard duty, the staff member currently on duty should staff member with the role and responsibility of Daily Organisation and not leave the designated area until the missing or 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 team teaching colleagues/team leader 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 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.

## **Related Policies and Guidelines**

- School Policy and Advisory Guide:
  - [Supervision](#)

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

## Review of this Yard and Duty Supervision Policy

### History of Updates to Policy

Date	Comment (e.g. major review, minor review)
December 2016	Supervision Policy - Enacted
July 2019	Creation of Yard and Duty Supervision Policy utilising the School Policy Portal Template.

## Review Date

This policy was last updated on July 2019 and is scheduled for review on 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Glengala Primary School's Yard Duty and Supervision Policy.

This policy does not need School Council approval, feedback or consultation.

This policy was developed utilising the School Policy Portal and template updated (April 2019).