

# Yard Duty and Supervision Policy

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## 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 Woodville 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

Woodville Primary School's grounds are supervised by school staff from 8.50am until 3.10pm. Outside of these hours, school staff will not be available to supervise students. Only the asphalt areas will be supervised at these times. Students must stay in these areas unless under the direct supervision of their parent or guardian, or a member of staff. Families will be informed of these times at assemblies held at the beginning of each term and in school newsletters.

On Wednesday and Friday mornings the canteen area will also be supervised if Breakfast Club is operating. Parents are advised to check the school newsletter.

Parents and carers should not allow their children to attend Woodville Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to the Camp Australia link and contact details on the school website 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 8.40am, 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 student should go to the Administration Office when the 3.10pm bell rings. 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 at the parent/guardian's cost
- 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.

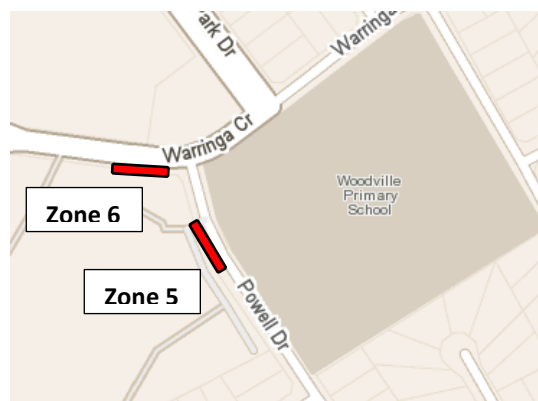
### Yard duty

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

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

The designated yard duty areas for as at Term 2, 2018 are as follows:

Zone	Area	Time(s)
Zone 1	Asphalt and Canteen	11.00am – 11.30am; 1.30pm – 2.00pm
Zone 2	Powell Drive fence line & Junior Playground	11.00am – 11.30am; 1.30pm – 2.00pm
Zone 3	Oval & Senior Playground	11.00am – 11.30am; 1.30pm – 2.00pm
Zone 4	Asphalt (including path to Madison Dve)	8.40am – 8.50 am (Before school) 3.00pm – 3.10pm (After school)
Zone 5	Powell Drive Car park	3.00pm – 3.10pm (After School)
Zone 6	Drop-off/Pick Up (Corner Powell Dr & Warringa Crescent [park side])	3.00pm – 3.10pm (After School) <b>Expected to be operational from Semester 2, 2018</b>



Zone 5 Duty – in Carpark in Powell Drive; ensuring children cross safely from one side of the carpark to the other

Zone 6 Duty – calling children to cars when parents pull up to pick them up after school (Drop & pick-up zone; no parking – to be installed in 2018)

Teaching staff must wear their provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests should be kept in classrooms and accessible to any relief/ CRT teachers who may be taking rostered duty. Staff must also carry a yard-duty folder kept in each building.

Yard duty folders are checked and updated regularly by the designated first aid officer.

Staff who are rostered for yard duty must remain in the designated zone until they are replaced by a relieving teacher or the bell goes indicating the end of the break.

During yard duty, supervising staff must:

- be alert and vigilant; constantly moving and scanning the zone
- methodically move around the designated zone. It is an expectation that staff move around their area at least 5 times during any rostered duty
- 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
- 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, behavioural expectations and extreme behaviour documents
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the yard-duty book
- 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange a swap with another staff member and inform the Assistant Principal. If a swap cannot be arranged 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/Assistant Principal, 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.

Any staff member who notices an incident where intervention is required (e.g. student injured, fight) must intervene regardless of whether or not they are on rostered duty.

## Wet/Windy/Hot day Supervision

Staff must familiarise themselves with, and follow procedures outlined in the Staff Handbook.

### 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 the adjacent room if available to supervise their class. If that teacher is not available then contact a 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. No class should be left unattended or with ES supervision. Class supervision cannot be delegated to an ES, pre-service teacher, parent helper, volunteer etc.

### 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.

#### Excursions and Camps

The principal must ensure that students participating in excursions and camps are appropriately supervised. Supervision can be provided by teachers, education support officers, trainee teachers, volunteer parents and carers, campsite staff and specialist instructors.

The *Schools Policy and Advisory Guide* provide minimum requirements for staff-student ratios. However, Principals should determine the appropriate and effective level of supervision for each individual excursion or camp, taking into account the following:

- The experience, qualifications and skills of staff
- The age, maturity, physical characteristics and gender of the students
- The size of the group
- The nature and location of the excursion / camp
- The activities to be undertaken

Most excursions and camps must

- be under the direct control of a teacher with at least one other excursion staff member present
- have enough teachers to maintain appropriate control of the excursion and each activity
- have teachers comprising at least half of the excursion staff

Any person who supervises students on an excursion or camp must have a Working with Children check.

Prior to the commencement of the excursion or camp, the Principal must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students.

The supervision of students on a camp or excursion will include the following:

- Retaining copies of all confidential medical forms and permissions slips for each student who is participating in the excursion or camp.
- Regularly marking off the attendance of students – this may include at the beginning of the excursion, on the transport, and at each location and activity.
- Ensuring that the venue, transport and activities conducted adhere to DE&T guidelines.

- Monitoring student behaviour, enforcing behaviour standards, and implementing logical consequences for a failure to comply with the behaviour and safety standards
- Ensure that students who require first aid assistance receive it as soon as practicable
- Ensure that risk management plans and emergency management plans are implemented as necessary

### Incursions

- Teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class.
- Visitors, speakers and instructors should not be responsible for supervising students on the school premises.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## REVIEW CYCLE

This policy was last updated in May 2018 and is scheduled for review in May 2019. This policy will also be updated prior to this if significant changes are made to school grounds that require a revision of Woodville Primary School's Yard Duty and Supervision Policy.

This policy will be reviewed annually.

*This policy was presented to School Council in **May 2018***