

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 Strathfieldsaye 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

Strathfieldsaye Primary School's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through Compass notifications, regular reminders in the newsletter and through a notification on our school website that they should not allow their children to attend Strathfieldsaye Primary School outside of these hours. Families are encouraged to contact the school's front office by phoning 03 5439 5207 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:

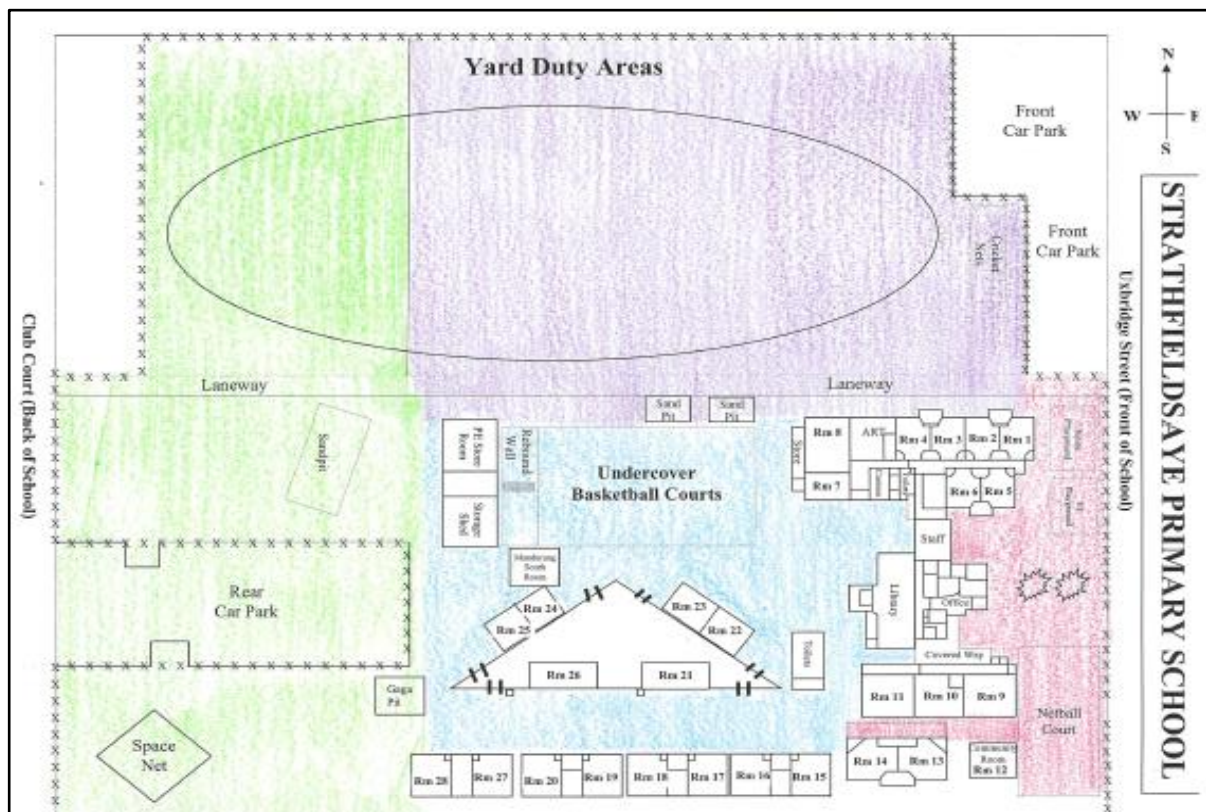
- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in the out of school hours care program (if parent consents)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Yard Duty Supervision

All teaching integration aide staff at Strathfieldsaye Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. School staff who are rostered on for before or after school supervision must follow the processes outlined below. The yard duty roster will be prepared by a staff member every term and will be displayed in staff common areas and with the yard duty bags in the staffroom.

At Strathfieldsaye Primary School, school staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school include:

Zone	Area
Zone 1	Patrols the front of the school, between the administration areas and rooms 9/10/11, around the Community Room and rooms 13/14. Changeover is at the front door of the office
Zone 2	Patrols the basketball court, area between rooms 22/23/24/25, area outside of room 15/16/17/18 19/20/27/28 and area behind library/staff room/toilet area. Changeover is at the library door.
Zone 3	Patrols the back of the school, behind the large sheds, Space Net, GaGa Pit, sandpit and top third of the oval. Changeover is at the GaGa Pit.
Zone 4	Patrols two thirds of the oval, junior sand pit, laneway and area outside of rooms 1-4 and room 8. Changeover is at the junior sandpit.



Yard Duty Equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored next to the pigeonholes in the staffroom
- carry the yard duty / first aid bag and nominated school mobile phone at all times during supervision. The yard duty first aid bag and school mobile phone will be stored next to the pigeonholes in the staffroom
- Be familiar with the yard duty information pack containing student health and safety information stored which is stored in the yard duty / first aid bag

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 teacher. During yard duty, supervising school staff must:

- methodically move around the designated zone keeping particularly vigilant with identified hot spots in the yard such as the GaGa Pit, basketball court, oval and back sandpit
- 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 as per Student Engagement and Wellbeing Policy and our SWPBS behaviour matrix
- ensure that students who require first aid assistance receive it as soon as practicable by giving students a slip that contains an explanation of the injury for sick bay staff
- log incidents or near misses as appropriate as a sick bay chronicle or wellbeing 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 next 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 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 Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the handover location.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should call the front office or Assistant Principal and not leave the designated area until a replacement 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 Supervision

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 Assistant Principal 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

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

Strathfieldsaye 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 in the Grade 5-6 Building or other nominated classroom while undertaking virtual and remote learning while at school.

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

- student attendance will be monitored on a daily basis
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes in accordance with our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures.

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.

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 in our school newsletter
- 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.

FURTHER INFORMATION AND RESOURCES

- 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	September 2022
Consultation	Students – School Captains 28.08.22 Parents – School Improvement Sub Committee 28.08.22 School Council – School Council Meeting 13.09.22
Approved by	Principal
Next scheduled review date	September 2024

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