



Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, or require it in an alternative format, please contact our school administration team.

PURPOSE

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

SCOPE

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

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

Parents and carers should not allow their children to attend Streeton Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to www.campastralia.com.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 and the parent/carer consents)
- 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 Streeton Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school (as at Term 4, 2021) are:

Zone	Area
Zone 1	Junior Playground – patrolled before and after school
Zone 2	Oval
Zone 3	3-4 & 5-6 Playgrounds
Zone 4	Basketball & Netball Courts

Please refer to the attached PDF document for the Streeton Primary School map.

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored outside the LOTE room in A wing.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored outside the LOTE room in A wing.
- be familiar with the yard duty information folder containing student health and safety information stored in the school office.

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.

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

During yard duty, supervising staff must:

- methodically move around the designated area to ensure that all areas are within your line of sight 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate

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 contact the 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 or school office but should not leave the designated area until a 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 office and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they will be 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 office 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 and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#). **Digital Devices and Virtual Classroom**

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

Streeton 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.

While parent/carers are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

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.

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
- Made available in hard copy from the school office upon request

Information for parents/carers and students on supervision before and after school is available on our school website and parent/carer reminders are communicated at the beginning of each term in our school newsletter.

Before and After School Supervision

Student safety at Streeton Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school from 8:45am. After school, staff supervise until 3.45pm at which time an announcement is made calling all students who are not with a parent to come to the office. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact Camp Australia on tel:1300 105 343 or email: oshc@campaustralia.com.au for more information about the before and after school care facilities available to our school community.

This information will be communicated regularly in our school newsletter and parents and carers will be contacted if there are students in our school grounds unsupervised prior to 8:45am and after 3:45pm, and are not under the supervision of before and after care or their parent/carer.

For more information please refer to our Yard Duty and Supervision Policy (Parents/Carers and Students).

COMMUNICATION

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

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- Included as a reference in our school newsletter
- Made available in hard copy from school administration upon request

Information for parents/carers and students on supervision before and after school is available on our school website and parent/carer reminders are periodically included in our school newsletter.

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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	16/05/2022
Consultation	This policy does not require consultation with School Council or the Community as it is operational Consultation – Staff via staff meeting
Approved by	Principal
Next scheduled review date	Review cycle for this policy is 2 years – May 2024

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