



# YARD DUTY AND SUPERVISION POLICY



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

*If you need help to understand the information in this policy please contact the school office on 9799 1216 or you can use the National Translating and Interpreting Service by calling 131 450.*

## **PURPOSE**

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

## **SCOPE**

This policy applies to all teaching and non-teaching staff at River Gum 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

River Gum Primary Schools grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school there are teachers on yard duty. Before school from 8.30am-8.45am there are staff out the front of the school, on the asphalt and on the senior playground.

After school from 3.15pm-3.30pm there are staff out the front of the school and on the senior playground.

Breakfast Club begins at 8.15am and is supervised for students attending.

Parents/Carers should not allow their children to attend River Gum Primary School outside of these hours. Families will be encouraged to contact Hampton Park Community House on 9799 0708 or refer to [www.hamptonparkch.com.au/children-services](http://www.hamptonparkch.com.au/children-services) 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, 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 an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

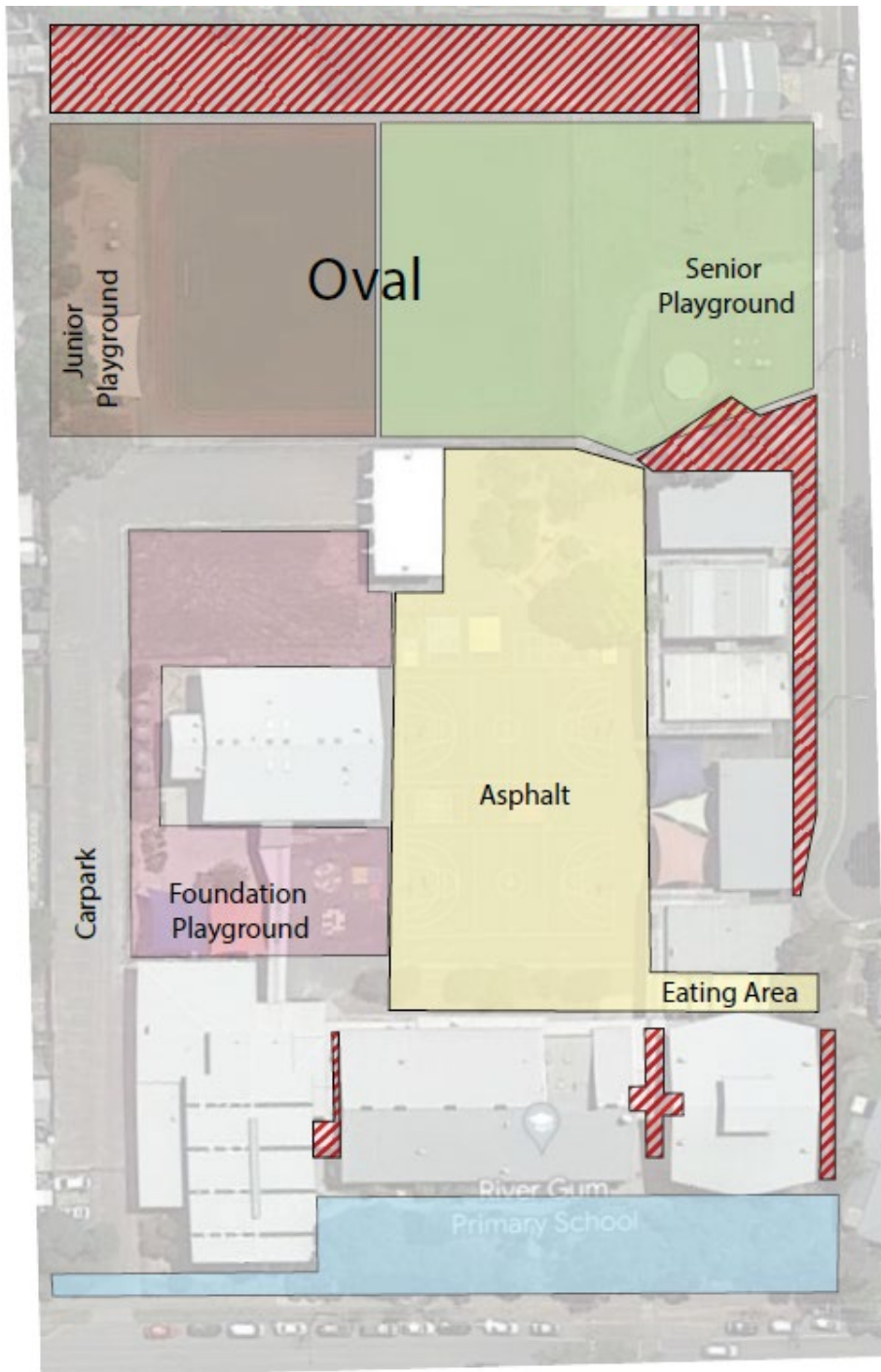
All staff at River Gum Primary School are expected to assist with yard duty supervision and will be included in the daily organisational roster as part their other duties.







