



## *Teesdale Primary School Policy*

### **YARD DUTY AND SUPERVISION POLICY**

**(Dec 2021)**

#### **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 Teesdale 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.

#### **Policy**

##### **Before and after school**

Teesdale Primary School 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. Teesdale Primary School will inform parents/carers of the precise times during which the school's grounds will be monitored via the enrolment handbook. Teesdale Primary School will send families reminders as required via the newsletter.

Before and after school, school staff will be available to supervise the school oval and play court areas and the front gate, along with the School Reception gate.

Parents and carers should not allow their children to attend Teesdale Primary School outside of these hours. Families are encouraged to contact Teesdale Primary School on 5281 5218 or refer to

<http://www.teesdaleps.vic.edu.au/oshc.php?id=3> 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 Teesdale Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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



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The designated yard duty areas for our school as at Term 1, 2018 are:

Zone	Area
Zone 1 - Front	Front gate and basketball court, playground, grass area and surrounds of Mudbrick building, Tiny Towns, Garden/Veggie patch, in between classrooms in the walk zone.
Zone 2 - Back	Reception gate and back half of school, including the oval, sandpit, creative play space and netball court and downball court.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be stored in the staff room.

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 staff must:

- methodically move around the designated zone
- 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 Inclusion* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Sentral
- 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.

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

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should ask a senior student to go to the Staffroom to ask for a replacement teacher 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 or the First Aid Officer at the Gallery Stage.

### **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 teaching partner 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. 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.



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Staff should also consider arrangements from covering Yard Duty on days where they are out of school for school activities such as sport's days and excursions. Alternate timetables may be made for camp weeks.

### **Further Information and Resources**

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

### **Review Cycle**

This policy was last updated in December 2021 and is scheduled for review in 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Teesdale Primary School's Yard Duty and Supervision Policy.

### **Communication**

This policy will be displayed on the school's website, and as required relayed in the school newsletter (e.g. in the instance of an increase of students arriving early).