

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Kingswood Primary School at [kingswood.ps@education.vic.gov.au](mailto:kingswood.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 Kingswood 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

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 POLICY

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

Before and after school there will be two staff members on duty, one in the senior area and one in the junior school area (see yard duty map). Parents are regularly reminded through the school newsletter, Compass posts, etc. that they should not leave their children unsupervised on the school grounds outside of these times. Families will be encouraged to contact the Outside School Hours Care program for more information about the before and after school care facilities available to our school

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.
- escort the child to the Outside School Hours Care provider. (if the child is registered with the program ) Parents will be liable for costs associated with this service.

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

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

The Daily Organiser (nominated by the Principal) is responsible for preparing and communicating the yard duty roster on a regular basis. At Kingswood Primary School, school staff will be designated a specific yard duty area to supervise.

### Yard duty zones

The designated yard duty areas for our school (as at Term 1, 2022) are illustrated in the map below.



## YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. CRTs will collect their vest from the first aid room before commencing yard duty.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the first aid room
- be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bag.
- Staff on yard duty must wear a hat to model the SunSmart Policy.
- Teachers must also carry a mobile communication device while on duty that they can use to contact the office in an emergency.
- Teachers who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

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
- ensure students remain in their designated year level zones
- 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)
- 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 policy (See school website)
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass Chronicle

If being relieved of their yard duty shift by another staff member, 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 make arrangements to swap their duty with another staff member. All swaps must be logged on the Daily Bulletin on Compass. On occasions where a staff member cannot make arrangements to swap their yard duty, they should contact the assistant principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty

should contact the office by phone 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 it is considered reasonable and practicable for students to work in outdoor spaces, they must be with a partner and the teacher must be able to make visible contact on a regular basis.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their buddy teacher for assistance or wait until a replacement staff member has arrived at the classroom before leaving.

Children should always be supervised if they are in classrooms during recess and lunch times.

## **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 activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

## **DIGITAL DEVICES AND VIRTUAL CLASSROOMS**

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

Kingswood 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 areas to be determined by the number of on-site students.

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

- student attendance will be monitored
- 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 STUDENTS 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.

## 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
- Included as a reference on our school website
- Made available in hard copy from our school office 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 Compass newsfeed.

## 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	June 2022
Approved by	Principal, Student Learning and Wellbeing Sub Committee
Next scheduled review date	March 2024

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