Stephanie Dumble is responsible for preparing and communicating the yard duty roster on a regular basis. At River Gum Primary school staff will be designated a specific yard duty area to supervise.

### **Yard duty zones**

The designated yard duty areas for our school as at Term 2, 2022. <b>Zone</b>	<b>Area</b>
Zone 1	Front of the school
Zone 2	Foundation playground and grass area
Zone 3	Asphalt courts
Zone 4	Oval and Junior Playground
Zone 5	Oval and Senior Playground

# Map



- |  |  |   |
|--|--|---|
|  Zone 1 |  Zone 4 |  Out of Bounds |
|  Zone 2 |  Zone 5 |   |
|  Zone 3 |  |   |

## Yard duty zones rules

1. Front of the school	2. Foundation playground and grass area	3. Asphalt courts	4. Oval and junior playground	5. Oval and senior playground
<p>This is only a yard duty zone before and after school.</p> <p>2 gates are too be locked when you finish yard duty.</p>	<p>Foundation students only on the playground.</p> <p>On the grass area the F-2 students can play ball games. At times little soccer goals may be put out for F-2 students to use.</p> <p><u>Out of bounds- marked with a red line</u> The area between the data room and kitchen garden is out of bounds marked by a red line.</p>	<p>No footballs, soccer balls or rugby balls allowed.</p> <p><u>Out of bounds- marked with a red line</u> The area between the data room and kitchen garden . The area near the fire escape. The area behind the portables R27 and R28</p>	<p>This playground is for F-2 students,</p> <p><u>Out of bounds</u> The garden behind the oval.</p> <p>Only soccer balls, footballs and rugby balls on the oval.</p> <p>No tackling.</p> <p>Please use the gate to walk through the oval and the senior playground.</p>	<p>This playground and gaga pit is only for 3-6 students.</p> <p><u>Out of bounds</u> The garden behind the oval.</p> <p>Only soccer balls, footballs and rugby balls on the oval.</p> <p>No tackling.</p> <p>Please use the gate to walk through the oval and the senior playground.</p> <p>The gate is to be locked when you finish yard duty.</p>

## Yard duty equipment

School staff must:

- School Staff have been provided with a high-vis vest and must wear the provided vest whilst on yard duty. Spare high-vis vests will be stored in the first aid room.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in each classroom.
- It is teacher responsibility to ensure their yard duty bag has the required items on the card in the bag. Please see the office to top up your bag of any missing items.
- Spare yard duty bags are available in the first aid room for CRTS and additional staff.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## Yard duty responsibilities

### Teachers

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

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students.
- Use yard duty as an opportunity to build relationships and engagement with students. The Student Wellbeing and Engagement policy discusses a wide variety of universal strategies that are good for all students.
- 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.
- ensure students remain in their designated year level zones and out of the out of bound areas.
- ensure students who have food go to the eating area marked on the map in this policy.
- be alert and vigilant.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- Use the restorative practices questions in your first aid bag to resolve low level incidents in the yard quickly and promptly.
- monitor out of bounds areas which are marked with red lines.
- enforce behavioural standards and implement appropriate restorative consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's [Student Wellbeing and Engagement policy](#).
- ensure that students who require first aid assistance receive it as soon as practicable.
- Be aware and ensure you implement individual student behaviour plans. This keeps students and staff safe.
- log any incidents or near misses as appropriate via Teams on the Yard Duty Behaviour Notification's Channel.

