



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 Heany Park 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.

GUIDELINES FOR IMPLEMENTATION

Before and after school

- Heany Park Primary School's grounds are supervised by school staff from 8:35am to 8:50am before school and from 3:30pm to 3:45pm, after school. Outside of these hours, school staff will not be available to supervise students.
- Parents and carers should not allow their children to attend Heany Park Primary School outside of these hours. Families are encouraged to contact the school office on 9764 5533 or refer to <https://heanyparkps.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, 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 in the table below.
- All staff at Heany Park 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 Heany Park Primary School, school staff will be designated a specific yard duty area to supervise.
- A Wet / Hot / Windy Day Duty roster will also be in place to ensure staff are aware of their supervision duties when students are required to remain indoors for recess and / or lunch breaks.

The designated yard duty areas for our school as at Term 1, 2021 are as follows:

Area A	Front area of the school, including the sandpit, play equipment and gym entrance garden area
Area B	Area outside the library and art room, facing the senior building; Area outside the Middle school building, facing the exit gates, including the netball court
Area C	Basketball courts, play equipment and school oval

Refer to the school Yard Duty Map as distributed in Jan 2021 which highlights the location of each designated yard duty areas (i.e. Area A, Area B and Area C).

- School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Yard Duty bags and / or labelled pigeon holes located in the staffroom.
- 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 areas, ensuring that all of the area is monitored particularly:
 - student toilet blocks (entry/exits)
 - play equipment areas with Areas A and C
 - the school fence line areas
 - 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 as set out the 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) using their iPads whilst on yard duty
 - ii) or entering the information on the school's Public Drive – *Student Behaviour Management* folder – this would need to be completed by the end of the day;
 - iii) CRTs are to note incidences in the relevant insert in the Yard Duty folder and leave this written information at the front office at the end of the day, for entry onto the public Drive

*Please see below re: incidences that require immediate follow-up action.

- 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. Incidences that require further follow up, also need to be reported to a member of the principal team and entered onto the school's Public Drive as soon as possible.
- 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 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, using the blue colour coded card located in the yard duty bag, or phone the front 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 front office or member of the Principal 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

Policy and Advisory Library:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

EVALUATION

Evaluation of this policy will be carried out by the Leadership Team as part of the Education and Policy Committee's cyclic review process, in four years' time, or beforehand if a significant issues arises.

Prepared by: Principal Team: Janet Evison and Adriana Dickinson

Approval Date: 10th June 2021

Review Date: June 2025

Signed:

Janet Evison
(Principal)

Alan McKinlay
(School Council President)