



Yarraville West Primary School

Yard Duty and Supervision Policy

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | February 2024 |
| Approved by | Principal |
| Next scheduled review date | 2025 |

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Yarraville West 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 uphold 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.

Before and after school

Yarraville West Primary School's gates are opened and the 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. We will inform families of any changes through the school newsletter via COMPASS.

Before and after school, school staff will be timetabled to supervise the front entrance, the Prep gate and the senior yard. This will include opening the hall toilets when opening the senior gates.

Bike and scooter areas are not for playing. No scooters, bikes, skates etc to be ridden in the school grounds. Ball games with balls in the air, eg: basketball and cricket, are not permitted before school for safety reasons.

Parents and carers will be advised through COMPASS that they should not allow their children to attend Yarraville West Primary School outside of these hours unless an arrangement has been made with school staff (for example, to facilitate early departure for an excursion). Families will be encouraged to contact Teamkids for more information about the before and after school care service available to our school community.

If a student arrives 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.

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 registered)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Yarraville West Primary School are expected to assist with yard duty supervision and will be included in the weekly roster based on their time fraction in line with the VGSA.

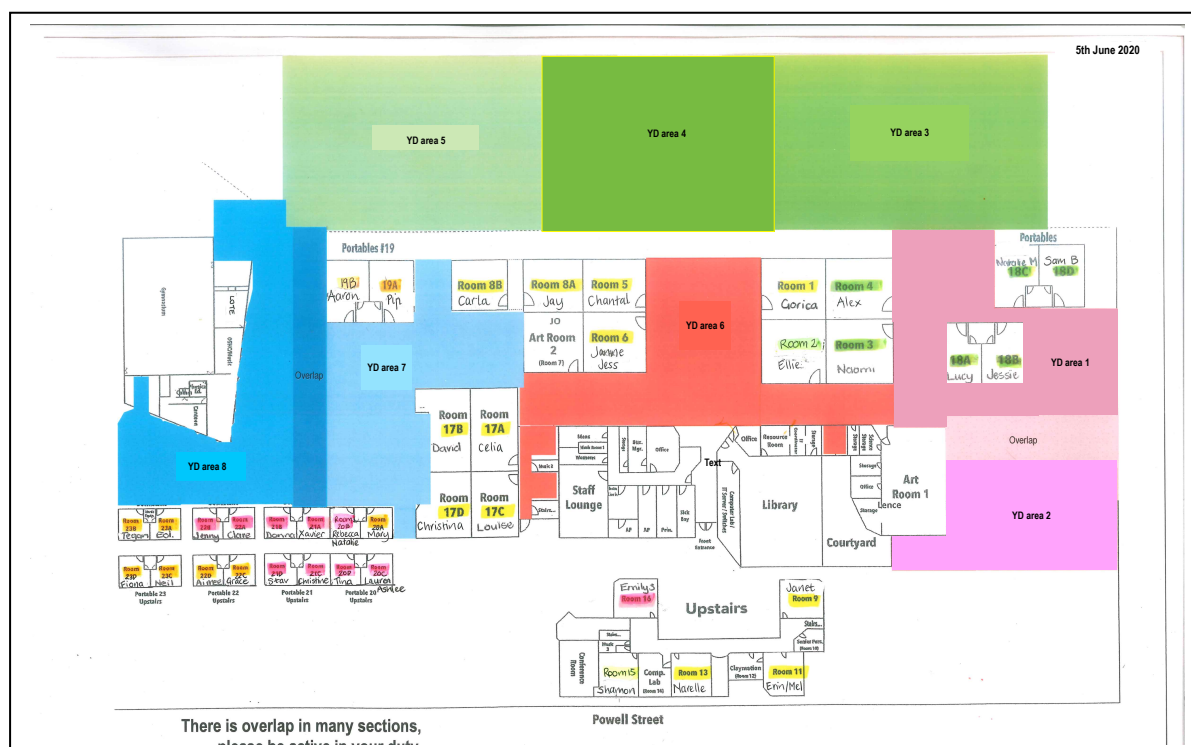
The Assistant Principal/ Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Yarraville West Primary School, school staff will be on a roster indicating time and area of yard to supervise.

