

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the principal, John Mifsud or the assistant principal, Chris O'Brien.

## PURPOSE

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

## SCOPE

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

Ardeer Primary School's grounds are supervised by school staff from 8:30am until 8:45am and 3:15pm – 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through website [here](#), regular reminders in our school newsletter and Compass platform about before and after school supervision arrangement and that they should not allow their children to attend Ardeer Primary School outside of these hours.

Families will be encouraged to contact our OSHC (Outside School Hours Care) provider TheirCare on 1300 072 410 or refer to [www.theircare.com.au](http://www.theircare.com.au) for more information about the before and after school care program available at 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:

- take students to the Multipurpose Room where the onsite OSHC program is operated by TheirCare. The hours of operation for the OSHC program are 6:30am- 8:30am and 3:15pm- 6:30pm.

If a student is unable to be accepted by the OSHC program, the following process as directed by the Department of Education will be undertaken by the principal or nominee staff member:

- 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

All staff at Ardeer 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 Ardeer Primary School, school staff will monitor the school grounds equitably by roving around all supervised areas of the school.



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Staffroom.
- carry the yard duty bag at all times during supervision. The yard duty first aid bag will be stored in the Staffroom.



- Be familiar with specific information relating to student health and safety that is available on Compass. Any information relating to student health and safety, medical conditions including such things as frequent absconders or parents or students who pose a serious risk to safety, etc.
- The yard duty vest and bag must be returned after the period of supervision or handed to the relieving staff member.

### **Yard duty responsibilities**

During yard duty, supervising school 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 Compass in a timely fashion

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 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 or principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a student to the office to notify the principal or assistant principal and not leave the designated area until a relieving 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.

### **Yard Duty due to inclement weather**

In the event that it is raining heavily, or the temperature reaches 35 degrees or above, an announcement will be made to students and staff of a "Wet Day Timetable" or an "Extreme Heat Timetable." Teachers will make suitable arrangements with the staff member in the adjoining classroom to ensure the ongoing supervision of students throughout the duration of the indoor break time. Teachers are to ensure that equal time is spent roaming between each of the rooms that they



are supervising. It is preferable if the adjoining accordion doors to the classrooms are left open to support active supervision.

### 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 teacher in an adjoining room to supervise the class or call the office for the assistance of the leadership team using the internal phone system. 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](#).

### Digital devices and virtual classroom

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

Ardeer Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by a member of staff whilst they undertake virtual and remote learning while at school e.g. the Zen Room, library/break out space/ common area.

### 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.

### Supervision of students- Movement around the school and toilet use during class time

Students will be encouraged to use the toilet during break times. When students from grade F- 1 require the use of the toilet during class times they will always attend in pairs with an appropriately selected partner.



## 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 as a reference in our school newsletter on a regular basis
- Included in our enrolment packs
- Made available in hard copy from school administration upon request
- Distributed via Compass

Information for parents and students on supervision before and after school is available on our school website and parent reminders are available in our school newsletter on an a regular basis.

## 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	9/3/2023
Approved by	Principal
Next scheduled review date	March 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Ardeer Primary School’s yard duty and supervision arrangements.