#### Education support staff

- Wear the provided vest
- Support play in their designated area
- Support students in going to a teacher on yard duty when they require first aide

#### First aide

- Rostered yard duty staff to give students who require band aids and tissues rather than sending them to first aide.
- Be aware of the students who have diabetes and these children are always to be sent to first aide if they tell you they feel unwell.
- If a students is unwell ask them to get a drink or water/ go to the toilet
- All head injuries are to be sent straight to first aide.
- Please inform the office if a student has vomited outside straight away.

If being relieved of their yard duty shift by another staff member the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 Leadership Team Member in charge of Daily

Organisation 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 a member of the Leadership Team or Office (who will contact a member of the Leadership Team) but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should check daily organisation and send a message to the office and not leave the designated area until a relieving staff member has arrived.

All staff are encouraged to carry their phone whilst on yard duty, and call the office should they require assistance. Please call via Microsoft Teams

1. First Aide Rep TBC
2. Kerrie
3. Robyn

### **Extreme Weather**

In the event of extreme weather students may need to remain or return inside.

1. The office will call a wet timetable over the loud speaker
2. All students and staff to return to their classroom

### **Start of lunch**

If a wet day timetable is at the start of lunch:

Year 6: R12/R13

Year 6: R14/R15

Year 5: R16/R19

Year 5: R17/R18

Year 4: R24/R25

Year 3/4: R26/R27

Year 3: R29/R28

Year 2: R30/R31

Year 2: R23/R22

Year 1: R08/R09 and R10

Foundation: R01, R02, R04

Staff in the following sets of room to supervise the students in those classes. If one of you have yard duty first half they are to supervise the students inside for this time. If one staff member is on yard duty second half they are to supervise the students second half. This ensures if the wet weather timetable is cancelled no staff member has been on yard duty the whole lunch time. If none of the staff allocated to the sets of rooms please organise amongst yourself how you will split the supervision ensuring

everyone gets a break. If you are unsure please contact your PLT Leader. The PLT leader is to check on all teachers in their team to ensure all staff get a break.

#### During of lunch

If a wet day timetable is during lunch:

Year 6: R12/R13

Year 6: R14/R15

Year 5: R16/R19

Year 5: R17/R18

Year 4: R24/R25

Year 3: R26/R27

Year 3: R29/R28

Year 2: R30/R31

Year 2: R23/R22

Year 1: R08/R09 and R10

Foundation: R01, R02, R04

Staff in the following sets of room to supervise the students in those classes. If wet weather was called during lunch and one of the staff members in the sets of room was on yard duty they complete the yard duty till the swap time and then the other staff member takes over. If you are unsure contact your PLT Leader. The PLT leader is to check on all teachers in their team to ensure all staff get a break.

#### Wet weather activities

- Whole class movie
- Whole class game
- Board games
- Lego
- iPad time on school approved websites
- Free drawing
- Guided drawing

If you would like some board games ordered please contact Steph Dumble

#### *Intervention staff*

- Please support your allocated team with yard duty

#### *Specialist staff*

- At times will be asked to cover classes due to staff absences etc

## **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 next door teacher or team leader for assistance. When both classes are supervised they may then leave the class.

## 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.

## 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 that require supervision

When students need to access the bathrooms or any other area of the school during class time, they will always go in pairs. This will be reflected in our Child Safety Risk Register.

## **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
- Available on our school website
- Included in our staff handbook
- 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 included in our transition packs.

## **FURTHER INFORMATION AND RESOURCES**

- the Department's Policy and Advisory Library (PAL):
  - Child Safe Standards
  - Cybersafe and Responsible Use of Technologies
  - Duty of Care



- Excursions
- Visitors in Schools

<b>POLICY REVIEW AND APPROVAL</b> Policy last reviewed	24th June 2023
Consultation	June 2023 Staff and School Council
Approved by	Principal: Robyn Trzeciak
Next scheduled review date	24th June 2024