



## YARD DUTY & SUPERVISION OF STUDENTS POLICY

### **PURPOSE**

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

### **SCOPE**

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

Lalor North Primary School's grounds are supervised by school staff from 8:35am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. Parents will be regularly informed via the newsletter that the school's grounds will be monitored by a teacher from 8:35am.

Before and after school, school staff will be available to supervise the school oval, the school entrances and the playgrounds. Parents and carers are discouraged from sending students to school outside of these hours.

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
- 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 Lalor North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal or experienced teacher is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school:

<b>Zone</b>	<b>Area</b>
<b>Zone 1 - Monash</b>	<b>F-2 playground near Monash Street</b>
<b>Zone 2 – South</b>	<b>Basketball Courts /portables area</b>
<b>Zone 3 - Derna</b>	<b>Front of school, 3/4 Playground</b>

School staff must wear a provided safety/hi-vis vest and carry a bag with basic medical supplies whilst on yard duty. These will be provided to staff at the beginning of each year.

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

### **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 sick bay
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the sick bay.
- Be familiar with the yard duty procedures for student health and safety information stored

Yard duty equipment 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:

- methodically move around the designated zone ensuring active supervision of 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 (excluding drop off and collection periods)
- ensure students remain in their designated year level zones
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. in a Yard Duty Book, on Compass – insert school specific procedures].

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 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 Assistant Principal 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.

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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office 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.

## **DIGITAL DEVICES AND VIRTUAL CLASSROOM**

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

Lalor North Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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

- student attendance will be monitored by our student attendance officer.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual 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 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.

## **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](#)
  - [School Based Apprenticeships and Traineeships](#)
  - [School Community Work](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

**POLICY REVIEW AND APPROVAL**

Policy Last Reviewed	May 2023
Approved by	Principal – Elizabeth Bryan
Next schedule review date	May 2025