



# *YARD DUTY AND SUPERVISION POLICY*

## 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 Preston 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

Preston Primary School's grounds are supervised by school staff from 8.45am until 9am. Outside of these hours, school staff will not be available to supervise students.

The Foch St gate at the senior school is opened at 7am to allow families who are using the OHSC program to enter the school. The gate is locked at 8.30am to ensure no students are entering prior to 8.45am. At 8.45am all of the gates are opened to allow all students to enter the school grounds.

Parents and carers should not allow their children to attend Preston Primary School outside of these hours. Families are encouraged to contact **0407 351 708** or at <https://www.preston-ps.vic.edu.au/page/181/Out-of-School-Hours-Care> 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/carers 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
- 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 Preston 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 Preston Primary School, school staff will be designated a specific yard duty area to supervise.

For the designated yard duty areas for our school see attachment.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are available from Dale Adams (Assistant Principal)

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 [include procedures for particularly large zones, specifying for Preston Primary if staff are required to move in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time. You will need to consider the specific needs of your student population, and size and terrain of your school grounds when considering the most appropriate protocols for yard duty supervision for your school]
- 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 Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. in a Yard Duty Book, on Compass – insert school specific procedures]
- if being relieved of their yard duty shift by another staff member (for Preston Primary, 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 negotiate a swap with another staff member. If this is not possible they must 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 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 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.

## 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 the Year Level Coordinator or teacher in an adjoining classroom 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.

## Digital devices and virtual classroom

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

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.

## FURTHER INFORMATION AND RESOURCES

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	30 <sup>th</sup> August 2022
Approved by	Acting Principal
Next scheduled	August 2024