



## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact (03) 57544354 or [mount.beauty.ps@education.vic.gov.au](mailto:mount.beauty.ps@education.vic.gov.au)

### 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 Mount Beauty 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

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

Mount Beauty Primary School's grounds are supervised by school staff from 8.45 am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Mount Beauty Primary School outside of these hours. Families are encouraged to contact Out of School Hours Care (OSHC) on *0418399861* or *kathleen.lewinson@education.vic.gov.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 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 our out of school hours care program
- 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 Mount Beauty 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.

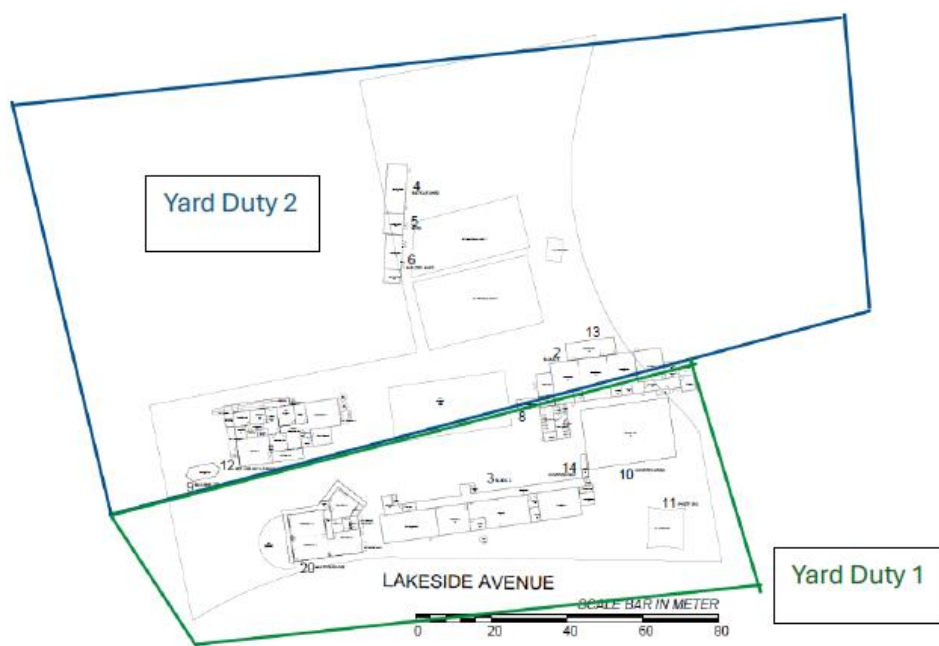
School staff must wear a provided safety/hi-vis vest and first aid kit whilst on yard duty.

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

### **Yard duty zones**

The designated yard duty areas for our school, as of Term 4, 2024 are described below. If your school has designated year level zones, you should indicate where these are in the table below and/or in the school map. Multi campus schools may wish to consider having the yard duty zones as annexures to the policy, with an annexure for each campus].

<b>Zone</b>	<b>Area</b>
Yard Duty 1	Early Years Playground, Fairy Garden, Edible Garden and pathway to end of the Multi-Purpose Building and Bus Shelter.
Yard Duty 2	Upper Years Playground, Oval, Sports Courts, Soccer Oval and Bus Shelter.



During yard duty, supervising staff must:

- methodically move around the designated zone
- 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)
- ensure students remain in their designated year level zones
- 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 the school's Student Engagement 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 the supervising staff member is unable to conduct yard duty at the designated time, they should attempt to arrange a swap with another staff member or 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 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 send a message to the office or the 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.

## 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 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.

## Digital devices and virtual classroom

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

Mount Beauty 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 their classrooms.

## 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.

## 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 school administration upon request

## 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 on 22 October 2024 and is scheduled for review in 2026. This policy will also be updated if significant changes are made to school grounds that require a revision of Mount Beauty Primary School's Yard Duty and Supervision Policy.

Policy last reviewed	22 <sup>nd</sup> October 2024
Consultation	Staff Consultation – October 2024
Approved by	Principal
Next scheduled review date	October 2026