



## YARD DUTY AND SUPERVISION 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 Swan Hill 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**

SHPS grounds are supervised by school staff from 8:30am until 8:55am before school. After school hours are from 3:15pm until 3:50pm. Outside of these hours, school staff will not be available to supervise students.

In the morning all areas of the school grounds have supervision, with the exception of the far end of the oval. Of an afternoon Area 4 (out the front of the school along Gray St) and the bus gate on Yana St are the areas with supervision.

Parents and carers will be advised through Seesaw about before and after school supervision eg: a notification on our school Facebook, regular reminders in our newsletter that they should not allow their children to attend. Families are encouraged to contact Rebecca Carmichael on 0418 558 994 or refer to <https://www.swanhill.vic.gov.au/community/your-community/families-and-children/out-of-school-hours/> for more information about the 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 Sub School Leaders 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 above.

## Yard duty

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

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

The designated yard duty areas for our school as of Term 3, 2023 are:

Organisational Details

On a given day, teachers are rostered on as 1<sup>st</sup> half or 2<sup>nd</sup> half, as explained by the following table.

	1st Half	2nd Half
Recess	11.00am-11.10am	11.10am-11.25am
Lunch	1.05pm-1.30pm	1.30pm-1.55pm

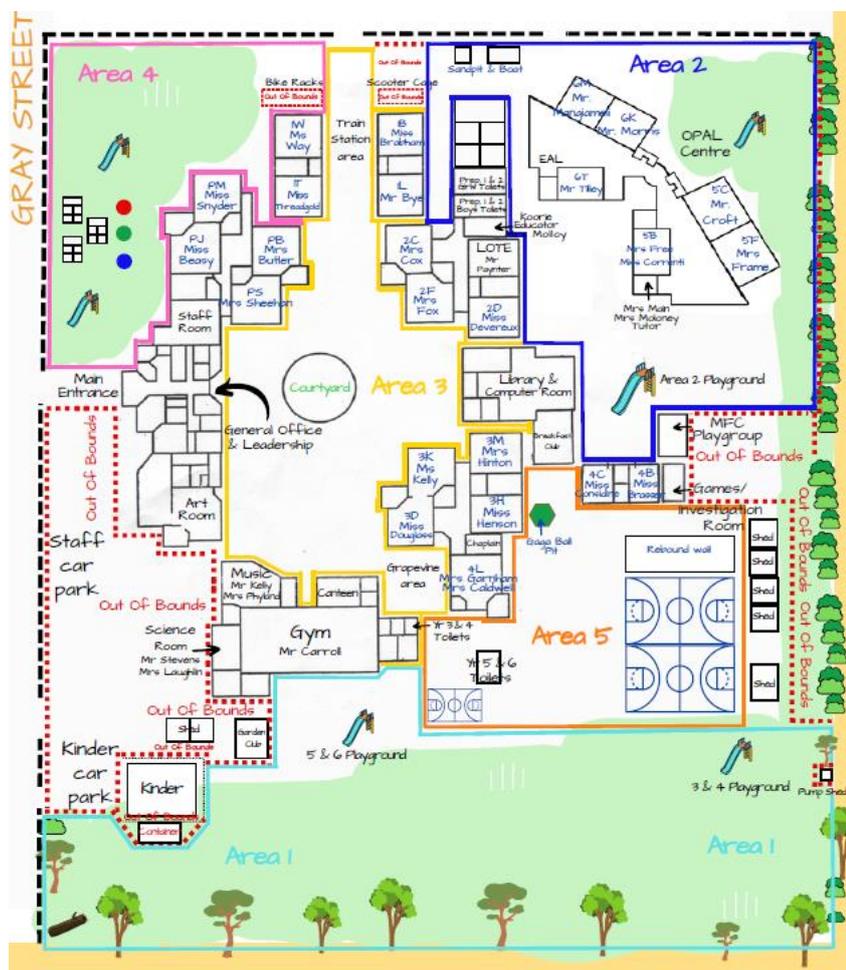
Teams: Staff are divided into 5 teams of 5 and are rostered onto two days a week, for example,  
 Team 1            Monday 1st half            Wednesday 2nd half

**Rotation:** Team members rotate around the 5 yard duty areas of the school. In most cases staying in the same area for one week at a time (refer to map and roster in the staffroom). Prep teachers can often remain in Area 4 to support younger students.

**Areas Covered by Duty Staff:** Following is a description of yard duty areas teachers are required to supervise. Included are suggestions of risk areas which staff need to be aware of:

<b>Area 1</b>	Behind Kinder / 5&6 Playground / Oval / 5&6 Playground  Note: check out tree hidey-holes and fence lines.  * Be on hand if possible to help out with minor injuries.
<b>Area 2</b>	Junior Toilet Block /New Playground / Around Opal Centre  Note: Monitor toilets in and around portables.

	*Be on hand if possible to help out with minor injuries.
<b>Area 3</b>	Courtyard from 3&4 toilets to end of railway station classrooms. Monitor 3&4 toilets, around canteen and grapevine area.  *Be on hand if possible to help out with minor injuries.
<b>Area 4</b>	Front of school include from front of office to the Yana street bike racks. Include infant area eating area.  *Be on hand if possible to help out with minor injuries.
<b>Area 5</b>	Basketball court / Senior Portable Toilets / Gaga Ball Pit  Note: Fence line and sheds are out of bounds.  *Be on hand if possible to help out with minor injuries.



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored by staff.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored at staff workstations.
- Be familiar with the yard duty information pack/cards containing student health and safety information stored in bum bags.

### 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, checking areas as mentioned above
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Encourage expected behaviours, as per our [SWPBS Matrix](#).
- Follow our [SWPBS flow chart](#).
- View measures set out in your school's *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 on Sentral.
- When 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 make a swap with a colleague prior or contact the Assistant Principal or Rhian 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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should call the office to put over an announcement 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 partner class 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 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](#).

## **Digital devices and virtual classroom**

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

SHPS 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 by SHPS Staff.

While 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 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**

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 induction book
- Included in our school newsletter
- Saved on our school website

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent out regularly in our school newsletter.

## **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](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	Tuesday 25th July 2023
Approved by	Principal
Next scheduled review date	The next scheduled review date is July 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Swan Hill Primary Schools yard duty and supervision arrangements.