



## Yard Duty and Supervision Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the 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 Grovedale West 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

Grovedale West Primary School grounds in the entrance areas are supervised by school staff from 8.45am until 9.00am and 3.15pm to 3.30pm. Outside of these hours, school staff will not be available to supervise students.

The school grounds are closed and are for before School Care use only, until school staff commence duty at 8.45am and student can then enter under supervision.

Parents and carers are advised through the School newsletter, the School Information Handbook and the school web site.

The school provides a Before and After School Hours Care service for families needing their children to attend school out of school hours.

The Noila Street crossing is not supervised by the COGG. Flags are placed at the crossing at 8.45am and 3.15pm. A teacher supervises the exit of children from the school grounds at the Noila Street gate. Parents are required to supervise their children at the Noila Street crossing.

Wingarra Road and Heyers Road have a COGG school crossing supervisor. School staff also supervise the east and west end of the school grounds before and after school.

	<p>Parents and carers should not allow their children to attend Grovedale West Primary School outside of these hours.</p> <p>Families are encouraged to contact the schools Out of School Hours Care Facility office on 52414774 for more information about the before and after school care facilities available to our school community.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• advise of the supervision arrangements before school</li> <li>• request that the parent/ carer make alternate arrangements.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• attempt to contact the parents/carers</li> <li>• attempt to contact the emergency contacts</li> <li>• place the student in an out of school hours care program (if available)</li> <li>• 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.</li> </ul>									
Yard Duty	<p>All staff at Grovedale West Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.</p> <p>The principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Grovedale West Primary School staff will be designated a specific yard duty area to supervise.</p> <p><b>The designated yard duty areas for our school</b></p> <table border="1" data-bbox="443 1234 1356 1843"> <thead> <tr> <th data-bbox="443 1234 1356 1304">Zone</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1304 1356 1373">1. Prep playground and toilets</td> </tr> <tr> <td data-bbox="443 1373 1356 1442">2. Junior bitumen area and basketball courts</td> </tr> <tr> <td data-bbox="443 1442 1356 1512">3. Senior playground and soccer field</td> </tr> <tr> <td data-bbox="443 1512 1356 1581">4. Oval</td> </tr> <tr> <td data-bbox="443 1581 1356 1650">5. MIPOD passive playground and kitchen garden</td> </tr> <tr> <td data-bbox="443 1650 1356 1719">6. First aid based in MIPOD area</td> </tr> <tr> <td data-bbox="443 1719 1356 1789">7. Noila Street gate – 8.45am – 9.00am and 3.15pm – 3.30pm</td> </tr> <tr> <td data-bbox="443 1789 1356 1843">8. Heyers Road gate - 8.45am – 9.00am and 3.15pm – 3.30pm</td> </tr> </tbody> </table>	Zone	1. Prep playground and toilets	2. Junior bitumen area and basketball courts	3. Senior playground and soccer field	4. Oval	5. MIPOD passive playground and kitchen garden	6. First aid based in MIPOD area	7. Noila Street gate – 8.45am – 9.00am and 3.15pm – 3.30pm	8. Heyers Road gate - 8.45am – 9.00am and 3.15pm – 3.30pm
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	<p><b>Yard duty equipment</b></p> <p>School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each staffroom.</p> <p><b>Yard duty Responsibilities</b></p> <p>Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.</p> <p>During yard duty, supervising staff must:</p> <ul style="list-style-type: none"> <li>• where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in</li> <li>• methodically move around the designated zone to cover the whole area, to ensure that they are in line of sight to the children in the area</li> <li>• be alert and vigilant</li> <li>• intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard</li> <li>• enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in your school's <i>Student Engagement and Wellbeing</i> policy</li> <li>• ensure that students who require first aid assistance receive it as soon as practicable</li> <li>• log any incidents or near misses as appropriate on Compass</li> <li>• 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.</li> </ul> <p>If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange for a replacement supervising teacher or 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.</p> <p>If the supervising staff member needs to leave yard duty during the allocated time, they should contact another teacher or member of the leadership team but should not leave the designated area until the relieving staff member has arrived in the designated area.</p> <p>If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should phone the office or send a student to the office to advise of the area. The current supervising staff member should and not leave the designated area until a replacement staff member has arrived.</p> <p>Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime</p>
Classroom	The classroom teacher (or teaching team) is responsible for the supervision of all students in their care during class.

	<p>If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a team teacher or contact the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. Teachers working in teams can use existing team staff.</p>
School activities, camps and excursions	<p>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 and will follow the supervision requirements in the Department of Education and Training <a href="#">Excursions Policy</a>.</p>
Digital devices and virtual classroom	<p>Grovedale West Primary School follows the Department's <a href="#">Cybersafety and Responsible Use of Technologies Policy</a> with respect to supervision of students using digital devices.</p> <p>Grovedale Wset 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 in the allocated space by a teacher.</p> <p>While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home, if there is a need for a virtual classroom</p> <ul style="list-style-type: none"> <li>• student attendance will be monitored by daily log in</li> <li>• any wellbeing or safety concerns for the student will be managed in accordance with our usual processes.</li> </ul>
Students requiring additional supervision support	<p>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.</p> <p>Brain breaks or sensory regulation activities must be supervised or within accessible line of sight supervision of staff</p>
Supervision of student in emergency operating environments	<p>In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.</p> <p>In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.</p>
Other areas requiring supervision	<p>Students attending toilet facilities during class time must do so in pairs. Students using toilets in the administration building can do so individually. Students must advise teachers when leaving the classroom to attend the toilet during class time.</p>
Communication	<p>This policy is communicated to our school community in the following ways:</p> <ul style="list-style-type: none"> <li>• Included in staff induction processes</li> <li>• Discussed at staff briefings or meetings, as required</li> <li>• Available on our school website and parent reminders are sent regularly in our school newsletter.</li> </ul>

Further Information and resources	<ul style="list-style-type: none"> <li>• the Department’s Policy and Advisory Library (PAL): <ul style="list-style-type: none"> <li>• <a href="#">Child Safe Standards</a></li> <li>• <a href="#">Cybersafety and Responsible Use of Technologies</a></li> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">Excursions</a></li> <li>• <a href="#">Supervision of Students</a></li> <li>• <a href="#">Visitors in Schools</a></li> </ul> </li> </ul>								
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