

YARD DUTY and SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Parktone Primary School front office.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Parktone 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

Parktone Primary School grounds are supervised by school staff from 8:45am – 9:00am and 3:30pm – 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Two staff members are rostered on and wear high-vis vests for the duration of their duty. If a rostered staff member is absent, it is the responsibility of their PLT leader to ensure it is covered by another member of staff. CRTs are not to cover before or after school duties.

Parents and carers should not allow their children to attend Parktone Primary School outside of these hours. Families are encouraged to contact Their Care on 1300 072 410 or refer to <https://theircare.com.au/> 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 yard duty teacher will walk the student(s) to the office. They will hand the students over to the administration staff members who will:

- attempt to contact the parents/carers

- if parents/carers are uncontactable, and it is after 4:00pm, take the student(s) to After School Care
- if parents are consistently late, these student(s) will be automatically taken to After School Care at 3:45pm
- in consultation with the Principal, 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 if deemed necessary

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

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

If a teacher is absent on their day of duty, the CRT acting on their behalf will cover their yard duty. If a teacher is absent due to an excursion or sporting commitment, then it is their responsibility to have swapped their duty for that day with a colleague and ensured that the correct supervision has been maintained.

The designated yard duty areas for our school as of Term 3, 2022 are:

Teaching Staff

Area 1: Oval A: Back half of oval

Area 2: Oval B: Front half of oval

Area 3: Basketball court, boys' and girls' toilets and asphalt areas

Area 4: Playground and portable area

Educational Support Staff

Area 1: Oval A: Back half of oval

Area 3: Basketball court, boys' and girls' toilets and asphalt areas

Area 5: Outdoor Inclusion Lounge/Canteen Foyer

Students are allowed to play in all areas of the school inside the fence line except: beyond the portables, behind or around the portables and on the garden beds.

Retrieval of balls that go over the fence line must only be undertaken by a staff member.

Yard duty equipment

School staff must:

- School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a first aid bum-bag and their own personal mobile phone. Safety/hi-vis vests are stored in each classroom, with additional vests for CRT staff available 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.
- Be familiar with the yard duty information containing information about students with allergies and special medical conditions as well as emergency response protocols in the staff Induction Handbook

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 in the playgrounds are from the designated year level zones. This applies to the main playground (Foundation to Year 3 students only) and the oval playground (Year 3 to 6 students only)
- 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 our *Student Engagement and Wellbeing* policy
- 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)
- if a child is injured outside, the yard duty teacher should determine whether the issue is minor and can be dealt with by them with the first aid items supplied, or whether it requires the attendance of a first aid officer. If the child needs to be sent inside, the child should be sent inside accompanied by another child. If it is a head injury, the yard duty teacher must get an adult to escort the child to the sick bay and inform the first aid officer
- log any incidents or near misses as appropriate on Compass
- 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
- in Terms 1 and 4, all teachers must wear a broad brimmed hat

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 contact Daily Organiser 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 Daily Organiser 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 send a message to the office for an announcement to be made over the PA, 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.

Inclement weather

During uncomfortable and dangerous weather conditions teachers are to share duty responsibilities within their portable with the teacher they share their portable or building with as per our [Inclement Weather policy](#).

Classroom

The teacher is responsible for the supervision of all students in their care during allocated class time.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their portable buddy and PLT 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 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities 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 in weekly communication to staff
- Included in our staff handbook
- 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

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal-Genevieve Casonato
Next scheduled review date	January 2024

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