



## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

### SCOPE

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

Gardenvale 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 Gardenvale Primary School outside of these hours. Families are encouraged to contact GOSH (Team Kids) on 0460273774 or refer to 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 before supervision commences at the beginning of the day, the Principal or Assistant Principals will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- recommend the student be placed in the before school hours care program
- request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the staff member on yard duty will bring the student to the office. The 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



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

School staff who are rostered on before or after school supervision must follow the process outlined below.

## Yard Duty

All teaching staff and ES Integration Aides at Gardenvale Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

A nominee of the Principal/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Gardenvale Primary School, school staff will be designated a specific campus to supervise.

School staff must wear a provided orange safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided for each staff member and spares will be stored in the staffroom. The school will also provide staff with the school hat. Hats must be worn during the Sun Smart period when on yard duty.

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

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in classrooms and the staffroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bags will be stored in the staffrooms.
- Be familiar with the yard duty information pack containing student health and safety information stored in the staffrooms.
- Carry a mobile phone.

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 school yard ensuring active supervision of all students. All areas should be within line of sight to at least one yard duty teacher at a time
- 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
- 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 our school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- approach intruders or unknown people in the yard
- arrive at their yard duty location on time



If being relieved of their yard duty shift by another staff member, ensuring 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 Assistant Principal or 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 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, staffroom or Principal/Assistant Principal, and not leave the designated area until a replacement staff member has arrived.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.

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 office/teacher next door 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, Assistant Principals and PLC Leaders 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 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

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

Gardenvale 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 in the GOSH room.

## 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.

### Other areas requiring supervision

Students moving between campuses must be supervised by a staff member. The staff member will wear an orange hi-vis and carry a mobile phone. Students will stop at the curb of the side streets. The staff member will check for traffic and then stand in the middle of the street while the students cross to the other side stopping at a designated spot to wait for the staff member.

Students using the bathroom during class time will be expected to go in threes.

### 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](#)

### 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
- Made available in hard copy from the office on request

Information for parents and students on supervision before and after school is available on our school website and Compass.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2024

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