



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 the 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.

This policy applies to all staff including ES Staff who have been assigned yard duty and supervision responsibilities and to parents/carers for information.

POLICY

The school has developed the prerequisite *Duty of Care Policy*.

Staff at Ivanhoe Primary School 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 for 15 minutes after children have been dismissed. Students on school grounds outside these times will **not** be supervised (unless they attending a before or after school care program or supervised extracurricular activity).

The school regularly will inform parents/carers of the precise times during which the school's grounds will be monitored e.g. in the school newsletter each term and on the school website.

Parent/carers should not allow their children to attend the school outside of these hours. Families are encouraged to contact the Principal/Assistant Principal or refer to 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 /Assistant Principal 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/Assistant Principal 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 below.

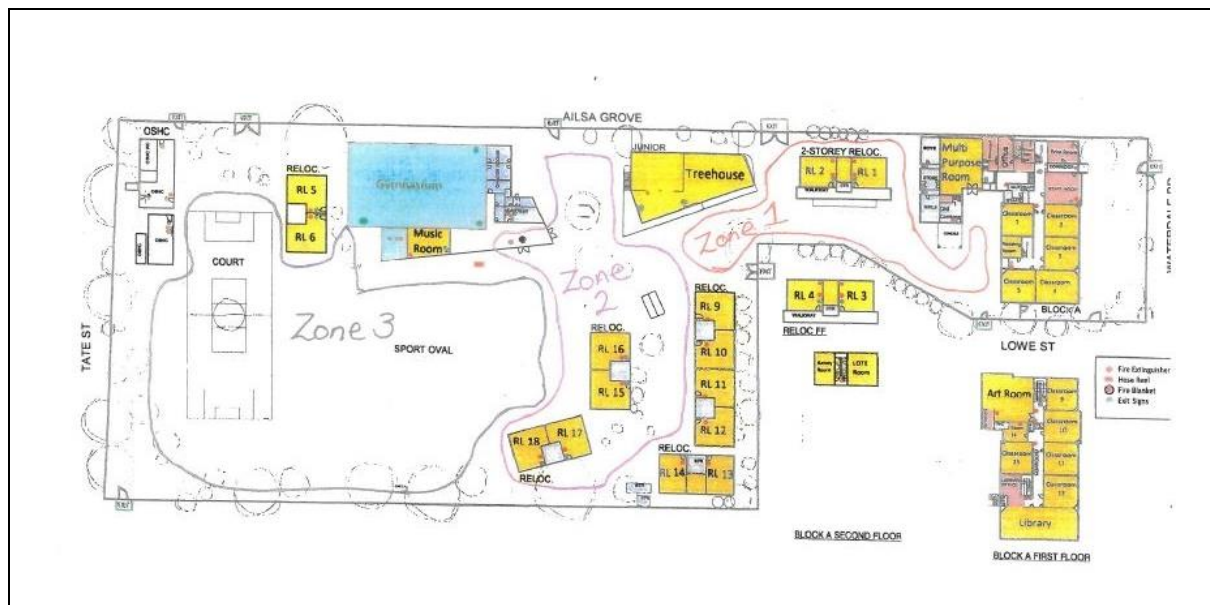
Yard duty

All staff are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal or Yard Duty Coordinator is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 2, 2020 are:

Zone	Area
Zone 1	Area from Administrative building to end of double storey portable.
Zone 2	Area between double storey portable and the oval.
Zone 3	Oval, soccer pitch to include the playground at front of OHSC.



Areas coming under supervision will include the school oval, playgrounds between the oval and the Treehouse, and the areas from the Administrative building to the Treehouse and all play equipment within each zone.

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a first aid bag. Staff have their own Safety/hi-vis vest and spares along with first aid bags are stored on hangers outside the first aid room.

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 zone and when on the oval ensure that the playground at the side of the soccer pitch is constantly in view
- 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 the disciplinary measures set out in the school's *Student Wellbeing & Engagement Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. in a Yard Duty Book, and if an incident requires more care than simply a band aid, must be immediately referred to first aid and the staff member on first aid duty will provide appropriate care, log the details on Compass and in the case of a head injury or serious injury, inform parents (see IPS First Aid policy)
- when being relieved of their yard duty shift by another staff member, 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, she/he must contact the Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. In the event of a supervising staff member not being able to fulfil their yard duty commitment due to professional learning or excursion absence, then the staff member must organise a yard duty swap with another member and also inform the Assistant Principal.

If the supervising staff member needs to leave yard duty during the allocated time, she/he should contact the Office or 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 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.

The school will be alert to situations in which immediate and positive supervision may be required. If for example, a live power line came down outside the school, no emergency workers had arrived, and children were about to be dismissed to walk home, the school would not allow the children to walk out to that danger unsupervised.

Children leaving the school grounds for lunch will be discouraged. If a child is to leave the school grounds during lunch or recess, the parent/carers must provide a written request.

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 their team leader or Assistant Principal 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.

Children will be closely supervised during swimming, off-site sporting activities and/or other excursions. Please refer to the school's the *Swimming Instruction & Water Safety Policy*.

If the school conducts a cross-aged tutoring program, the Principal will decide how much supervision is required depending on the age of the students, size of the group, nature of the activities and location within the school.

For supervision during incursions, please refer to the *Incursions (Safety of Children Working with External Providers Policy)*.

Note: Visiting speakers do not have the authority to supervise students in schools.

Teachers must supervise their students during a presentation from a guest speaker. This includes instructors providing religious instruction in schools.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - Supervision
 - Duty of Care
 - Child Safe Standards
 - Visitors in Schools

Reference:

www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx

Please refer also to the *Duty of Care Policy*, the *Communication Procedures & Schedule Policy*, the *Collection of Children Policy*, the *Complaints Policy*, the *Student Wellbeing & Engagement Policy*, the *Swimming Instruction/Water Safety Policy*, *Camps & Excursions Policy*, *Running Away from School Policy*, *Visitors to the School Policy* and the *Child Safe Standards*.

REVIEW PERIOD

This policy, first developed in this format in March 2020, will be reviewed annually or if guidelines change (latest DET update late May 2018). The template updated in April 2019.

This policy also will be updated if significant changes are made to the school grounds that require its revision.

A mandatory policy

School Council Approval No Longer Required

Although this is an operational policy, the Principal may choose to present it to

School Council for noting.