

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Drouin South Primary School on 5627 6286

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Drouin South 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.

Before and after school

Drouin South Primary School's 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.

Parents to be informed and reminded of supervised times on a regular basis via newsletter.

Between 8.45am and 9.00am a staff member will be on yard duty to supervise students in the yard. Between 3.15pm and 3.30pm a staff member will be on duty at the front gate and also at the basketball courts to supervise students until they are collected by their parents/carers. Any students who remain on school premises after 3.30pm will be taken to the school office and parents/carers contacted by telephone.

Parents and carers should not allow their children to attend Drouin South Primary outside of these hours. Families are encouraged to contact our Out of School Hours Care service on

56276286 or 0490 657 852 or refer to www.drouinsouth.vic.edu.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, such as students arriving via the country buses the students are required to assemble and remain in the undercover area in front of the office. If a student regularly attends the school before supervision commences, 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 (3.30pm), 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 teaching and education support staff at Drouin South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Drouin South Primary School, given the size of our yard, there are no designated yard duty areas that school staff are required to supervise.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the office and BER building and will be made available for all staff.

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:

- wear a high vis-vest
- carry the yard duty folder and first-aid/bum-bag
- methodically move around the yard including the treed area to the west of the yard and the basketball courts. (a figure 8 works well)
- be alert and vigilant – especially in and around “hot-spots”
- be proactive in watching for potential issues and solving them prior to problems occurring
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- when more than one staff member is on duty, staff are to stay separated to ensure full supervision

- 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 and Wellbeing* policy
- acknowledge positive behaviours in alignment with the school's SWPBS system
- use the language of "caring, respectful, learners" whilst providing positive feedback
- use school "Kookies" each yard duty session to encourage positive yard behaviour
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in a Yard Duty Book, and on Sentral (Wellbeing) if it is a major incident.
- 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.
- When music sounds, direct all students to go to the toilets and line up – check the playground for stragglers and ensure they return to class.

If the supervising staff member is unable to conduct yard duty at the designated time, they should where possible, make arrangements with other staff members to cover their duty 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 staffroom 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 staff room 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.

Wet Weather (or other eg. lightning, high wind, excessive heat)

The yard duty teacher is responsible for making an announcement if the weather is deemed unsuitable for outside play.

In the case of no outside play, the junior and senior teams will be responsible for ensuring appropriate supervision is provided within their teaching spaces. Teachers may divide the duty time in a fair and equitable fashion.

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 office for assistance]. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Classroom teachers have responsibility for being present at their class lines when the bell rings to ensure a safe and orderly transition from the yard back into the classroom.

Start of Recess/Lunch

Students commence eating time at 11.00am (recess) and 1.30pm lunch.

10 minutes of eating time is allowed for inside classrooms at the beginning of lunch.

Students must place rubbish in the bin on their way outside to play.

Students are required to eat in the undercover area at recess time.

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.

Digital devices and virtual classroom

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

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.

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 our staff handbook
- Included on our school website
- 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](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)

- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Drouin South Primary School's Yard Duty and Supervision arrangements.