Yard duty areas

The designated yard duty areas are outlined below.

| Area | Location | |
|-------------|----------------------|--|
| YD Area 1 | Prep area 1 | At the beginning of the year all Prep children to be inducted in correct and safe use of the playground. eg: students are only allowed to go down slide The doors are closed until 8:45 am - i.e. until a teacher is there to supervise. In first term the Prep Area is only available to Preps until determined at the discretion of Prep teachers and then limited to just Preps and 1s. Students are only allowed to go down slide. |
| YD Area 2 | Prep area 2 | |
| YD Area3 | Oval Score board end | The oval gate is opened by teacher/s on duty in conjunction. No cones out means the Oval is not open. The oval is closed by the teachers 5 minutes prior to the end of recess / lunch so the children are off before the bell goes at the end of play times. No Preps on the Oval in first term or until determined by the Prep teachers. Children must wait at the gate/s for yard duty teacher. Play must be outside the "cone zone"; orange cones are not to be moved. No food on Oval. No playing or sitting in coaches boxes. Stay on paths when walking in and out of the Oval. No playing on the Oval surrounds (children have to be either in the school grounds or on the Oval) |
| YD Area 4 | Oval middle area | |
| YD Area 5 | Oval Skatepark end | |

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| YD Area 6 | Middle area | Teacher roaming to patrol the two toilet blocks. No children are allowed to play in the corridor outside the 1-2 toilets. No ball games at the foot of the stairs near the doors to the Dragon area and the Prep playground. Students are not to sit on the stairs. It is a walk only , quiet area with no ball games. |
| YD Area 7 | Gr 1-2 playground to end of portable 19B | Students are only allowed to go down slide. |
| YD Area 8 | Senior play area around hall including hall toilets | No jumping off Tower or top of climbing block. Students are not allowed on the upstairs of the double storey portables Soccer is only against the soccer mural. Major ball games should be on the Oval. No rubbish bins for wickets. The teacher/s on duty at first playtime to check if toilets to the Hall are open. Toilets into the Gym must be locked at recess and lunch time. |



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored by the teacher, spares available from Vicki in the sickbay
- have a whistle attached to the bumbag or vest
- carry a yard duty first aid bumbag at all times during supervision. A yard duty first aid bumbag will be provided for each teacher spares are available from Vicki in the sickbay
- you must have these cards easily accessible in your bum bag:
 - Yellow – sick
 - Green – injured

- Red – emergency
- Fluoro Orange – anaphylaxis.
- take out a device to record any incidents through the COMPASS portal. iPads are located in the Staffroom for staff / CRTs to use.

iPads must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

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:

- arrive on time to your area
- methodically move around the designated zone
- 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. If a child or children are behaving inappropriately the incident will be recorded on Compass and relevant notifications made. There may be an immediate consequence of missing some playtime or similar. For more serious incidents further follow up will occur.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass including notification to class teacher.
- In an emergency it is your responsibility to stay with the child. If another adult is present they would raise the alarm at the Office. In the absence of another adult you would send a responsible child with a red emergency card to the Office. The Office/First aid staff will come to you.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 Assistant Principal / Daily organiser 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 Assistant Principal/ Daily organiser 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 send a message to the office and not leave the designated area until a relieving staff member has arrived.

Teachers attending an excursion are required to 'swap' their yard duty with another member of staff and let the Assistant Principal/ Daily organiser know.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

Class teachers will share with all relevant staff, strategies outlined in the BSP / IEP to support goal attainment and to ensure consistent responses to behaviours.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher next door or their team leader for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If children deliver bags to their classrooms upstairs before school, they are not allowed to remain there unsupervised.

Children should only be in classrooms, with staff supervision, at play and lunchtimes for the following reasons:

- For the completion of classroom tasks
- For the opportunity to speak with a teacher and/or classmates in a confidential setting
- To support student wellbeing
- For participation in extra-curricular clubs and activities

Students must never enter a classroom or attempt to enter a classroom without explicit staff permission and supervision.

No children in Library/Computers, Art room, Hall or PE/Sport storeroom unless supervised by an adult.

No food or drink in the Hall, Library and Computer rooms.

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.

Digital devices and virtual classroom

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

Yarraville West 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 a classroom, middle area of two rooms or the library.

Students involved in the Victorian High Ability Program will be supervised by a nominated teacher while working online.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily

- any wellbeing or safety concerns for the student will be managed in accordance with our Student Engagement 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

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including supervision responsibilities.

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

When moving from class to a specialist area students will be supervised by the class teacher to ensure safe movement throughout the school. When returning from a specialist they will be supervised by the specialist to their classroom. The specialist teacher will supervise eating at 10.50 before recess and the class teacher will supervise eating at 1.30pm.

When students use the bathroom during class time they are expected to go in pairs. Teachers will keep a record of students leaving the classroom to use the bathroom, and students must notify the teacher prior to exiting the classroom.

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

Information for parents and students on supervision before and after school is available on our school website.

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](#)