

# YARD DUTY AND SUPERVISION OF STUDENTS POLICY

*Wandong Primary School*

*September 2020 – September 2023*

## 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 Wandong 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

Wandong Primary School grounds are supervised by school staff from 8:30am until 3:50pm. Outside of these hours, school staff will not be available to supervise students. The supervised areas before and after school will include the front gate (Affleck Street Entrance), the North Entrance (asphalt area/basketball courts) and the South entrance, Kiss and Drop location (Rail Street).

Parents and carers should not allow their children to attend Wandong Primary School outside of these hours. Families are encouraged to contact Sutherland Street out of school hours care on (03) 5781 1300 or refer to <https://ssoshc.com.au/> for more information about the before and after school care facilities available to our school community.

If a student arrives at school without direct supervision of a parent or guardian prior to 8.30am, and is not booked into Before School Care, the student should go to the Administration Office. 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.



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## Yard duty

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

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

The designated yard duty areas for our school (as at insert date eg Term 1, 2020) are:

Zone	Area	Times
Zone 1	Front Zone	11.00am – 11.30am; 1.30pm – 2.30pm
Zone 2	Buildings Zone	11.00am – 11.30am; 1.30pm – 2.30pm
Zone 3	Block Zone	11.00am – 11.30am; 1.30pm – 2.30pm
Zone 4	Middle Zone	8:40am-8:55am, 11.00am – 11.30am; 1.30pm – 2.30pm 3:30pm-3:45pm
Zone 5	Kiss and Drop	8:40am-8:55am, 3:30pm-3:45pm
Zone 6	Front Gate	8:40am-8:55am, 3:30pm-3:45pm



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in teacher's classrooms.

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; constantly moving and scanning the zone
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- not engage in conversation with other staff members unless in relation to an issue/incident in the yard
- have children walk with you if you need to speak to them or they wish to speak to you
- focus on the area of supervision and the children
- Education Support staff supervising individual children should follow directions established in SSGs.
- This may be direct supervision and engagement with a specific child or Maintaining line-of-sight to intervene if required
- Education Support staff supervising particular activities must stay in the designated area and supervise all children participating in the activity
- no food or drink to be taken out on yard duty
- staff are encouraged to take personal mobile phones on duty HOWEVER they should only be used to contact the office in an emergency. No personal calls or browsing during active duty

- minor misdemeanours should be dealt with by the yard duty teacher at the time they occur with an appropriate consequence/restorative
- 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 the Student Engagement and Wellbeing policy, School Wide Positive behavioural expectations and Major behaviour document
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass



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If the supervising staff member needs to leave yard duty during the allocated time, they should contact a member of the leadership team 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 messenger 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 a member of the leadership team 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.

## **FURTHER INFORMATION AND RESOURCES**

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

## **REVIEW CYCLE**

This policy was last updated on 1<sup>st</sup> September, 2020. This policy will be updated before the 3 year cyclical review if significant changes are made to school grounds that require a revision of Wandong Primary School's Yard Duty and Supervision Policy.

