

<h1>Yard and Duty Supervision Policy</h1>	 <p><b>Glengala</b> Primary School</p>
<p><b>Date:</b> April 2022</p>	<p><b>Principal:</b> Dawn Vassallo</p>



## Help for non-English speakers

If you need help to understand the information in this policy please contact us on 93117810

### Purpose

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

### Scope

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

### Implementation

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**

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 1, 2022 are:

<b>Zone</b>	<b>Area</b>
Zone 1	Oval or Soccer Field
Zone 2	Basketball and Play Courts
Zone 3	Astroturf, Sand Pit and Toilet Blocks
Zone 4	Library
Zone 5	Clubs

School staff must wear a safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Office. Yard duty first aid packs 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. Music will play to signal 4 minutes until 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.

During yard duty, supervising staff must:

- Actively 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
- be proactive and intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard

For breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's *Student Engagement and Wellbeing* policy, staff must

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass (notifying Wellbeing, Leadership and classroom teachers), and if required on Edusafe Plus

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 contact the staff member with the role and responsibility of Daily Organisation and not leave the designated area until the missing or 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 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, and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

## **Digital devices and virtual classroom**

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

Glengala 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 the library or meeting room.

## 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

Staff will ensure appropriate supervision is in place during all transitions to other class or school areas.

Staff will ensure they are on time to line up areas, and will supervise students while lining up.

Students will be sent to toilets in pairs during class time.

## COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Referenced in our school newsletter on a regular basis
- 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.

## 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	April 2022
Approved by	Principal
Next scheduled review date	2023

This policy will also be updated if significant changes are made to school grounds that require a revision of Glengala Primary School yard duty and supervision arrangements.