

# YARD DUTY AND SUPERVISION POLICY

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Gaayip-Yagila 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, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### **Before and after school**

Gaayip-Yagila Primary School's grounds are supervised by school staff from 8.45am until 3.25pm. Outside of these hours, school staff will not be available to supervise students. Gates will open at 8.40am to allow the safe access of students. Staff will be placed on all access gates, as well as a staff member monitoring the area around the learning neighbourhoods.

Gaayip-Yagila Primary School will inform parents/carers of the precise times during which the school's grounds will be monitored via the newsletter in Term 1 and on the school website where this policy will be available.

Parents and carers should not allow their children to attend Gaayip-Yagila Primary School outside of these hours. Families are encouraged to contact our Out of School Hours provider (TheirCare) 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
- 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.

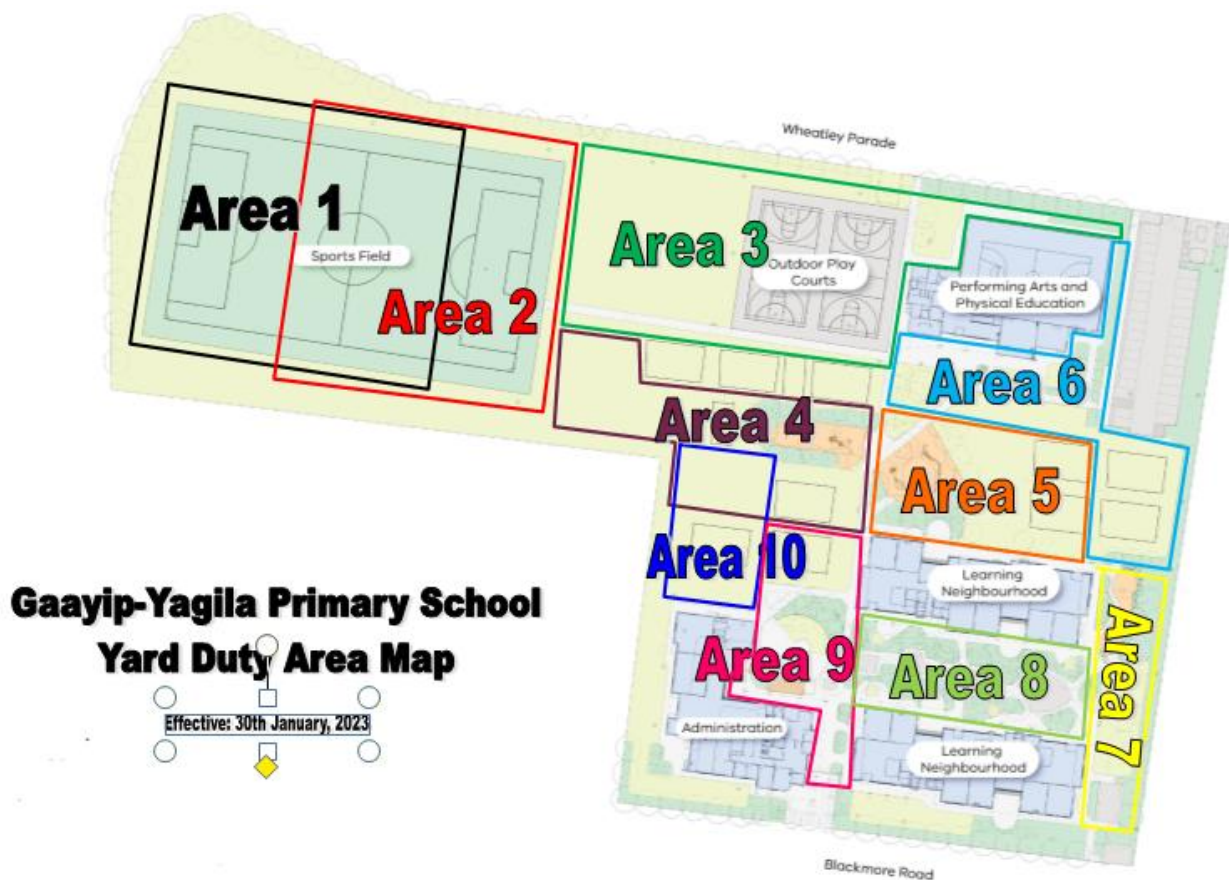
## Yard duty

All staff at Gaayip-Yagila Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The Principal or nominee is responsible for preparing and communicating the yard duty roster each term. At Gaayip-Yagila Primary School, school staff will be designated a specific yard duty area to supervise. The roster will be communicated to staff via email and placed on the schools Share drive. Any changes will be communicated via the Daily Bulletin.

## **Yard duty zones**

The designated yard duty areas for our school (as at Term 1, 2023) are:

<b>Zone</b>	<b>Area</b>
Zone 1	Oval – St Georges end
Zone 2	Oval – Basketball end
Zone 3	Outdoor play courts and grass area
Zone 4	F-2 Playground and grass area
Zone 5	3-6 Playground and Relocatables
Zone 6	Front of PAPE and Relocatables
Zone 7	Sandpit and Eastern end of space between Learning Neighbourhoods
Zone 8	Between Learning Neighbourhoods
Zone 9	Open Space outside admin
Zone 10	Year 5/6 portables



## **Yard duty equipment**

School staff must:

- All school staff will be provided with their own personal safety/hi-vis vest and expected to wear this whilst on yard duty. Staff will be responsible for maintaining their vest and advising the business manager if it needs to be replaced.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in in the administration office outside the first aid room.
- Portable first aid kits that include a phone are stored in the first aid office for use during yard duty.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## **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 staff must:

- methodically move around the designated zone, ensuring active supervision of all students
- 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)
- 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 the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on the schools online portal / Edusafe

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 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 and/or 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 Principal and/or 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 **contact the administration office using the phone provided by dialling 200** 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.

## 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 administration office or a nearby teacher 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 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](#).

## Digital devices and Virtual Classroom

Gaayip-Yagila 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.

## 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 OF THIS POLICY

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from school administration upon request
- Included in staff induction and at the beginning of each Term or as alterations are made

## 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

<b>Policy last reviewed</b>	September 2023
<b>Approved by</b>	Principal
<b>Presented to School Council</b>	September 13th 2023
<b>Next scheduled review date</b>	Term 3 2025

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