



## YARD DUTY AND SUPERVISION

Endorsed by Principal: 2021



If you need help to understand the information in this policy, please contact the school on 9547 1224

### 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 Athol Road 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.

### GUIDELINES

- 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
- Athol Road Primary School 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 will be advised through notification on the Sentral Parent Portal and regular reminders in the newsletter. Parents and carers should not allow their children to attend Athol Road Primary School outside of these hours.
- Families will be encouraged to contact the school office on 9547 1224 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 direct the student to Breakfast Club and, 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 place the student in the Out of School Hours Care program.

### IMPLEMENTATION

#### YARD DUTY

- School staff who are rostered on for before or after school supervision must follow the processes outlined below.
- All staff at Athol Road Primary School assist with yard duty supervision and are included in the weekly roster.
- The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Athol Road Primary School, staff will be designated a specific yard duty area to supervise.
- The designated yard duty areas for our school are:
  - Zone 1: Junior playground and eating area
  - Zone 2: Senior playground
- School staff rostered for yard duty must:
  - wear a safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be the personal property of each staff member with spares stored in the administration area.
  - carry a portable first aid kit with bandaids and the yard duty folder.
  - wear a hat while supervising students outside from mid-August to the end of April and when UV levels reach 3 and above
  - 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 deal with students in a respectful manner
  - be alert and vigilant
  - be positive role models for students ie. wearing hats in Terms 1 & 4
  - 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 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 in a Yard Duty Folder and on Sentral
- if 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
- ensure that all adults are wearing a visitors' badges.
- If the supervising staff member is unable to conduct yard duty at the designated time, they should contact their Yard Duty Team Leader giving 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 their Yard Duty Team Leader 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 via a student 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. Teachers who hold a current Level 2 First Aid certificate are rostered on First Aid duty at recess and lunchtime each day.

### **LEARNING SPACE**

- Learning space teachers are responsible for the supervision of all students in their care during learning time.
- If a teacher needs to leave the learning space unattended at any time during a lesson, they should advise their Team Leader or another teacher in the learning space for assistance.

### **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. 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.

### **AFTER SCHOOL CARE**

- Athol Road Primary School offers an Out of School Hours Care service for families between the hours of 3.30pm – 6.00pm.
- Outside of School Hours Care is available to all students attending Athol Road Primary School. A fee per session is payable on invoice. It is a requirement of School Council that families complete an Out of School Hours Care (OSHC) Application form upon enrolment so that students can readily access OSHC if required.
- Children arriving at school prior to 8.30am are required to attend Breakfast Café. The school runs a Breakfast Club sponsored by Foodbank each morning between 8.00am – 8.45am. This service is FREE to all students. Students arriving at school before supervision commences at 8.45am, 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.
- Students who remain uncollected will be sent to OSHC (it is a School Council requirement that all parents/carers, on enrolment, complete and OSHC application form)
- Students are not permitted on the school play equipment before school.
- Students are only permitted on the school play equipment after school if they are supervised by a parent/carer.

### **Digital devices and virtual classroom**

- Athol Road Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.
- Athol Road Primary School will ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in a specified learning space.
- While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:
  - student attendance will be monitored by Home Group teachers.
  - any wellbeing or safety concerns for the student will be managed in accordance with normal school processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### **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 learning space 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:

- School website
- Staff induction processes
- Staff briefings or meetings, as required
- Staff Handbook
- School newsletter each term
- Made available in hard copy from school administration upon request

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 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	June 2021
Approved by	Principal
Next scheduled review date	June 2023

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

## BEFORE AND AFTER SCHOOL SUPERVISION PARENT NOTIFICATION

Student safety at Athol Road 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.

Before school: Students should not arrive at school prior to 8.45am as school grounds are not supervised before this time. Students should go directly to their learning space.

After school: School grounds are supervised from 3.30pm – 3.40pm.

Students on school grounds outside these times will not be supervised unless they are attending Breakfast Club, the after school care program or supervised extracurricular activity. Parents/carers are requested to ensure that students do not attend school outside of these supervised times.

Families are encouraged to contact the school office on 9547 1224 for more information about the Breakfast Club and After School Care service available to our school community or if you would like any further information about our student supervision arrangements.

For a copy of our school's Yard Duty and Supervision Policy contact the school office on 9547 1224. This policy includes Athol Road Primary School's student supervision arrangements across the school day, including outside school hours care.