

YARD DUTY AND SUPERVISION POLICY

Rationale

Implementation of the Yard Duty and Supervision policy ensures school staff understand their supervision and yard duty responsibilities.

1 Guidelines

- 1.1 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.
- 1.2 This policy applies to all teaching and non-teaching staff at Wheelers Hill Primary School, including education support staff, casual relief teachers and visiting teachers.
- 1.3 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.

2 Implementation

BEFORE AND AFTER SCHOOL

- 2.1 Wheelers Hill Primary School's grounds are supervised by school staff from 8.40am-8.55am and from 3.30- 3.45pm. Outside of these hours, school staff will not be available to supervise students.
- 2.2 Parents and carers will be advised through the School newsletter that they should not allow their children to attend Wheelers Hill Primary School outside of the above hours. Families are encouraged to contact OSHC or access the link <https://www.wheelershillps.vic.edu.au/oshc/> for more information about the before and after school care facilities available to our school community.
- 2.3 If a student arrives at school before supervision commences at the beginning of the day, the Principal, Assistant Principals or office staff 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.

2.4 If a student is not collected before supervision finishes at the end of the day, the Principal or Assistant Principals or office staff, 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 registered)
- 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.

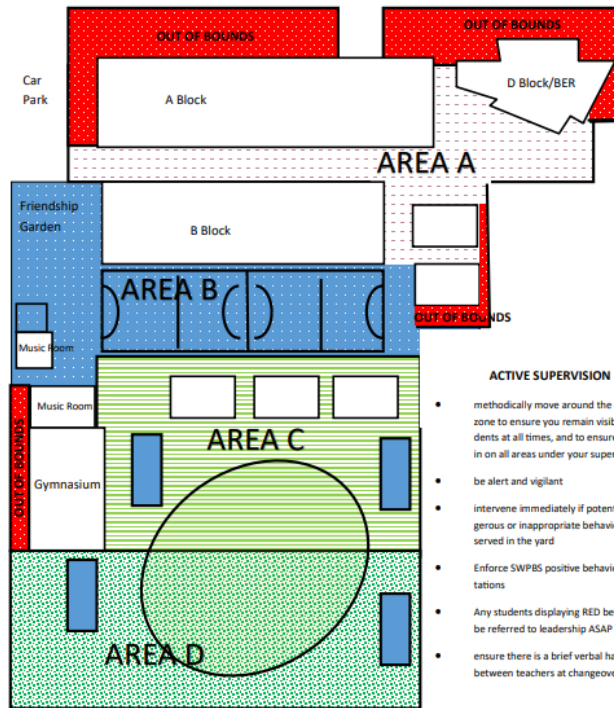
YARD DUTY

2.5 All staff at Wheelers Hill Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

2.6 The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Wheelers Hill 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 2, 2023 are:

**WHEELERS HILL PRIMARY SCHOOL
2023 YARD DUTY ZONES—Semester 2**



- ACTIVE SUPERVISION**
- methodically move around the designated zone to ensure you remain visible to students at all times, and to ensure you check in on all areas under your supervision
 - be alert and vigilant
 - intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
 - Enforce SWPBS positive behaviour expectations
 - Any students displaying RED behaviours to be referred to leadership ASAP
 - ensure there is a brief verbal handover between teachers at changeover.

| AREA A | AREA B | AREA C | AREA D | OUT OF BOUNDS |
|--|--|---|--|---|
| Prep play area Area between A and B blocks Pathway along north side of B block Eating Area Courtyard between brown portables | Basketball Courts Friendship Garden | Top half of oval Junior Playground / cubby Middle Playground In front of lower portables Walkways between portables | Back half of oval Behind the oval Senior Playground Sand pit / Gaga pit | Front of school Area beside OSHC Behind BER Behind Gym Behind brown portables Area between brown portables and Threadbow Cres. |

YARD DUTY EQUIPMENT

2.7 School staff must

- Wear a provided safety/ hi-vis vest whilst on yard duty. Safety/ hi-vis vests are located in each classroom.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bags are stored in each classroom.

YARD DUTY RESPONSIBILITIES

2.8 Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

2.9 During yard duty, supervising school staff must:

- methodically move around the designated zone, ensuring active supervision of all students to ensure all areas are within a line of sight to at least one yard duty teacher at a time

- where safe to do so, approach an unknown visitor who is observed on school grounds without a legitimate purpose, and ensure they have a visitors badge and have signed in to Compass at the office (excluding drop off and collection periods)
- be alert and vigilant
- be on time
- not accompany a child to first aid instead they must send for assistance or ask other students to accompany children
- 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 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 on Compass
- 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.

2.10 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.

2.11 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.

2.12 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.

2.13 Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

CLASSROOM

2.14 The classroom teacher is responsible for the supervision of all students in their care during class.

2.15 If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in the class next door or their Learning Leader for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom to supervise the class prior to leaving.

2.16 Children needing to go to the toilet or run errands such as delivering canteen tubs, library tubs must be sent in pairs.

SCHOOL ACTIVITIES, CAMPS AND EXCURSIONS

2.17 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, 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

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

2.19 Wheelers Hill will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site e.g. Victorian High Ability Program (VHAP). In these instances students will be supervised by a member of the leadership team.

2.20 While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- Student attendance will be monitored each day
- Any wellbeing or safety concerns for the student will be managed in accordance with the usual processes – refer to the Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

STUDENTS REQUIRING ADDITIONAL SUPERVISION AND SUPPORT

2.21 Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal 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

2.22 In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision. In the event of a mandatory period of remote or flexible learning our school will follow the operations guidance issued by the Department.

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

- Included in the staff induction processes
- Discussed at staff meetings as required
- Included in our staff handbook

3.2 Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term via the Compass portal.

4 Evaluation

4.1 The Education Sub Committee will review the effectiveness of the school's Yard Duty and Supervision Policy every year in accordance with DET guidelines.

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

Related policies

Student Engagement and Wellbeing Policy
OSHC Policy

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](#)



Help for non-English speakers

If you need help to understand the information in this policy please contact Leasyl Richards (Assistant Principal)

Ratified by School Council

June 2023

Approved by Principal

June 2023

Next review

2024