

# YARD DUTY AND SUPERVISION POLICY

## PURPOSE

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



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office on 9544 1553.

## SCOPE

This policy applies to all teaching and non-teaching staff at Amsleigh Park Primary School, including education support staff, casual relief teachers and visiting teachers.

## POLICY

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**

Amsleigh Park 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. Amsleigh Park Primary School will regularly inform parents and carers of the times during which the school's grounds will be monitored in the newsletter.

Before and after school, school staff will be rostered on to supervise the asphalt and grass zone as shown on the map.

Parents and carers should not allow their children to attend Amsleigh Park Primary School outside of these hours. Families are encouraged to contact Youth Leadership Victoria on (03) 8790 6511 or refer to <https://ylv.com.au/contact-us/> for more information about the before and after school care facilities available to our school community.

If a student is observed at school before supervision commences at the beginning of the day, the student will be asked to wait in the 'flagpole' area. The class teacher will be notified, and as soon as practicable, will follow up with the parent/carer to remind them of the supervision arrangements before school.

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 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.

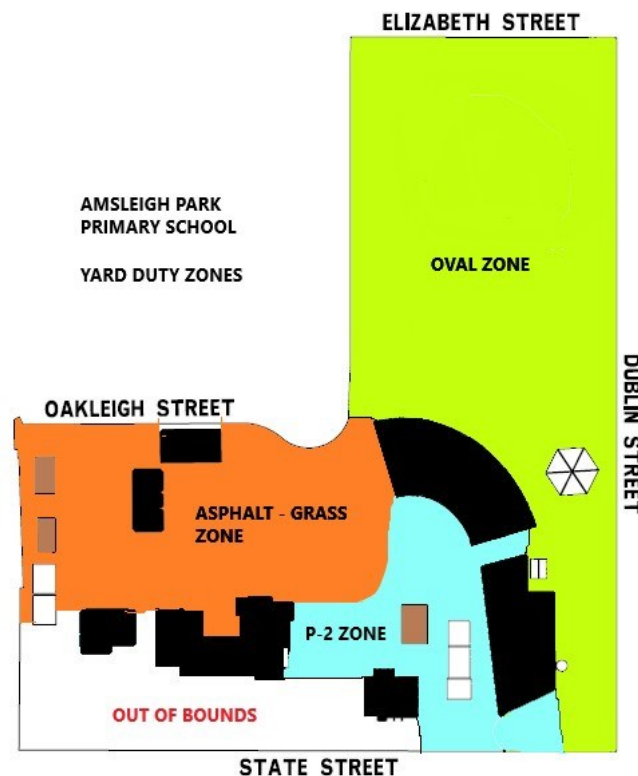
**Yard duty**

All teaching staff at Amsleigh Park Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Amsleigh Park Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are :

Zone	Area	Area if a wet/sweat day is called
P-2 Zone	Includes P-2 playground, around the 'shack', Friendship Garden and TBLSC toilets	JLC classrooms
Oval Zone	Includes the oval, 3-6 playground and behind the JLC	SLC classrooms
Asphalt Zone	Includes hard courts, around portable classrooms, the grass area up to the JLC	G3/4 portable classrooms
Sick Bay Zone	The Sick Bay	JLC



During yard duty, supervising staff must:

- continuously move around the designated zone actively supervising all students and ensuring they cover the area as specified on the yard duty map.
- remain in the designated area until they are replaced by a relieving teacher.
- Carry a mobile phone and first aid bum bag.
- wear a provided hi-vis vest whilst on yard duty. All staff are provided with a personal hi-vis vest. Additional hi-vis vests will be stored in the sick bay for communal use.
- 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 SWPBS approach, including relevant disciplinary measures set out in the school's *Student Engagement and Wellbeing* policy
- record incidences of 'major behaviours' for SWPBS data collection
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate with the Principal or Assistant Principal
- if being relieved of their yard duty shift by another staff member (half bell changeover), 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, 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.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the General 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 or call the Assistant Principal to secure a replacement 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 their physically closest available teacher, leader, 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 activity. 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

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

**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**

Children leaving classroom to go to the toilet/bathroom will be required to travel in pairs.

**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 the staff handbook
- Included as a reference in the school newsletter (Coinciding with Safety week in Term 1)
- Made available from the general office on request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent to parents during safety week each term. (Week 5)

**FURTHER INFORMATION AND RESOURCES**

- the Department's Policy and Advisory Library (PAL):
  - [Child Safety Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

**FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

**REVIEW CYCLE**

Reviewed: February 2023

Approved: February 2023

Next Review: February 2026

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