

# **YARD DUTY AND SUPERVISION POLICY**

## **Rationale**

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

## **Aims**

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The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

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

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

## **Implementation**

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### **Before and after school**

Aireys Inlet Primary School grounds are supervised by school staff from 8.30am until 8.45am in the morning and 3.00pm until 3.15pm at dismissal time.

Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend the school outside of these hours. Families are encouraged to utilize our After School Hours program if needed.

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)
- 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.

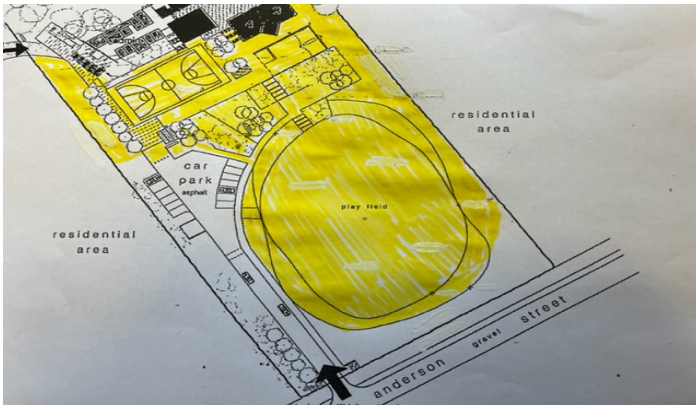
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

## Yard duty

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

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

### Yard duty zone



### 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 staffroom.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored on a hook in the staffroom.
- Be familiar with the yard duty information pack containing student health and safety information stored in the Yard Duty Folder.

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 teacher.

During yard duty, supervising staff must:

- 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 our *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 Yard Duty Book, and on Sentral
- if being relieved of their yard duty shift by another staff member 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 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 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 staffroom 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 the buddy teacher or 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 is 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**

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

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

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

- student attendance will be monitored
- 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.

## Communication

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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
- Included as a reference in our school newsletter
- Made available as hard copy at the 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 at the beginning of each term in our school newsletter.

## References

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- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

## Evaluation, review and approval

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Policy last reviewed	March 2022
Approved by	Principal

Next scheduled review date	March 2024
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This policy will also be updated if significant changes are made to school grounds that require a revision of the yard duty and supervision arrangements.