

Yard Duty and Supervision Policy 2022-2024



Help for non-English speakers

If you need help to understand the information in this policy please contact the office

Rationale:

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will usually satisfy the duty of care for the on-site management of students, outside normal timetabled class time, by allocating responsibilities for supervision to different staff.

The principal or nominee is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. The parents are responsible for care and supervision of students outside of school supervision times, including travelling to and from school.

Aims:

- to ensure parent/carers understand the processes regarding student supervision
- to ensure school staff understand their supervision and yard duty responsibilities
- to ensure all staff assume responsibility for student care and that they are confident, skilled and proactive in the management of student safety

Policy:

Implementation

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 Morang South 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. [Supervision should be undertaken in a way that identifies and mitigates risks to child safety.](#)

Before and after school

Morang South Primary School grounds are supervised before school by school staff from 8:45 am to 9:00 am. The school will also provide staff supervision for students after school between 3:30 pm to 3:45 pm. Outside of these before and after school times, school staff will not be available to supervise students. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

A roster system will be used to timetable staff members for yard supervision. Parents and carers should not allow their children to attend unsupervised at Morang South Primary School outside of these times. Families requiring supervision are encouraged to contact Their Care (OSHC) on [1300 072 410](tel:1300072410) or refer to the Their Care weblink and contact details on the school website for more information about the before and after school care facilities available to our school community.

If a student arrives at school without direct supervision of a parent or guardian prior to 8.45am, and is not booked into Before School Care (OSHC), the student should go to the Administration Office. 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 3:45, at the end of the school day, the student should go to the Administration Office. 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 (OSHC) program at the parent/guardian's cost
- 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 Morang South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or principal's nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Morang South Primary School, school staff will be designated a specific yard duty area to supervise.

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

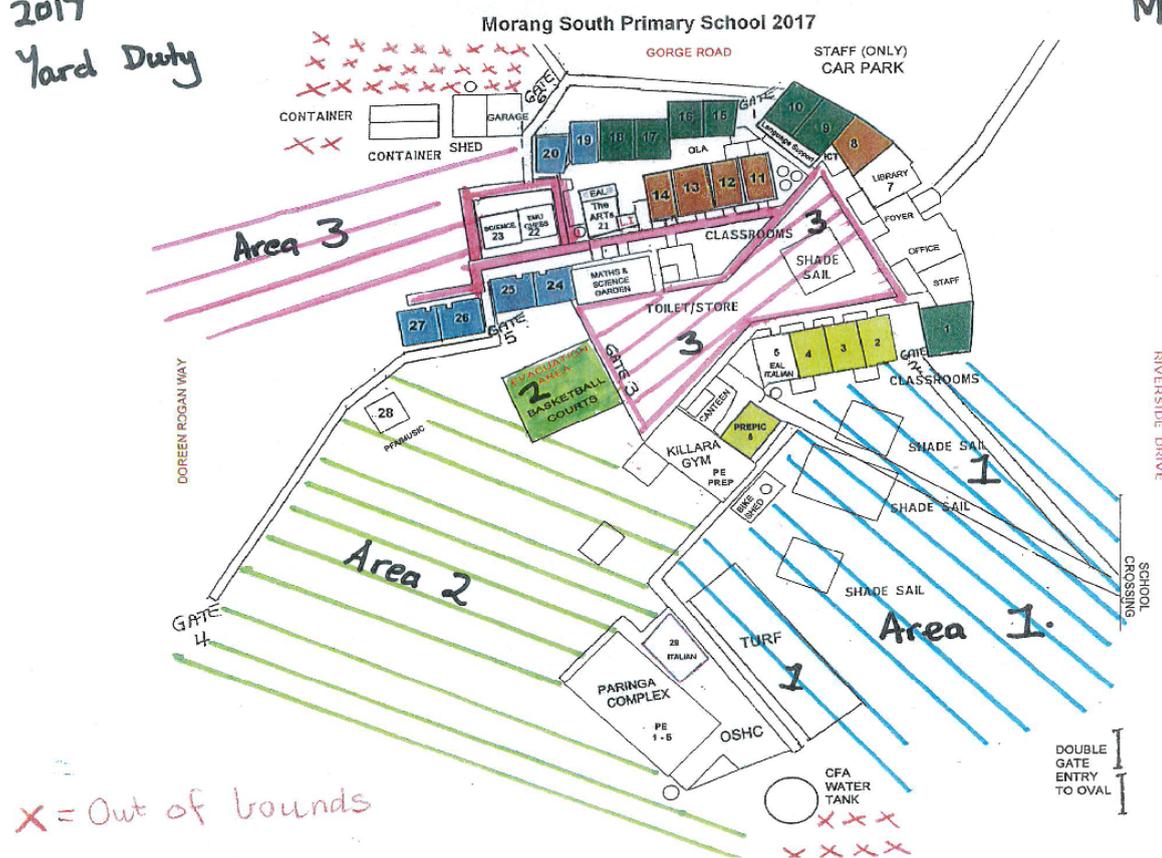
The designated yard duty areas for our school as at Term 3, 2022 continue to be as follows:

Zone	Area	Time(s)
Area 1	Playground	11:10am – 11:40; 1:50pm – 2:30pm
Area 2	Oval	11:10am – 11:40; 1:50pm – 2:30pm
Area 3	Quadrangle and Science Block	11:10am – 11:40; 1:50pm – 2:30pm
Area 1	Playground	8:45am – 9:00am (Before school) 3:30pm – 3:45pm (After school)

Zones during School Lunch Breaks

2017
Yard Duty

MSPS



Teaching staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room and will be made accessible to any relief/CRT teacher who may be rostered on duty. Staff must also carry a yard duty folder, personal mobile phone (as agreed) and first aid pouch whilst on duty.

Yard duty folders are checked and updated by a nominated staff member on a regular basis. Staff must make themselves familiar with the yard duty information contained in the folder provided containing student health and safety information.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher, or the bell has gone which indicates the end of supervision, or the end of day time of 3:45pm has passed.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring allocated areas are monitored at all times and ensuring all students are actively supervised
- where safe to do so, approach any unknown visitor who is observed on school grounds, or hanging over a fence communicating with students without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods). Visitors who have not signed in should be directed to the office.
- ensure students remain in any designated play zone, age-based allocated equipment or use areas timetabled for use based on year level correctly
- 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 school's *Student Engagement, Wellbeing and Inclusion* policy
- ensure that students who require first aid assistance receive it as soon as practicable

- log any incidents or near misses as appropriate on the student management system (Compass Chronicles) or in a Yard Duty Book as an incident.
- 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.
- children and staff members are required to wear appropriate hats from the September 1st until the end of April, in accordance with the SunSmart Policy
- if the Principal or principal's nominee deems outside weather as unsuitable or unsafe, an inclement weather timetable will be followed

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal or 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 or Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area. Staff may send a message to the Administration/Office requesting support.

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 the teacher in the adjacent room if available to supervise their class. If that teacher is not available then a member of the Principal Team will need to be contacted for assistance. The teacher should then wait until another teaching 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. 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, , and will follow the supervision requirements in the [Department of Education and Training Excursions Policy](#). Please also refer to our *Camps Policy* and *Excursions and Special Events Policy*.

Digital devices and virtual classroom

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

At times, students may participate in online learning programs such as Higher Abilities programs (VCES and VHAP) where students are involved in enrichment and extension based learning. Morang South 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 either by the classroom teacher, by the Higher Abilities Practice Leader or other qualified staff member. Supervision will be conducted in the classroom environment, library or in nearby breakout space.

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.

Parents and Students

Parents/carers are requested to ensure that students do not arrive early or stay late beyond school supervision times, unless they are attending before or after school care (OSHC), or a pre-arranged supervised activity.

School staff, parents and students are encouraged to speak to our principal, if any concerns arise about potential risks at our school, or our duty of care obligations.

Communication

This policy will be communicated to our school community in the following ways;

- Included in staff handbook/induction processes
- Discussed at team leaders/staff meetings, as required
- Included on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
(See the Department's Policy and Advisory Library (PAL))
- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Community Work](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- First aid
- SunSmart Policy
- Student Engagement, Wellbeing and Inclusion policy

REVIEW CYCLE

This policy is required to have a 1 year review cycle by DET

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

Date Implemented	11/07/2022
Author	Acting Principal/ PAL Template
Approval by School Council	Not Required
Date Reviewed	30/6/2022
Responsible for Review	Acting Principal
Next Review Date	11/07/2023

