

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand this policy, please contact the school office

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Delacombe 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**

Delacombe Primary School's grounds are supervised by school staff from 8.40am until 3.35pm. Outside of these hours, school staff will not be available to supervise students.

Before school, school staff will be available to supervise the P-6 main areas from 8.40am.

<b>Yard Duty Timetable</b>
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	<b>Before School</b> 8.40 -8.50 am
<b>Monday</b> <b>PLC F /1/2</b>	Person 1
<b>PLC 3/4</b> <b>(Road)</b>	Person 2
<b>PLC 3/4</b> <b>(Sandpit)</b>	
<b>Stadium</b> <b>Toilet Area</b>	
<b>PLC 5/6</b>	<b>Person 3</b>
<b>Oval</b>	

No students are to be on the oval.

After school, until 3.35pm, staff will be supervising the school gates on Greenhalghs Rd and the back gate near the Doug Dean Stadium.

	<b>After School</b>
<b>Monday</b> <b>PLC F</b> <b>/1/2</b>	Person 1
<b>PLC 3/4</b> <b>(Road)</b>	Person 2
<b>PLC 3/4</b> <b>(Sandpit)</b>	
<b>Stadium</b> <b>Toilet</b> <b>Area</b>	
<b>PLC 5/6</b>	<b>Person 3</b>
<b>Oval</b>	

Parents and carers should not allow their children to attend Delacombe Primary School outside of these hours. Families are encouraged to contact the school office on 5335 6103 or refer to the school website for more information about the before and after school care facilities available to our school community.

Breakfast Club is available from 8.10 am-8.40am on Wednesday, Thursday and Friday mornings.

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 usher students into the main office area to wait for parents/carers.

After 3.45pm an attempt will be made to contact parent/carers and following this:

- 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 staff at Delacombe Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The amount of time a staff member can be rostered for is as follows unless they are given extra time in other areas and are compensating the school by providing more time in yard duty hours.

	FULL	.8	.6	.4	.2
Yard duty	1 hr 25 mins	1 hr 8 mins	51 mins	34 min	17 mins

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

The designated yard duty areas for our school are :

AREAS	Purpose	POTENTIAL NUMBERS OF STUDENTS	No of staff on duty
PLC F/1 & 2	Cover P-2 area playground and soccer pitch	242	2?
PLC 3-4 –Roadside area	Cover soccer and playgrounds	158	1

PLC 3-4-Sandpit area and P-2 outside toilets	Cover sandpit, toilets & values walls	Hard to define	1
Stadium Toilet Area	Cover toilets and 3-4 Basketball	Hard to define	1
PLC 5-6	Cover Ga, 5-6 playground and soccer area	153	1
Oval	Cover the oval area	Hard to define	1

**P** YARD DUTY 2024 map of school .pptx



**Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the top drawer (next to the fridge) in the staffroom

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the top drawer (next to the fridge) in the staffroom
- be familiar with the yard duty information pack containing student health and safety information stored in the appropriate yard duty folders
- yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Staff who are rostered for yard duty must 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
- be alert and vigilant
- be actively supervising students and not involved in games
- 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 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 the relevant Yard Duty Folder, being as thorough as possible.
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 Principal/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 Principal/ 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 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 classroom neighbour 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.

### **FURTHER INFORMATION AND RESOURCES**

Department Policy and Advisory Library:

- Supervision
- Duty of Care
- Child Safe Standards
- Visitors in Schools

### **POLICY REVIEW AND APPROVAL**

This policy will be communicated by being published on the school's website and a copy will be available from the school during office hours.

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

<b>Policy last reviewed</b>	Nov 2023
<b>Consultation</b>	Staff and School Council
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	Aug 2024