

## YARD DUTY & SUPERVISION



### Help for non-English speakers

If you need help to understand the information in this policy or would like this policy translated, please contact the school.

### PURPOSE

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

### SCOPE

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 Chandler Park 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.

### POLICY

#### Before and after school

Chandler Park Primary School grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, two school staff will be available to supervise the densely populated areas of the school.

Parents and carers should not allow their children to attend Chandler Park Primary School outside of these hours. Families are encouraged to contact Their Care on 1300 072 410 or refer to <https://theircare.com.au/> for more information about the before and 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 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 registered)
- 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 Chandler Park Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Chandler Park school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are as follows

Area	Description
Area A	Junior Playground (adjacent to Cochrane Street and Blue gum building)
Area B	Artificial Athletics Track & Shaded Seating Area (bordered by Merrick & Cochrane Streets)
Area C	Internal Central School Area around Wattle building, Portables and Toilets
Area D	Senior Playground, Soccer Oval & Gym Toilets (behind Waratah building)



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests, first aid bags and cards are provided to each staff member and are stored in their workspace.

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 staff must:

- methodically move around the designated zone to ensure that all areas are within line of sight to the yard duty teacher
- 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 measures outlined in the 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 Compass and/or on edusafe plus
- 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 arrange a yard duty swap where possible and notify the assistant principal prior to the scheduled swap.

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 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 should speak to the supervising yard duty staff member first who may direct them to first aid or one of the leadership team, if necessary.

## **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 approach the adjacent teacher in their building for assistance with short term supervision (i.e. toilet break of no more than 5 minutes). The adjacent teacher should ensure they position themselves to adequately supervise the adjacent class. Should supervision be required for longer than 5 minutes the teacher is to 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.

## **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.

## **FURTHER INFORMATION AND RESOURCES**

This policy also links to Chandler Park Primary School's Duty of Care, Visitors and Child Safe Standards policies

## **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
- Referenced in our staff handbook
- Made available in hard copy from school administration upon request
- Made available on the school website

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	30th June 2022
Approved by	Principal
Next scheduled review date	30th June 2024